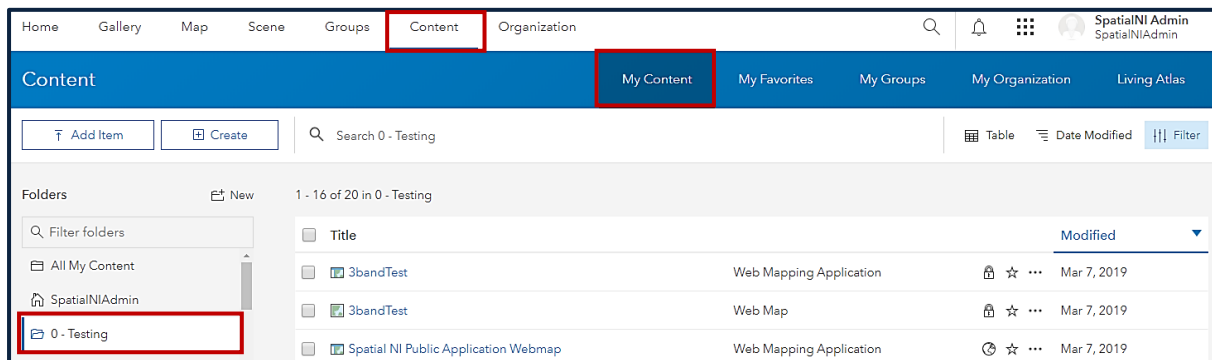


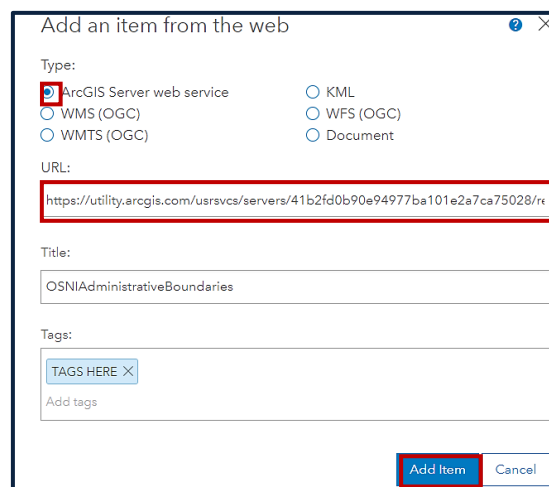
Basemap Service Registration

To register a Spatial NI service as a Basemap in your organisational ArcGIS online Basemap Gallery:

1. Request secured Utility URLs for Basemaps you require for your Basemap Gallery from Spatial NI using the [Access Form](#), making sure it is clear this will be used in a Basemap Gallery
2. Once you receive the URLs from the Spatial NI team, log in to your organisational ArcGIS Online account (AGOL)
3. Navigate to **My Content** tab
4. Locate the folder you require or create a new folder by clicking **New**
5. Select the folder to highlight it

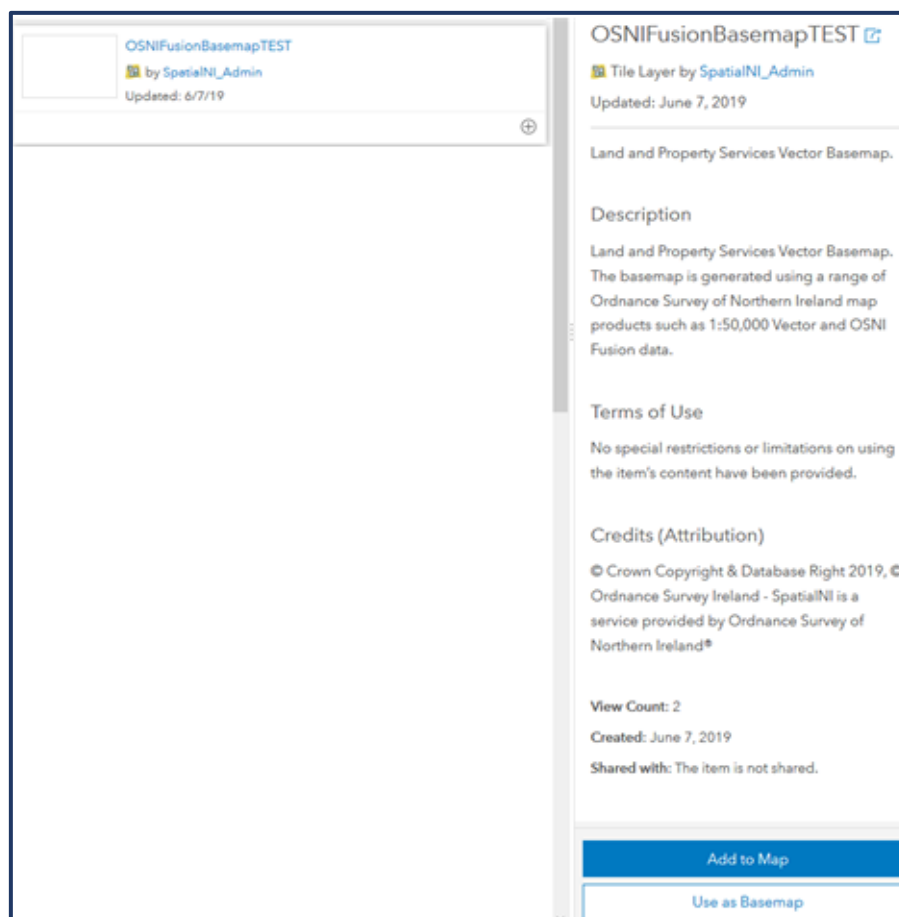
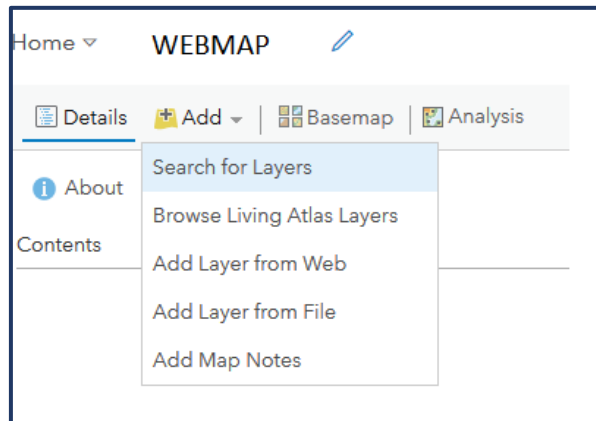


6. Select **Add Item**
7. Select **From the web** from the dropdown menu
8. Click **ArcGIS server Web Service**
9. Paste the web service URL which Spatial NI Support have provided
10. Select **Add Item**

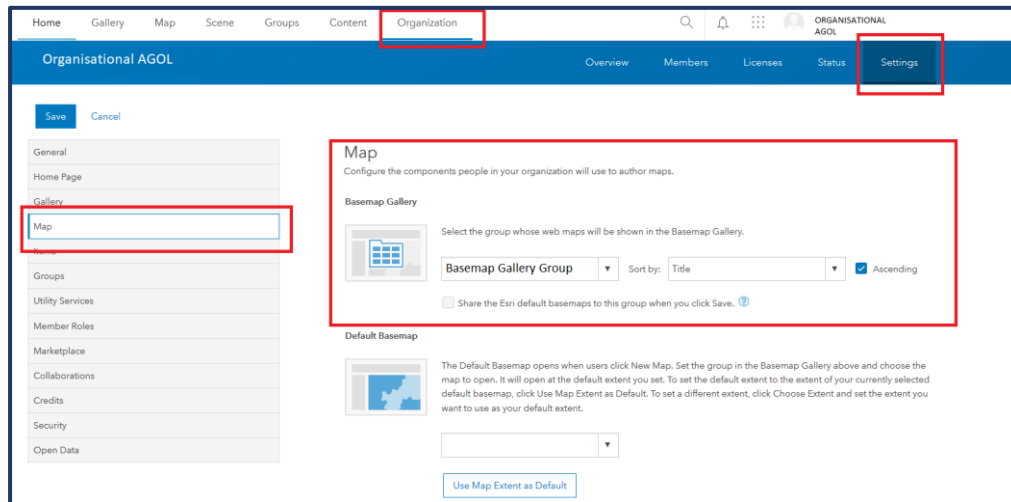


11. On success, you will be directed to the item page

- 12. Navigate to the Overview Page
- 13. Select **Share**
- 14. Click the share the item(s) with: **select the relevant option**
- 15. Click **OK**
- 16. Create a WebMap, and add the Basemap layer in and Use as Basemap



17. Save the Webmap and share with the Organisation's Basemap Gallery Group (The Group name can be checked in the Organisation's Settings)



18. Check the Basemap now appears in the Basemap Gallery group in AGOL and in Desktop software when signed into AGOL and that it loads to Map when selected

AGOL



ArcGIS Pro

