



Step-by-Step Guide: How to Purchase Vouchers


1. Login to your account and select the Blue 'P' Button




My details
View or change your details



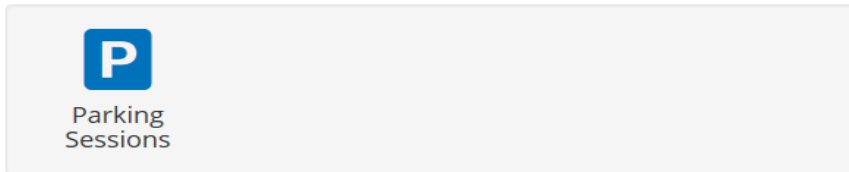
Permit application
Apply for a permit



My permit applications
View your applications



My permits
View and renew your permits



2. Select 'Top-Up', for the parking permit you require to purchase 'Top-Ups' for.
(These can be purchased in multiples of 10)

Help

Your account contains a number of permits.

This screen lists all the permits in your account which are currently valid for booking visitor sessions.

Each item in the list shows the permit number followed by the reference number, if known.

You need to select which of these permits you wish to book a visitor session with.

When you've selected a permit from the list click 'Continue' to begin the booking process.

Select permit

0% complete

You have 5 permits active to book parking sessions

Permit number	Permit type	Permit zone	Work order number	Status		
EDSCB101	Staff City B - Full Day	ED-CA - City		Current (0)	Book	Topups
EDSCAV104	Staff City Area Vouchers	ED-CA - City		Current (1)	Book	Topups
EDLFPT105	Little France Part Time	ED-LF - Little France		Current (0)	Book	Topups

3. Once Top-Ups have been purchased you can then book a parking session from now or at a future date;

Now:

Help

We need to know what vehicle your visitor has parked so we don't give it a ticket.

If you have visitors who come to park regularly you can save their registration numbers and pick them from a list next time. Just tick the box to tell us to do this.

And you need to check they've parked in a street or car park that your permit covers, so please choose one of the parking locations in the list.

When you've done this click 'Continue'.

Book parking (step 1 of 3)

33% complete

Vehicles

Park : One vehicle Multiple vehicles

Registration number :

Save this registration number : ?

Location

Parking location :

Duration

Start parking : Now At a future time

Your permit allows your visitor to park until 23:59.

Continue

Cancel

At a Future Time: Please ensure both date and time are selected:

Help

We need to know what vehicle your visitor has parked so we don't give it a ticket.

If you have visitors who come to park regularly you can save their registration numbers and pick them from a list next time. Just tick the box to tell us to do this.

And you need to check they've parked in a street or car park that your permit covers, so please choose one of the parking locations in the list.

When you've done this click 'Continue'.

Book parking (step 1 of 3)

33% complete

Vehicles

Park : One vehicle Multiple vehicles

Registration number :

Save this registration number :

Location

Parking location : City

Duration

Start parking : Now At a future time

Park from :

Your permit allows your visitor to park until 23:59

Calendar for January 2020. The date 6 is highlighted. Navigation arrows are present at the top and bottom.

Help

We need to know what vehicle your visitor has parked so we don't give it a ticket.

If you have visitors who come to park regularly you can save their registration numbers and pick them from a list next time. Just tick the box to tell us to do this.

And you need to check they've parked in a street or car park that your permit covers, so please choose one of the parking locations in the list.

When you've done this click 'Continue'.

Book parking (step 1 of 3)

33% complete

Vehicles

Park : One vehicle Multiple vehicles

Registration number :

Save this registration number :

Location

Parking location : City

Duration

Start parking : Now At a future time

Park from :

Your permit allows your visitor to park until 23:59

Time selection interface showing 12:23. Includes up/down arrows and a calendar icon.