

Visitors Booking Instructions with PermitSmarti and VoucherSmarti

PERMITSMARTI

PermitSmarti is the online system where you register and set-up permissions (Permits) to book and use Visitor Vouchers in University of Bristol Residences.

To get started go to [PermitSmarti](https://permits.paysmart.co.uk/acct/uniofbristol/) [https://permits.paysmart.co.uk/acct/uniofbristol/]



My account

Email :

Password :

[Create a new account](#) [Sign in to my account](#)

[I've forgotten my password](#)

Add a voucher session
© 2016 - Imperial Civil Enforcement Solutions

CREATE NEW ACCOUNT

Step 1

- Choose the types of booking you will be making i.e. Staff or Student
- Enter your email address and create a password
- Click NEXT

Top Tip:

This will require your University email! PermitSmarti is designed to only work with Bristol.ac.uk addresses!



My account registration - step one

* Account type : ☒ Staff
☐ Student

Please register with an email address and password. You will be sent a confirmation email. Your account will not be active until you have clicked on the link in this email.

* Email : Required

* Password :

* Confirm password :

Password must contain at least 8 characters including one lower case, one upper case and one numeric character.

[Cancel](#) [Next](#)

Add a voucher session
© 2016 - Imperial Civil Enforcement Solutions

Step 2

- Complete your Personal Details
- Add a Contact Method

We need to be able to contact you if necessary, so please make sure to add at least one Contact Method.

- Add an Address
- Click FINISH

My account registration - step two

* Title :

* Forename :

Initials :

* Surname :

Contact methods : [+ Add](#)

* Address :


* Postcode :

[Cancel](#) [Back](#) [Finish](#)


Add a voucher session
© 2016 - Imperial Civil Enforcement Solutions

After Clicking FINISH we will send you a verification email; please follow the instructions to complete your registration.


After signing in using the details used in **Step 1** you are now in your account.




My account Rob Lennon




My details
View or change your details



Permit application
Apply for a permit



My permit applications
View your applications



My permits
View your permits

Add a voucher session
© 2016 - Imperial Civil Enforcement Solutions

From the My Account page, you can set up Visitors Vouchers specific to your needs, change your personal information and view what types of Visitor Voucher you already have permission to book.

MY ACCOUNT

The four tabs in My Account are:

My Details

Manage your personal information, contact methods, email address etc.

Permit Applications

Tell us what sort of Vouchers you would like to book, for which residence and get a Permit (permission) to do so

My Permit Applications

View pending Applications (Staff permissions will require authorisation)

My Permits

View the list of Permits (permissions) you have already set up

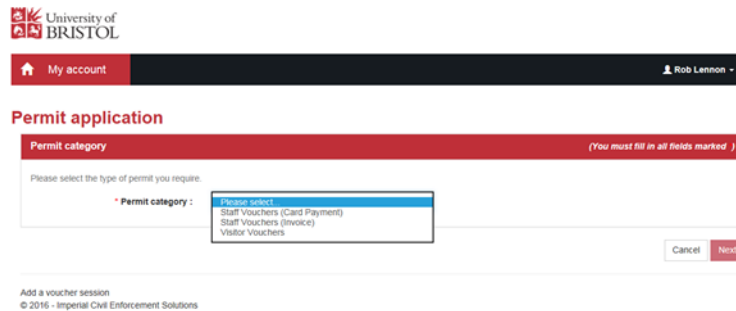
To set up your Permits (permissions) go to Permit Applications

PERMIT APPLICATIONS

Step 1

- Specify whether you are booking Visitor Vouchers, Staff Visitor Vouchers or Staff Visitor Vouchers via Purchase Order (Invoice)

All Staff Vouchers are subject to authorisation once your application has been submitted, please check My Permits at a later time to either accept or decline your offer.



Step 2

- Choose what type of vouchers you would like to book...

Short-stay, AM/PM or All-Day, Evening or 24 Hours

- ...and at which residence

Don't forget: Your car may only be parked at the residence you book for.

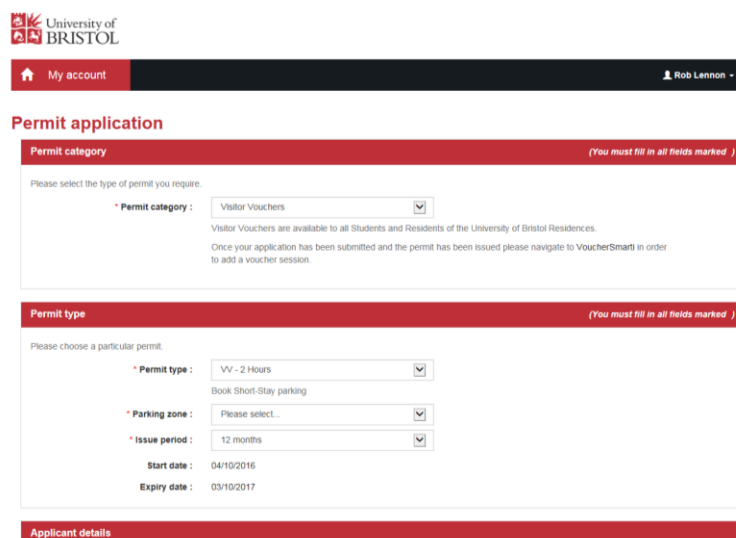
- Accept the T&Cs before continuing...

This will take you to the Residences Car Parking web space, where you can find all Terms and Conditions, the Car Parking Policy and other information.

- Click FINISH

Top Tip:

You can set up all 4 voucher types in 5 minutes; so if you have time add all 4 now! Then you'll only need to use VoucherSmarti in the future!



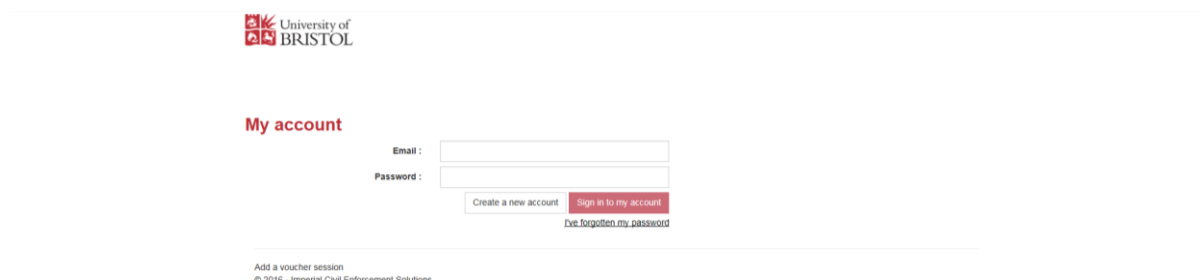
Your Voucher is now set up; to book parking and pay either click “Add Voucher Session” or go to [VoucherSmarti](https://uniofbristol-voucher.paysmarti.co.uk/) [<https://uniofbristol-voucher.paysmarti.co.uk/>]

VOUCHERSMARTI

VoucherSmarti is the online system where you book and purchase Visitor Vouchers for parking in University of Bristol Residences.

To get started go to [VoucherSmarti](https://visitor.paysmarti.co.uk/uniofbristol/) [<https://visitor.paysmarti.co.uk/uniofbristol/>]

You may be required to login again, this is the same username and password for PermitSmarti.



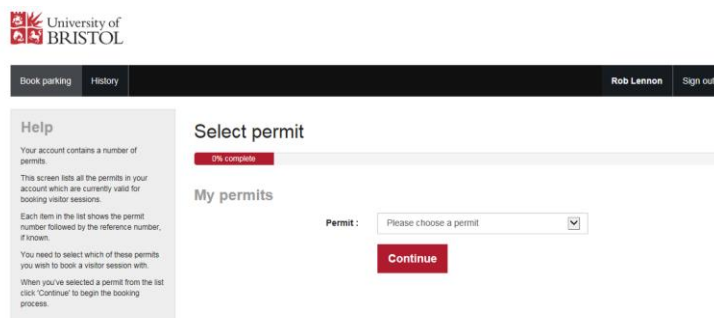
(A) BOOK AND PAY FOR A VISITORS VOUCHER OR STAFF VISITORS VOUCHER VIA CREDIT OR DEBIT CARD

Step 1

- Select which permission you would like to use from the drop down menu
- If you are booking a Staff Visitors Voucher via Cost Code please go to the next section (B)*
- Click CONTINUE

Top Tip:

If you set up more than one permission type – it might be useful to keep a list of your permit codes!




Step 2

- Enter your registration number (or that of you visitor)
- Select when you want to park – now, or at a future time and date
- If you select NOW this will automatically fit your booking into the permitted session, however if you choose AT A FUTURE TIME you will have full control over when your booking begins.*
- Once the booking times are correct Click NEXT
- The System will now confirm the Registration number is correct

Top Tip:

You can save a list of regularly booked in vehicles by selecting "Save this registration number"!



Book parking My visitors My cards History Rob Lennon Sign out

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)

30% complete

Vehicles

Registration number :

Save this registration number : ☐

Location

Parking location : Durham Hall

Duration

Start parking : ☐ Now ☒ At a future time


Park from :

Your permit allows you visitor to park for up to

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Step 3

- You will now be taken to the card payment screen, which also shows a summary and price for your booking.
- Complete your card details.
- Click CONTINUE



Book parking My visitors My cards History Rob Lennon Sign out

Help
You can pay with a credit or debit card. We need to know the card number, the expiry date and the three digit security code off the back of the card. If you'd like us to remember these details for next time then just tick the box. Your details will be safe, as we adhere to the security requirements for keeping such data. If you've done this before and asked us to remember your card details then you can pick it from the list. All you need to tell us is the 3 digit security code which we aren't allowed to save.

Book parking (step 2 of 3)

60% complete


The total charge for parking ABCDEFG at Badock Hall from 10:02 today to 10:02 on 05/10/2016 is: **£10.00**

Card Number

Expiry Date /


Card Security Code

Issue Number (If Available)



Step 4

- Your Booking is now complete!
 - You will be taken to a full booking summary
- By clicking on the History tab at the top, you can view your bookings.



Book parking My visitors My cards History Rob Lennon Sign out

Help
Your visitor is now registered with our parking system and Civil Enforcement Officers in your area will be made aware of their registration. Next time you use the service, if you have chosen to save your card or their vehicle details you'll find it even quicker to use. You can review and change these saved details by clicking on the My vehicles and My cards link at the top of the page.

Book parking (step 3 of 3)

100% complete

Your visitor parking session has been booked.

Parking session details

Vehicle registration number : ABCDEF

Location : Goldney Hall

Parking allowed until : 12:30

On date : 04/10/2016

Charge : £3.50

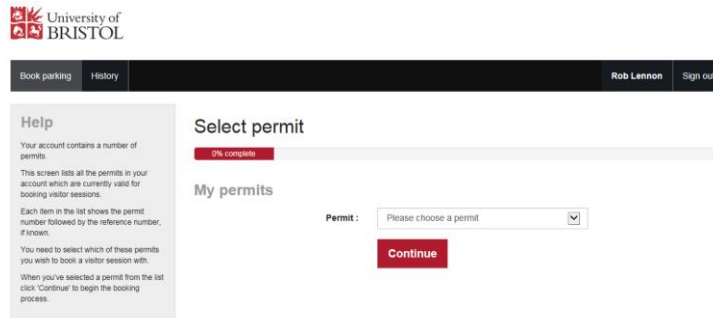
(B) BOOK AND PAY FOR A STAFF VISITORS VOUCHER VIA COST CODE

Step 1

- Select which permission you would like to use from the drop down menu
- Click CONTINUE

Top Tip:

If you set up more than one permission type – it might be useful to keep a list of your permit codes!



- Enter your registration number (or that of your visitor)
- Select when you want to park – now, or at a future time and date

If you select NOW this will automatically fit your booking into the permitted session, however if you choose AT A FUTURE TIME you will have full control over when your booking begins.

Step 2

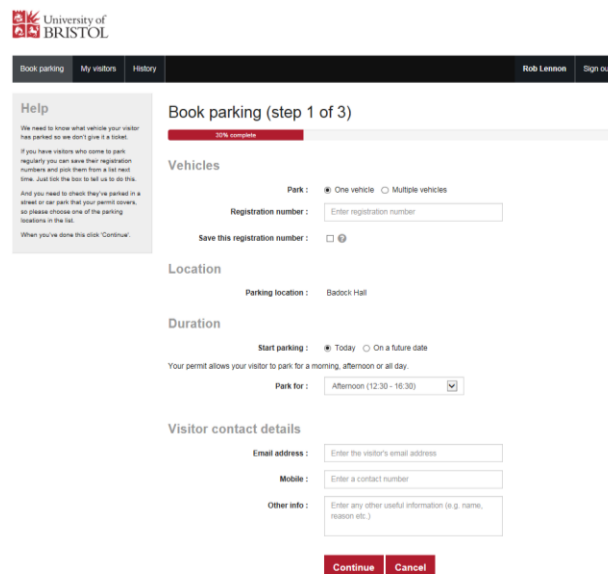
- Complete your contact details
- We may need to confirm details about your booking, so your @bristol.ac.uk email address is preferable*
- Under OTHER INFO please enter your Cost Code in format EL1, EL3, EL2

Failure to include a valid Cost Code may result in the booking becoming VOID and financial penalties against the vehicle owner.

- Click CONTINUE

Top Tip:

You can save a list of regularly booked in vehicles by selecting "Save this registration number"!

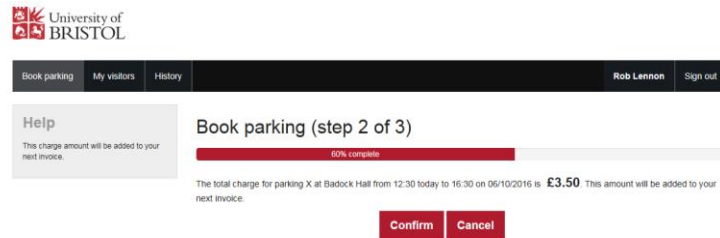


Step 3

- You will now be taken to a confirmation screen, including the price of booking.

This is the final opportunity to make sure all details of the booking are correct.

- Click CONFIRM



University of
BRISTOL

Book parking My visitors History Rob Lennon Sign out

Help
This charge amount will be added to your next invoice.

Book parking (step 2 of 3)

60% complete

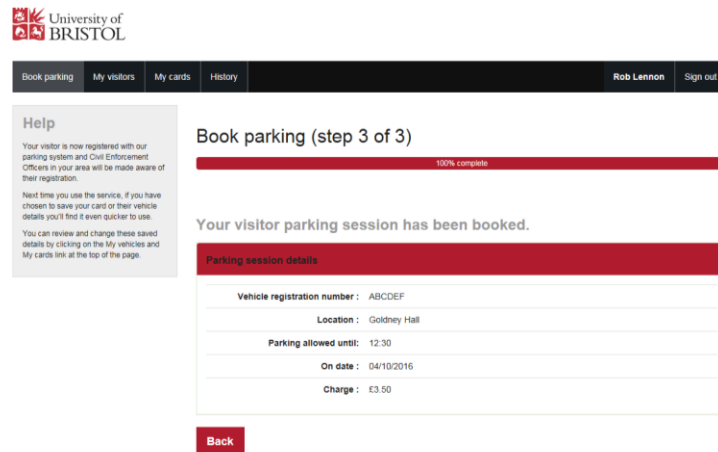
The total charge for parking X at Badock Hall from 12:30 today to 16:30 on 06/10/2016 is **£3.50**. This amount will be added to your next invoice.

Confirm Cancel

Step 4

- Your Booking is now complete!
- You will be taken to a full booking summary

By clicking on the History tab at the top, you can view your bookings.



University of
BRISTOL

Book parking My visitors My cards History Rob Lennon Sign out

Help
Your visitor is now registered with our parking system and Civil Enforcement Officers in your area will be made aware of their registration.
Next time you use the service, if you have chosen to save your card or their vehicle details you'll find it even quicker to use.
You can review and change these saved details by clicking on the My vehicles and My cards link at the top of the page.

Book parking (step 3 of 3)

100% complete

Your visitor parking session has been booked.

Parking session details

Vehicle registration number :	ABCDEF
Location :	Goldney Hall
Parking allowed until:	12:30
On date :	04/10/2016
Charge :	£3.50

Back