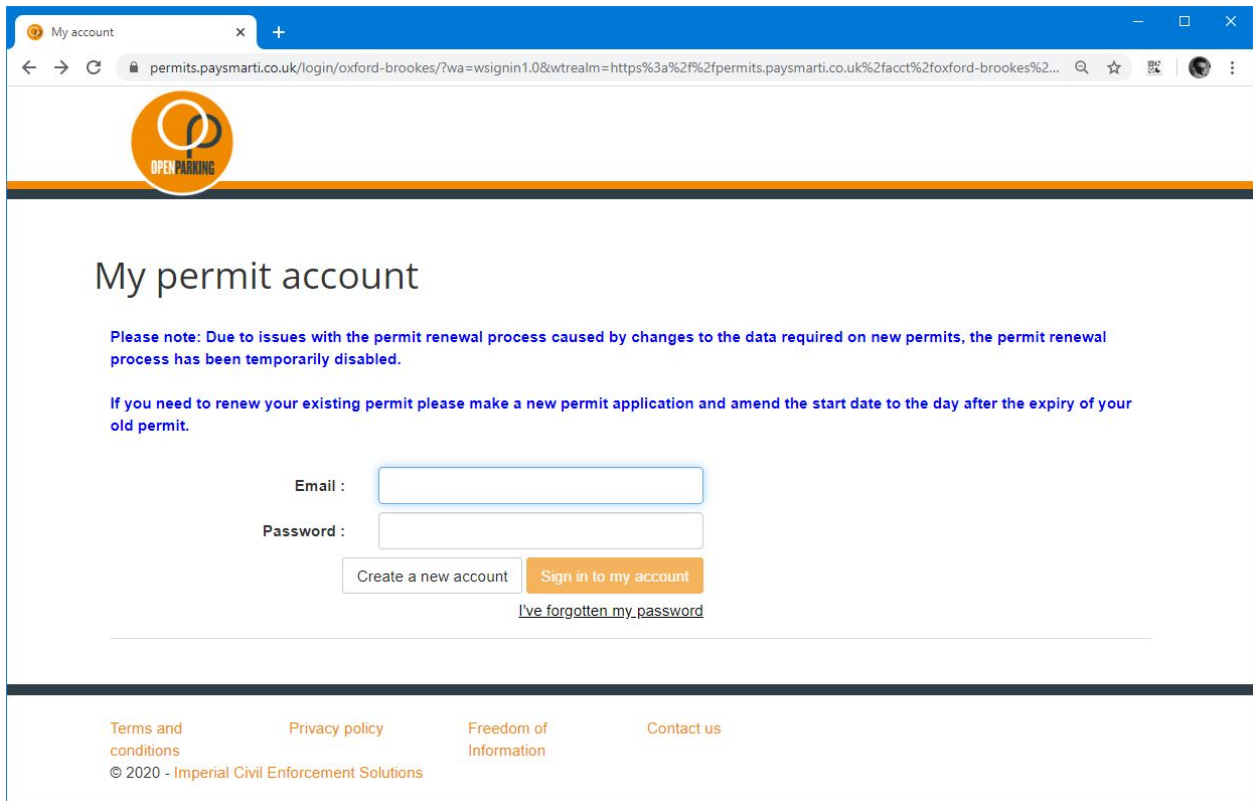


Applying for a Parking Permit

Before you can apply for a Parking Permit you must first create an account. If you do not yet have an account, you must first create a new account.

Once you have an account you can apply for a permit.

1. To access your account go to the Oxford Brookes Permit website (<https://permits.paysmarti.co.uk/acct/oxford-brookes>)



The screenshot shows a web browser window with the URL permits.paysmarti.co.uk/login/oxford-brookes/?wa=wsignin1.0&wtrealm=https%3a%2f%2fpermits.paysmarti.co.uk%2facct%2foxford-brookes%2f.... The page features the 'OPEN PARKING' logo in the top left corner. The main heading is 'My permit account'. Below this, there is a blue notice: 'Please note: Due to issues with the permit renewal process caused by changes to the data required on new permits, the permit renewal process has been temporarily disabled.' A second blue notice follows: 'If you need to renew your existing permit please make a new permit application and amend the start date to the day after the expiry of your old permit.' The login form includes two input fields: 'Email :' and 'Password :'. Below these fields are two buttons: 'Create a new account' and 'Sign in to my account'. A link for 'I've forgotten my password' is located below the 'Sign in to my account' button. The footer contains links for 'Terms and conditions', 'Privacy policy', 'Freedom of Information', and 'Contact us', along with the copyright notice '© 2020 - Imperial Civil Enforcement Solutions'.

2. Enter your email address associated with your account and the password in the fields displayed. Click on the “Sign in to my account” button.

If you have forgotten your password, click on the “I've forgotten my password” link at the bottom of the page.

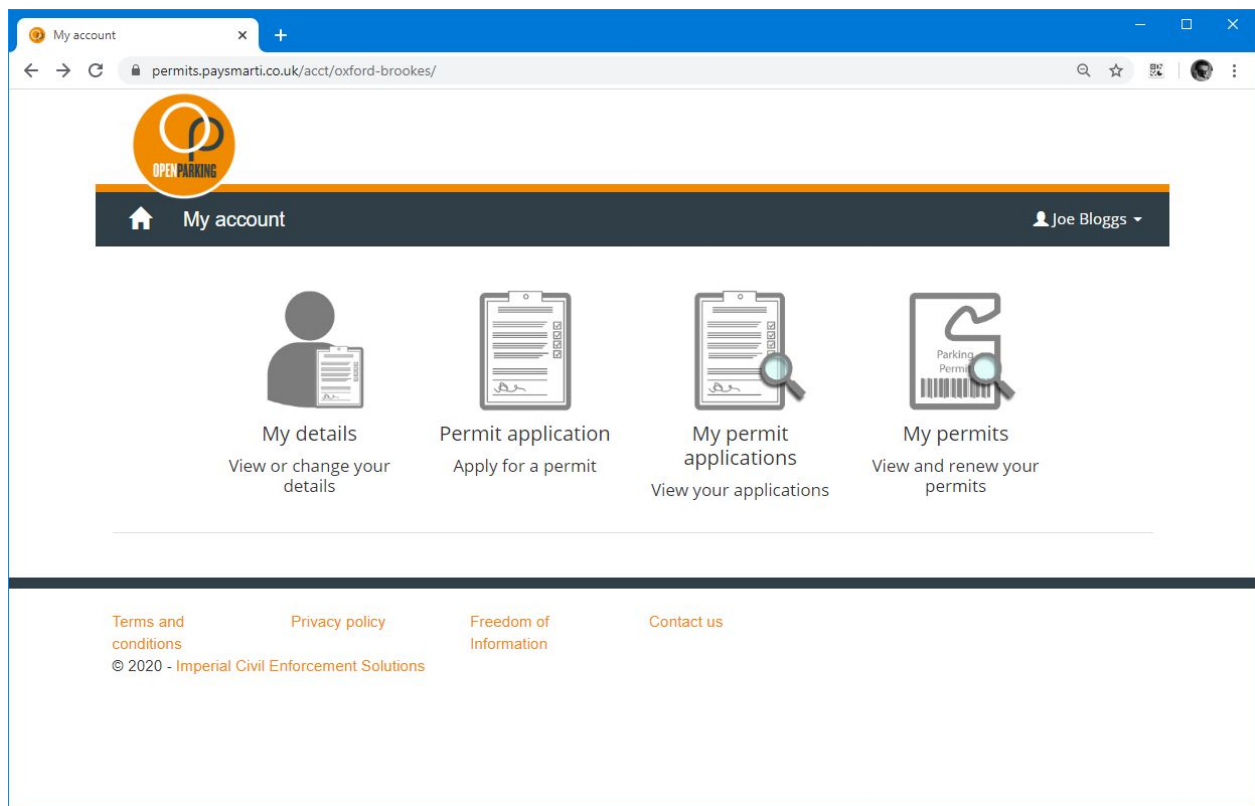
You will be required to supply the following details that are associated with the account;

- a. Email address
- b. Surname
- c. Postcode

Then click on the “Request password reset” button.

An email has been sent to you with instructions on how to reset your password. If you do not receive this email, then please check your junk/spam mail folder before contacting us.

3. Once you have entered your correct details and signed into your account the “My account” web page will be displayed.



4. To apply for a permit, click on the “Permit application” icon.




Permit application
Apply for a permit

5. The “Permit application” screen is displayed.

My account x +

permits.paysmarti.co.uk/acct/oxford-brookes/#/MyPermitApplications/New



My account Joe Bloggs

Permit application

Permit category (You must fill in all fields marked *)

Please select the type of permit you require.

* Permit category :

Cancel Next

[Terms and conditions](#) [Privacy policy](#) [Freedom of Information](#) [Contact us](#)

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6. Select the required “Permit Category” and then “Permit Type”. Once these have been selected further prompts will appear that are specific to the Permit Type selected.

My account

permits.paysmarti.co.uk/acct/oxford-brookes/#/MyPermitApplications/New

OPEN PARKING

My account Joe Bloggs

Permit application

Permit category *(You must fill in all fields marked *)*

Please select the type of permit you require.

* Permit category : Student

Permit type *(You must fill in all fields marked *)*

Please choose a particular permit.

* Permit type : Student (Harcourt)

Students applying for this permit will be permitted to park at Harcourt Campus only.

Permits are valid for 12 months as long as the permit holder is employed/studying or a member of Brookes Sport at Oxford Brookes University.

* Zone : Harcourt Hill Campus

7. Complete the form filling in all the required fields (marked with a red asterisk) and any additional fields where applicable.
8. Once the form is complete click the “Next” button. (This button will not be available until all required (mandatory) fields have been completed).
9. A screen will be displayed confirming all the details that have been supplied.
10. If there are any errors, click on the “Back” button at the bottom of the screen to return to the previous screen where any necessary changes can be made.

11. If all details are correct, then tick the terms and conditions checkbox at the bottom of the form once you have read the Terms and conditions which can be accessed by clicking on the orange “terms and conditions” text.

Then click on the “Proceed” button at the bottom of the form. (This button will not be available until the terms and conditions have been accepted).

My account

permits.paysmarti.co.uk/acct/oxford-brookes/#/MyPermitApplications/New

OPEN PARKING

My account Joe Bloggs

Colour : Black
Make : Alfa Romeo

Questions

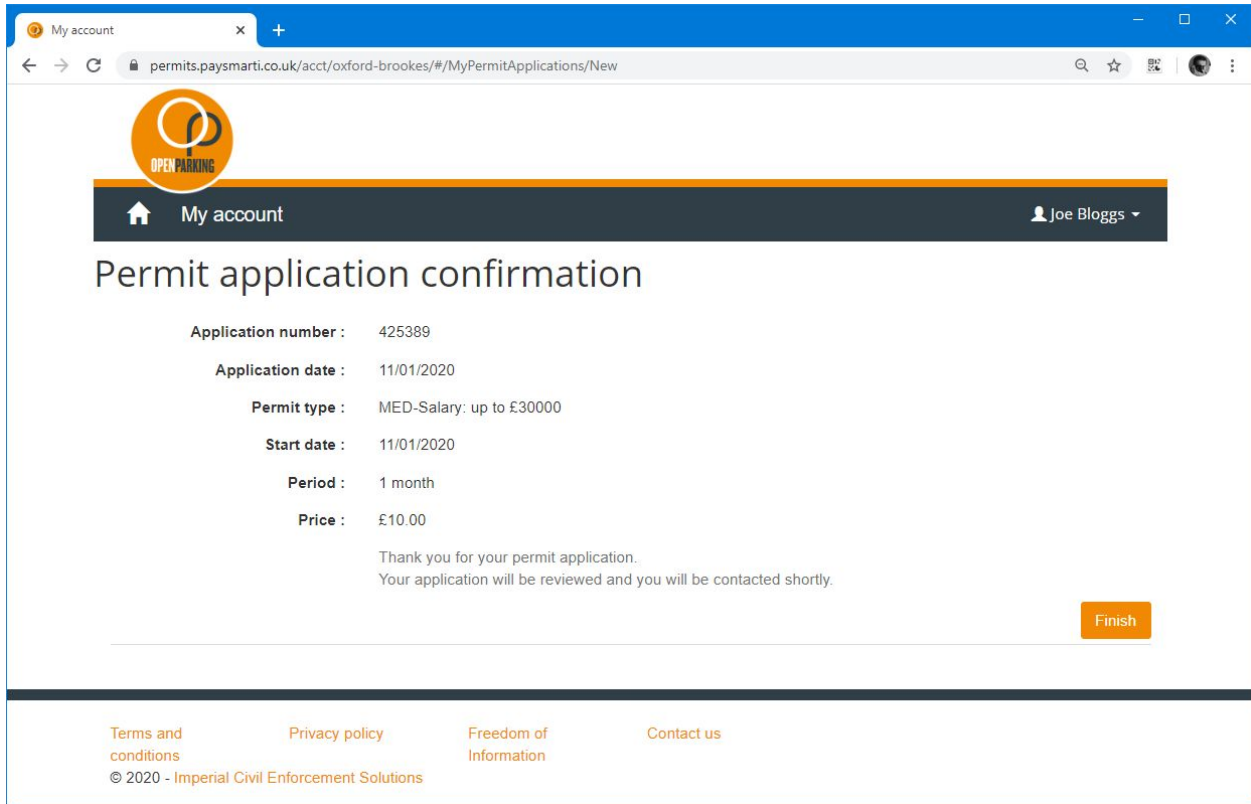
Question	Response
Please confirm you are not residing in Halls.	I can confirm I do not reside in Halls.

I accept the **terms and conditions**. (Opens in new window)

Cancel Back Proceed

Terms and conditions Privacy policy Freedom of Information Contact us
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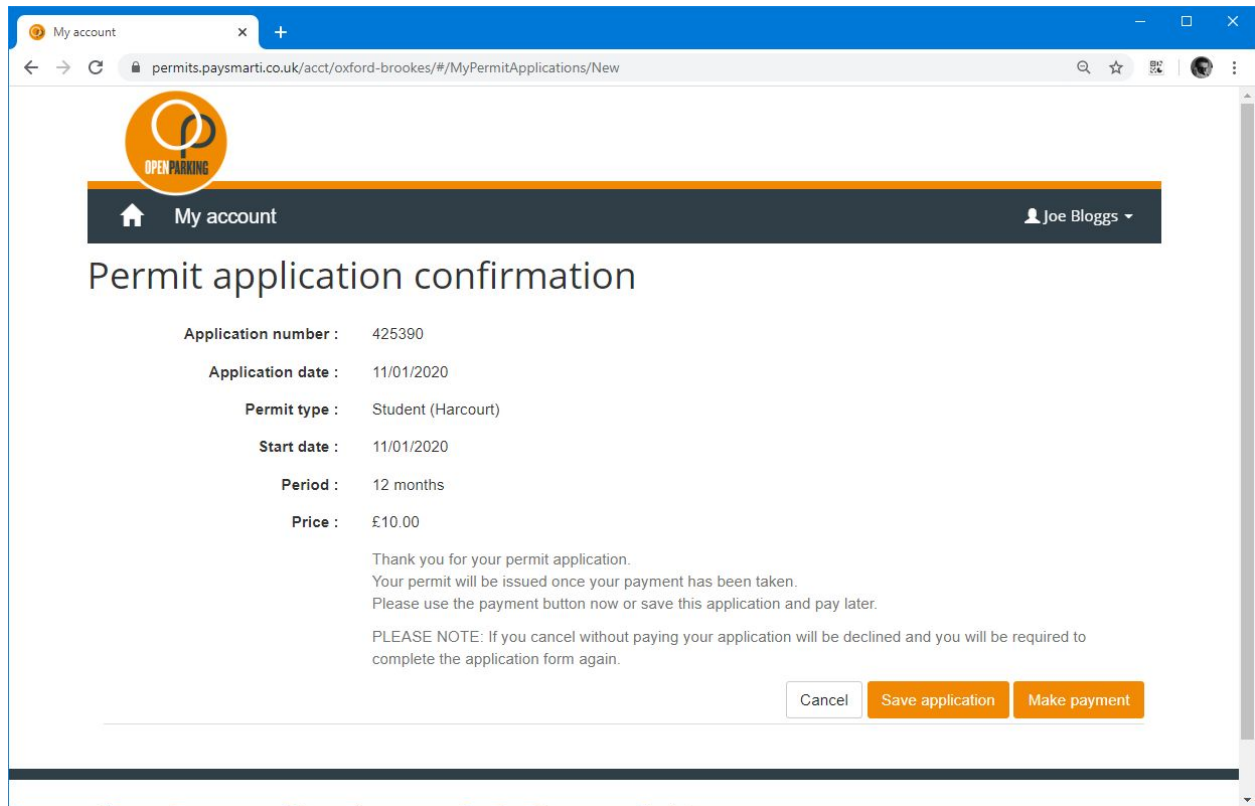
12. Depending on the Permit Type applied for you will now either be presented with
- a. A page letting you know that your application has been received and will be reviewed in due course. Once this has been reviewed you will receive an email providing you with either further details of how to pay for your permit if the application is successful. Or, if the application is not successful, an email informing you of this.



The screenshot shows a web browser window with the following content:

- Browser Tab:** My account
- Address Bar:** permits.paysmarti.co.uk/acct/oxford-brookes/#/MyPermitApplications/New
- Logo:** OPEN PARKING
- Navigation Bar:** My account (with home icon) and Joe Bloggs (with dropdown arrow)
- Section Header:** Permit application confirmation
- Application Details:**
 - Application number : 425389
 - Application date : 11/01/2020
 - Permit type : MED-Salary: up to £30000
 - Start date : 11/01/2020
 - Period : 1 month
 - Price : £10.00
- Message:** Thank you for your permit application. Your application will be reviewed and you will be contacted shortly.
- Button:** Finish
- Footer:**
 - [Terms and conditions](#)
 - [Privacy policy](#)
 - [Freedom of Information](#)
 - [Contact us](#)
 - © 2020 - Imperial Civil Enforcement Solutions

- b. Or you will be presented with a page that will allow you to pay for your permit by clicking on the “Make Payment” button.



The screenshot shows a web browser window with the following content:

- Browser tab: My account
- Browser address bar: permits.paysmarti.co.uk/acct/oxford-brookes/#/MyPermitApplications/New
- Logo: OPEN PARKING
- Navigation bar: My account (with home icon) and Joe Bloggs (with dropdown arrow)
- Section header: Permit application confirmation
- Application details:
 - Application number : 425390
 - Application date : 11/01/2020
 - Permit type : Student (Harcourt)
 - Start date : 11/01/2020
 - Period : 12 months
 - Price : £10.00
- Text: Thank you for your permit application. Your permit will be issued once your payment has been taken. Please use the payment button now or save this application and pay later.
- Text: PLEASE NOTE: If you cancel without paying your application will be declined and you will be required to complete the application form again.
- Action buttons: Cancel, Save application, Make payment

13. To make a payment complete the "Payment details" form.

Payment Page x +

hps.datacash.com/hps/?HPS_SessionID=04f3c0ef-610b-4d54-ae88-2c5b120abacf

Payment details

Please note we do not accept American Express but accept all other major debit and credit cards.
Your information will not be stored.

Payment reference: APP_425390_1578767856

Amount: 10.00 GBP

Card number:

Expiry date:

Card Security Code:

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14. Once your payment has been processed your permit will be available to use. You do not have to wait for a physical permit.