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.paysmarti.co.uk/acct/uniofbristol/]

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!

Step 2
- Complete your Personal Details
- Add a Contact Method
- Add an Address
- Click Finish
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.

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.*

  - 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/]
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.paysmani.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 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.
- 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”!
**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

**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.*
(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

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.