

Activating Virtual Visitor Vouchers

When you log into your account you should now see a Book Parking icon

My account



My details

View or change your details



Permit application

Apply for a permit



My permit applications

View your applications



My permits

View your permits



Book Parking

Click on this

Then Click on book next to the visitor vouchers that you have purchased

You have 5 permits active to book parking sessions

Permit number	Permit type	Permit zone	Work order number	Status	
TWHDV4	Visitor Voucher - Half Day	TWB - Zone B		Current	Book
TWHDV3	Visitor Voucher - Half Day	TWB - Zone B		Current	Book
TWFDV4	Visitor Voucher - Full Day	TWB - Zone B		Current	Book
TWFDV3	Visitor Voucher - Full Day	TWB - Zone B		Current	Book
TWFDV2	Visitor Voucher - Full Day	TWB - Zone B		Current	Book

Book parking (step 1 of 3)

33% complete

Vehicles

Park : One vehicle Multiple vehicles

Use a : New registration number Saved registration number

Registration number :

Save this registration number : 

Location

Parking location : Zone B

Duration

Start parking : Now At a future time

Your permit allows your visitor to park for up to 4 hours.

[Continue](#)

[Cancel](#)

You can then enter the registration number (tick the save box if you are likely to use it again)

Chose at a future time under duration

Chose date

Continue

Confirm

Done

If you click on history (at top) you can see the booked voucher and can cancel it (as long as it is before start time) if things change



[Book parking](#)

[My visitors](#)

[History](#)

History

Display my visitor parking sessions up to the: Last 3 months

Show sessions at a time

Search sessions:

Permit	Location	Start time	End time	Registration number	Cost	
TWHDV4	Zone B, Tunbridge Wells	20/03/2019 15:24	20/03/2019 19:24	HN65RRR	£0.00	Cancel
TWHDV4	Zone B, Tunbridge Wells	20/03/2019 10:00	20/03/2019 14:00	HN64YBW	£0.00	
TWHDV4	Zone B, Tunbridge Wells	06/03/2019 08:20	06/03/2019 12:20	HN64YBW	£0.00	

Showing sessions 1 to 3 (Total: 3 sessions)

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