

Guide to booking a Virtual Visitor Session

Please visit the Council's permitsmarti website <https://permits.paysmarti.co.uk/acct/dacorum>

Log into your Permitsmarti account

You do this by entering your email address and chosen password. Click sign in to my account.

You can go into your account at any time and purchase parking sessions to use for your visitors. Once purchased your parking sessions will remain in your account until you wish to use them or until they have expired.

To book a parking session.

1 On the home screen click on the Icon for visitor session. This will open another page showing your purchased visitor session. Select the sessions you want to use by clicking book

The screenshot shows the 'Select permit' page. At the top left is the Dacorum Borough Council logo. Below it is a navigation bar with 'Book parking' (highlighted), 'History', and 'Sign out'. A 'Help' box on the left explains that the account contains permits and provides instructions on how to select one. The main content area shows a progress bar at 0% complete and a message: 'You have 1 permits active to book parking sessions'. Below this is a table with one row:

Permit number	Permit type	Permit zone	Work order number	Status
DCSC1X4	1hr Seniors Visitor Sessions	PZ-X - Zone X		Current (25)

Buttons for 'Book' and 'Topups' are next to the status. A checkbox 'Include expired and cancelled permits' is also present.

2 Select one or multiple vehicles depending on how many visitors you have. You have the option to save up to 10 visitors registrations in your account. This makes booking a session quicker for this vehicle in the future. Select park now or at a future time, if the booking is for a time in the future. Once you have selected future time a calendar with a clock face will be visible allowing you to adjust the date and time you wish the session to start.

We do not recommend booking sessions in advance unless confident the visitor will attend, as used sessions cannot be cancelled or amended once confirmed.

The screenshot shows the 'Vehicles' and 'Location' booking steps. At the top left is the Dacorum Borough Council logo. Below it is a navigation bar with 'Book parking' (highlighted), 'My visitors', 'History', and 'Sign out'. A 'Help' box on the left explains that the system needs to know what vehicle the visitor has parked. The main content area is titled 'Vehicles' and includes:

- Park :** One vehicle Multiple vehicles
- Use a :** New registration number Saved registration number
- Registration number :**
- Save this registration number :**

Below this is the 'Location' section:

- Parking location :** Test Location

Below this is the 'Duration' section:

- Start parking :** Now At a future time

A note states: 'Your permit allows your visitor to park for up to 1 hours.' At the bottom are 'Continue' and 'Cancel' buttons.

3 Summary of booked session. Ensure you check all details are correct before confirming, once details have been checked press confirm.

Book parking (step 2 of 3)

100% complete

This permit has a current balance of 25 sessions.

The booking for T123EST at Test Location between 10:16 and 11:16 on 08/04/2019 will be deducted from this.

[Confirm](#) [Cancel](#)

4 The system will now show your visitor parking session has been booked. It also shows your current balance of session in this block. You can now log out of your account.

Book parking (step 3 of 3)

100% complete

Your visitor parking session has been booked.

Parking session details

Vehicle registration number: T123EST

Location: Test Location

Parking allowed from: 11:17 to 12:17

On date: 08/04/2019

Current balance: 23 sessions

[Done](#)

If at any time you are unsure of the number of sessions you have in your account you can view your history by going to the history screen. You can also check here to see any live sessions you have booked or sessions booked in advance.

History

Display my visitor parking sessions up to the:

Show sessions at a time

Search sessions:

Permit	Location	Start time	End time	Registration number	Cost
DCSC1X4	Test Location, Bristal	08/04/2019 10:16	08/04/2019 11:16	T123EST	£0.00

Showing sessions 1 to 1 (Total: 1 sessions)

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