

## Instructions for applying for a parking subscription

This is a short guide to creating, extending, updating and viewing an application for a parking subscription.

This guide includes the following sections:

1. Logging in
2. Creating a parking subscription application
3. Extending a parking subscription application
4. Viewing a parking subscription application
5. Updating a parking subscription application
6. Deleting a parking subscription application

The new application is ONLY accessible for salaried employees at Leiden University and if you have an activated LU card. Employees NOT in salaried employment (and who also have an LU card) can buy a subscription in the old way using a registration form on the [www.parkeren.leidenuniv.nl](http://www.parkeren.leidenuniv.nl) website.

### 1. Application login

To log into the 'parking subscription' application via the Service Portal, use the following URL:

<https://serviceplein.universiteitleiden.nl/>

You will be directed to the screen seen below.

Enter your ULCN user name and password and click on the 'Login' button.



The screenshot shows the login interface for the University of Leiden. At the top left is the university's logo and the text 'Universiteit Leiden'. To the right, the word 'Inloggen' is displayed in a large, bold font. Below this, there is a dark blue login form with white text. The form contains two input fields: 'Gebruikersnaam (Vergeten?)' and 'Wachtwoord (Vergeten?)'. The password field has a 'Wachtwoord' label and a small eye icon to toggle visibility. Below the password field is a checkbox labeled 'Onthoud mijn gebruikersnaam'. At the bottom of the form, there is a link 'Account activeren?' and a dark blue 'Inloggen' button with a right-pointing arrow. At the very bottom of the page, there is a link 'Meer informatie' and a language selector showing 'English' with a flag icon.

After logging in, you will be directed to the screen below (menu depends on assigned roles / authorisations)

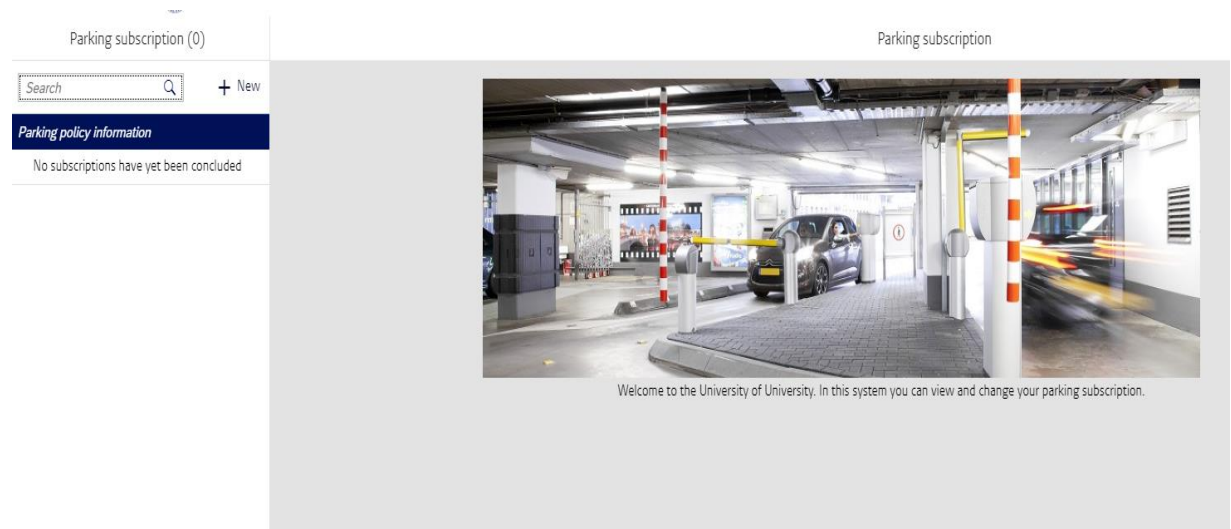
The screenshot shows the application interface. At the top left, there is a user profile icon and the logo of Universiteit Leiden. On the top right, the text 'Hc' is visible. Below the header, there are three navigation tabs: 'Procurement area', 'Sales area', and 'General'. The 'General' tab is currently selected. The main content area is divided into two sections: 'Sales area' and 'General'. The 'Sales area' contains two tiles: 'Request Sales invoice' and 'Request Credit invoice', each with a plus icon. The 'General' section contains four tiles: 'My invoices' (Approval of payment) with a checkmark icon and '0'; 'My substitution' (invoices, leave requests) with a person icon and '0'; 'Help and support' (Purchase, sales en invoices) with a question mark icon; and 'Parking subscription' (Request, change or extend) with a car icon and '1'. Below the 'Parking subscription' tile, the text 'Einddatum:11-06-2019' is displayed in green.

Click on the menu item labelled 'General'

This is a close-up view of the 'General' section from the previous screenshot. It shows four tiles: 'My invoices' (Approval of payment) with a checkmark icon and '0', 'My substitution' (invoices, leave requests) with a person icon and '0', 'Help and support' (Purchase, sales en invoices) with a question mark icon, and 'Parking subscription' (Request, change or extend) with a car icon and '1'. The text 'Einddatum:11-06-2019' is visible below the 'Parking subscription' tile. A mouse cursor is pointing at the checkmark icon in the 'My invoices' tile.

Clicking on the 'Parking subscription' tile will launch the application.

- Note – if you have an active subscription, the end date of the subscription is also displayed in the tile. Extension is only possible if the subscription is set to end within 1 month (in that case, the text will be displayed in red).

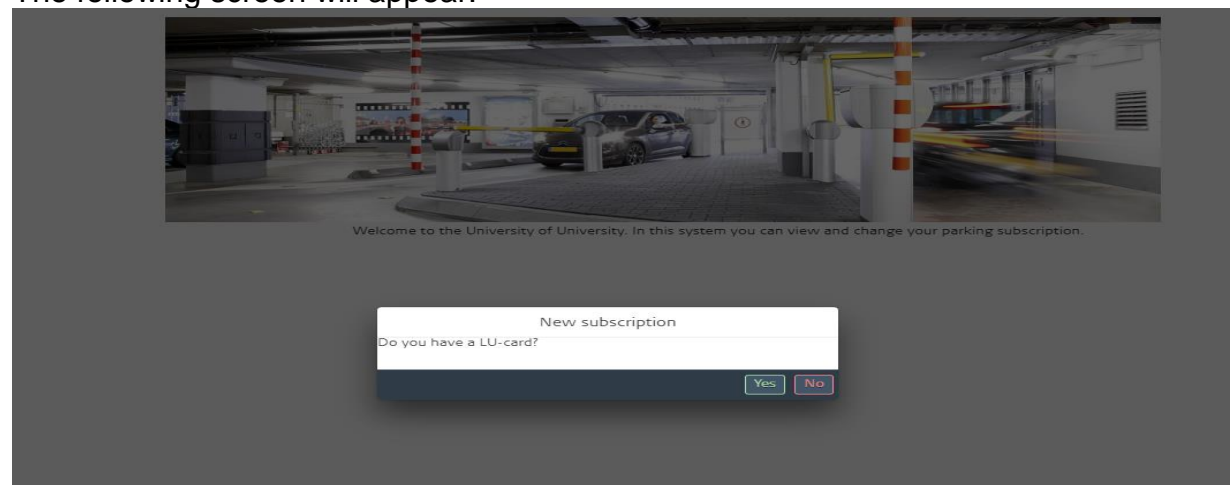


## 2. Creating an application / new subscription

To create a new application, click on **+ New**

The button (new) is only visible if no subscriptions have yet been concluded (otherwise, only updates or extensions are possible).

The following screen will appear:



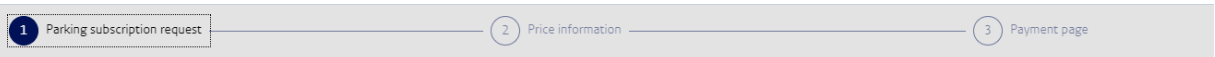
A parking subscription can only be requested if you have an activated LU card.

Yes -> Continue to next screen

No -> Direct link to

<https://www.medewerkers.universiteitleid.nl/gebouwen--faciliteiten/faciliteiten/lu-card/lu-card>

The application and payment process runs through a wizard:



## 1. Parking subscription request

This wizard helps you to request a new parking subscription.

## Parking subscription data

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Location:    
 License plate:   
 Start date:    
 Number of Months:    
 End date:   
 Price: EURO

Complete all the fields with an .

- Location can be specified via the drop-down list
- The start date can best be set using the calendar function. The date can also be entered manually (dd.mm.yyyy format). For both options, the start date must at least be the following day.
- The 'End date' and 'Price' fields are filled automatically.

## 1. Parking subscription request

This wizard helps you to request a new parking subscription.

## Parking subscription data


Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Location:  Einsteinweg 55  
 License plate:   
 Start date:    
 Number of Months:    
 End date:   
 Price: 15.50 EURO

## Conditions/checks:

- Start date can be no more than 1 month after the system date.
- Number of months: 12 at most
- It is only possible to create an application if you do not have an active parking subscription. If the applicant does have an active parking subscription, the 'new' button will not be displayed.

Click on the  button

## 2. Price information

 Payment is made by Ideal/Credit card

## Price information

Name:

Parking subscription: 12.25 EURO

Total Excl. Tax: 12.25 EURO

VAT: 3.25 EURO

Total: 15.50 EURO

## Payment Method

Payment Type: online

Do you agree to:

 Yes



After agreeing to the general terms and conditions / parking policy, the payment site

is launched with the  button

## Betaalbevestiging

Referentie van de bestelling : PA\_1100000266

Totale kostprijs : 155.00 EUR

Begunstigde : Universiteit Leiden

Kaart: SSL beveiligde transactie

Klik op de gewenste betaalmethode



Online betalen via uw bank




Mastercard  
SecureCode  
Loket.2024

Betaling verwerkt door  
**ingenico**  
ePayments



Over Ingenico | Veiligheid | Wettelijke informatie

Click on  (or pay by credit card)

For iDEAL, the relevant bank must first be selected, after which payment can be completed.

Select your bank and click on "Continue" to pay with iDEAL at your bank.





After payment is complete, you will be returned to the application:

The screenshot shows a web interface for parking subscriptions. On the left, under 'Parking subscription (1)', there is a search bar and a 'Parking policy information' section. This section displays a checkmark icon, the license plate '110000353 - Leeuwenhoek', and a price of '15.50 EURO'. Below this, it states 'Start from 07.05.2019' and 'Subscription processed in PMS', and 'Until (inclusive) 07.06.2019'. On the right, a grey box contains the message 'Request and payment successfully processed'. Below this message, the following details are listed: Name: Dhr D.C.M. v.d. Oord, Email: DCM.VANDENOORD@BB.LEIDENUNIV.NL, Location: Gorlaeus, License plate: 1-ABC-23, Start date: 07.05.2019, End date: 07.06.2019, Number of Months: 1, and Price: 15.50 EURO. At the bottom of this box are 'Print' and 'Close' buttons.

The payment was processed successfully.

Result:

- An application has been created.
- A payment confirmation e-mail has been sent.
- A purchase order has been created in the system, resulting in an invoice being issued. This invoice will be sent to you by e-mail.
- The data is processed directly in the parking management system (PMS). The confirmation is sent by e-mail
- Parking subscription will be added to your LU-card

### 3. Extending parking subscription


It is only possible to extend a parking subscription if it is set to expire within 1 month. If a subscription can be extended, you will also receive a message via e-mail, with an additional reminder also being sent a few days before the end date).

Select an active subscription by clicking on the application in the left-hand screen.

Parking subscription (1)

Search

**Parking policy information**

 1100000353 - 15.50  
Leeuwenhoek EURO

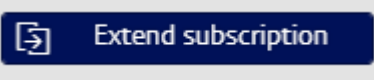
Start from 07.05.2019 Subscription processed in PMS  
Until (inclusive) 17.05.2019

### Parking subscription 1100000353

Subscription processed in PMS

Start date: 07.05.2019  
End date: 17.05.2019  
Location: Gorlaeus  
Zone: Leeuwenhoek  
License plate: 1-ABC-23  
Price: 15.50 EURO

[Overview of parking locations](#)

Then click on the  button

#### 1. Extend subscription

This wizard helps you to request a new parking subscription.

Parking subscription data

Name:

Email:

Location:

License plate:

Start date:

Increase with Number of Months:

End date:

Price: 155.00 EURO

The values from the active subscription are included as suggestion values. The number of months is entered as 12 by default. These values can be changed manually.

Click on the  button

From this point on, the screens and actions are the same as when creating an application.

#### Result:

- An application has been created.
- A payment confirmation e-mail has been sent to you.

- A purchase order has been created, and an invoice will be issued. This invoice will be sent to you by e-mail.
- The data is processed directly in the PMS system. The confirmation is sent by e-mail.




## 4. Viewing the parking subscription

To view an already created application, you can click on the relevant application in the left-hand screen. In the left-hand screen, you can view the application number, price, location, date from/to and the status of the application. A full overview of the detailed data of the application can be found in the right-hand screen.

Parking subscription (1)

Parking policy information



1100000353 -  
Leeuwenhoek

**15.50**  
EURO

Start from 07.05.2019 Subscription processed in PMS

Until (inclusive) 17.05.2019

Parking subscription 1100000353

Subscription processed in PMS

Start date: 07.05.2019

End date: 17.05.2019

Location: Gorlaeus

Zone: Leeuwenhoek

License plate: 1-ABC-23

Price: 15.50 EURO


[Overview of parking locations](#)

## 5. Updating the parking subscription

You can only update an active parking subscription.

Parking subscription (1)

Parking policy information



1100000353 -  
Leeuwenhoek

**15.50**  
EURO

Start from 07.05.2019 Subscription processed in PMS

Until (inclusive) 07.06.2019

Parking subscription 1100000353

Subscription processed in PMS

Start date: 07.05.2019

End date: 07.06.2019

Location: Gorlaeus

Zone: Leeuwenhoek

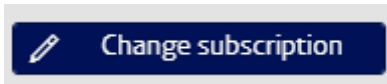
License plate: 1-ABC-23

Price: 15.50 EURO

[Overview of parking locations](#)

✎ Change subscription

Click on the button




You can now change the Location and Licence plate fields.

Parking subscription (1)

Search

**Parking policy information**

	1100000353 - Leeuwenhoek	15.50 EURO
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Start from 07.05.2019 Subscription processed in PMS  
Until (inclusive) 07.06.2019

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Parking subscription 1100000353

Subscription processed in PMS

Start date: 07.05.2019  
End date: 07.06.2019

Location:

Zone: LWK Leeuwenhoek

License plate:

Price: 15.50 EURO

[Overview of parking locations](#)

After updating, click on the save button.


Result:


- The application has been updated.
- The data will be processed directly in the PMS system. The confirmation will be sent by e-mail.

## 6. Deleting a parking subscription application

You can only delete a parking subscription application if it has not yet been paid or if it is a preliminary application. The status of the parking subscription application is 'still to be paid'.

### 1. Parking subscription request

 This wizard helps you to request a new parking subscription.

 Something went wrong in the Internet Kassa. Please try again or contact your administration

Parking subscription data

Name: \_\_\_\_\_  
Email: \_\_\_\_\_

\*Location:

\*License plate:

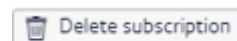
\*Start date:

\*Number of Months:

End date:

Price: 155.00 euro

You can delete the parking subscription application by clicking the



button.

Result:

Parking subscription application has been deleted.