Instructions for applying for a parking subscription

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

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

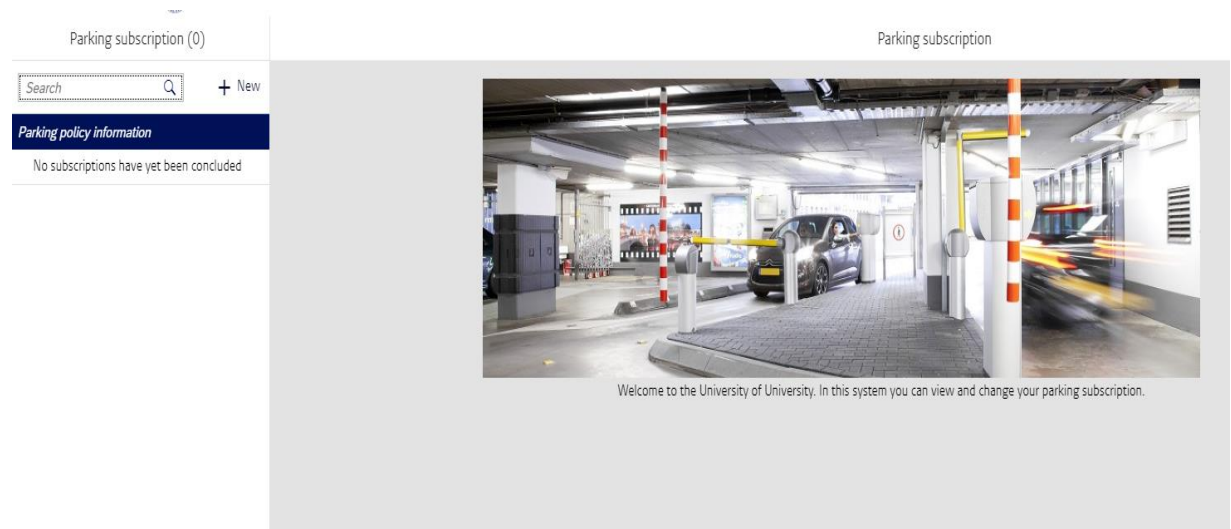Click on the menu item labelled 'General'

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).
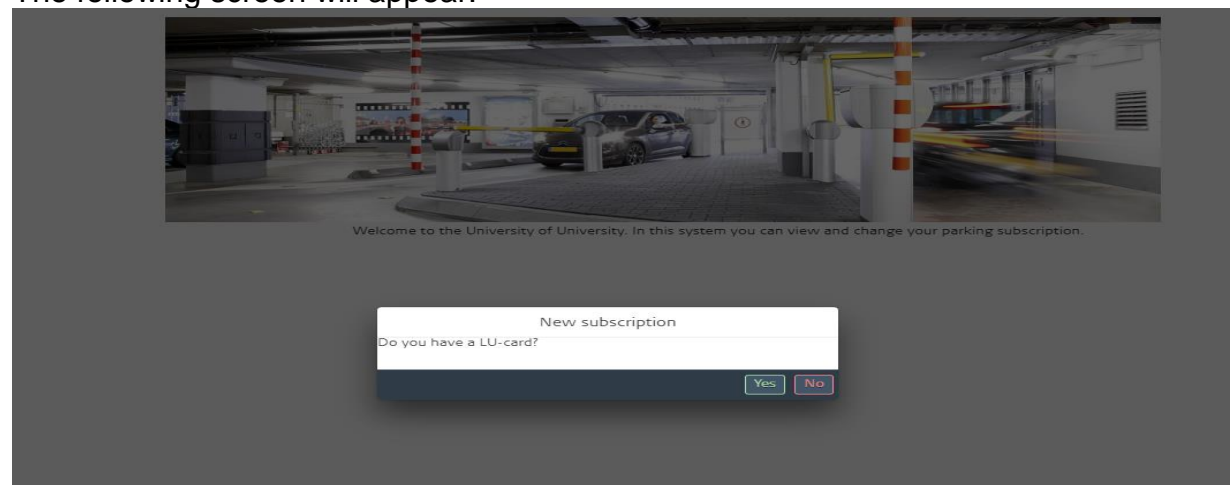
2. Creating an application / new subscription

To create a new application, click on

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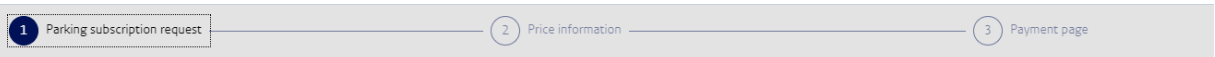
The following screen will appear:

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.universiteitleiden.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:	dd.MM.yyyy 📅
*Number of Months:	⌄
End date:	
Price:	EURO

[Continue]

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:	Gorlaeus ⌄	Einsteinweg 55
*License plate:	1-ABC-23	
*Start date:	07.05.2019	📅
*Number of Months:	1 ⌄	
End date:	07.06.2019	
Price:	15.50 EURO	

[Continue]

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 [Continue] 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:	Terms and Conditions? ☐ Yes

Back   To payment site

After agreeing to the general terms and conditions / parking policy, the payment site is launched with the **To payment site** button

Betaalbevestiging

Referentie van de bestelling : PA_1100000266
Totale kostprijs : 155.00 EUR
Begunstigde : Universiteit Leiden

Klik op de gewenste betaalmethode

Kaart: SSL beveiligde transactie   JCB VISA mastercard

Online betalen via uw bank   iDEAL

Verified by VISA   Mastercard SecureCode   Learn more

Betaling verwerkt door ingenico ePayments

Norton SECURED powered by Symantec

Over Ingenico |Veiligheid| Wettelijke informatie
Annuleren

Click on iDEAL   (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.

iDEAL   [Select your bank ▼]

Continue

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

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.

Then click on the button

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.

5. Updating the parking subscription

You can only update an active parking subscription.

Click on the button
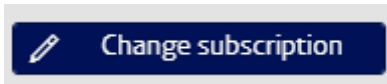
You can now change the Location and Licence plate fields.

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'.

You can delete the parking subscription application by clicking the
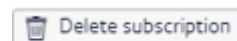
 button.

Result:

Parking subscription application has been deleted.