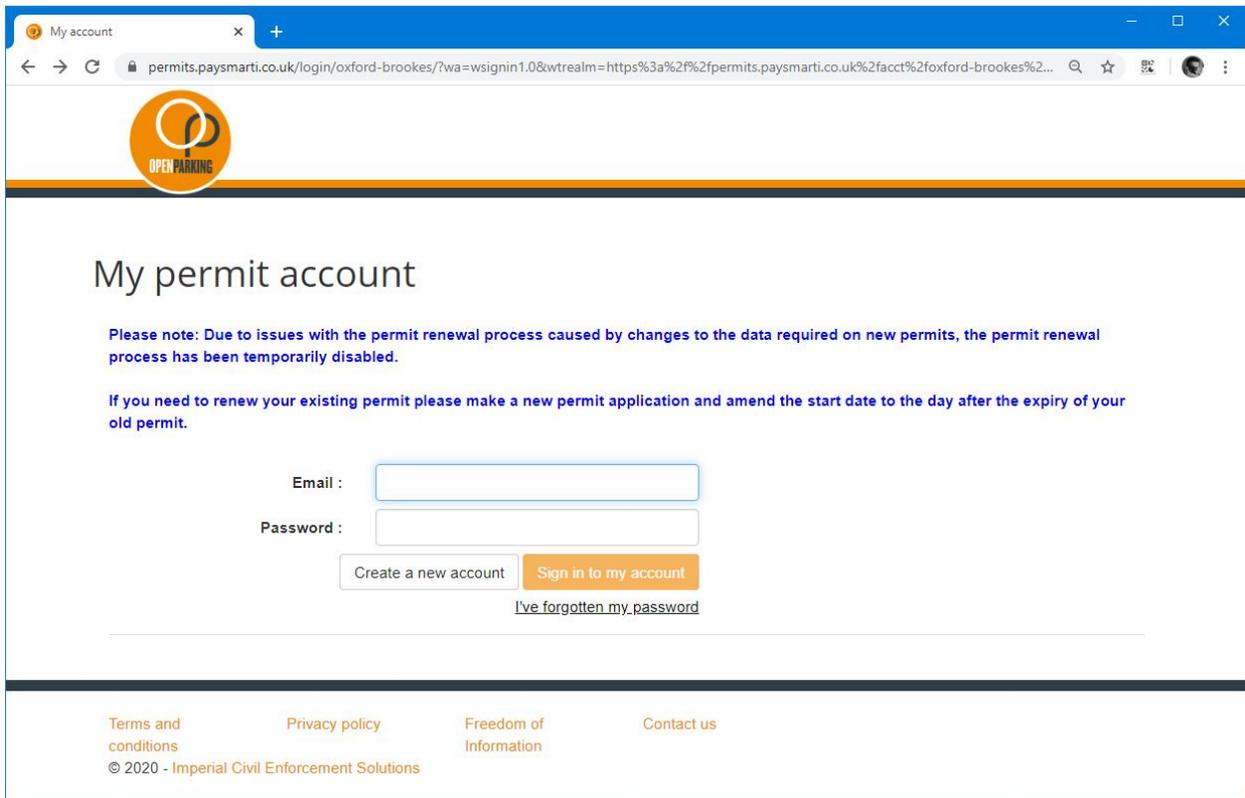# Creating a Permit Account

Before you can apply for a Parking Permit you must first create an account. To create an account, you must supply a unique email address (this email address can only be associated with one account).

1. To create your account go to the Oxford Brookes Permit website
   (https://permits.paysmarti.co.uk/acct/oxford-brookes)

2. Click on the "Create a new account" button.

3. The account registration screen is displayed

4. Select the account type you require
   a. **Staff** - This account type allows users to apply for staff permits. To apply for a staff account, you must use an email address ending **brookes.ac.uk.**
   b. **Student** – This account type allows users to apply for student permits. To apply for a student account, you must use an email address ending **brookes.ac.uk.**
   c. **Sports/Leisure** – This account type allows users to apply for a sports and leisure permit. Members of Brookes Sport who have been issued a membership number and are paying a full Community membership fee on a monthly or annual basis are eligible to apply for a Sport & Leisure parking permit.
   This parking permit is only valid while the individual is a full fee-paying member of Brookes Sport.

5. Complete the form by entering and confirming your email address and password. Your password must contain at least 8 characters including one lower case, one upper case and one numeric character. Once complete click the "Next" button.

6. Complete your name details.

7. Add contact methods by clicking on the "+ Add" button and complete the required details. To add additional contact methods, click the "+ Add" button again.

8. Add your address details by adding your postcode (home address for Staff, term time address for students), and the clicking on the "Find" button. A list of available addresses at the supplied postcode can be displayed by clicking on the drop down.

Select your address from the list of available addresses.

If an incorrect address is selected this can be changed by clicking on the "Change" button.

Once your correct address has been selected click on the "Finish" button.

9. A page is displayed confirming that an email has been sent to the email address supplied.

To activate your account, open this email and click on the supplied "Confirm account registration" link.

10. The Permit account landing page will be opened with a message at the top of the page confirming that your account has been activated.

You can now apply for parking permits within the system.