# **Registering for SPSV Online Services**



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National Transport Authority Dún Scéine Harcourt Lane Dublin 2.

SPSV Information Line: 0761 064 000

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## **1. Registering for SPSV Online Services**

In order to use SPSV Online Services for the first time, you must register your account, as shown below.

1. Open a web browser (such as Internet Explorer, Safari, Mozilla Firefox, or Chrome) on your computer or other device connected to the internet.
In the address bar, type https://spsvonline.nationaltransport.ie The login screen is displayed.
Alternatively, visit www.nationaltransport.ie/taxi-and-bus-licensing/taxi/ and select 'Complete a driver link'.
Click Click here to register.

The Register – Step #1 screen is displayed.

2. Enter your account registration number, which can be found in the letter sent to you by the Authority. Enter your date of birth. Click *Proceed.* 

The Register – Step #2 screen is displayed.

	Register - Step #1	Registration Guide
Please provide the a letter.	account registration number that you received in y	our registration
	Account Registration Number	
For security reas Please be advise	sons we need to ask you for your Date and Birth, so we can verify you d that your input is not stored. but iust used for verification.	r identity.
For security reas Please be advise Date of Birth	sons we need to ask you for your Date and Birth, so we can verify you d that your input is not stored, but just used for verification.	r identity.

If you do not have an account registration number or your details cannot be verified, contact the SPSV information line for assistance at 0761 064 000.

3. If the Authority already has an email address for you, it is shown here. If this is incorrect or out of date, or if no email address is shown, please provide your correct email address. This email address will be used in future for logging into SPSV Online Services and for communications from the Authority.

	Register - Step #2	Registration Guide			
Your identity has been successfully verified. You may now create a new account for SPSV Online Services. Below, please provide your email address and a password, for use when logging in.					
	Email Address:				
	1				
	Password:				
	Confirm Password:				
	¥ Cancel				

Create a new password and then confirm it by entering it a second time.

Your password must be at least eight characters in length, and include at least one letter and one number.

Click Proceed.

The Authority then sends you an email to the email address provided. Open your email, and complete the registration process by clicking on the verification link that is included in the email.

Register - Step #3	Registration Guide	
We have sent a verification email to your email address. To complete registration, please access your inbox now and click on the verification link provided.		
If you have not received a verification email in 5 minutes please go Back and verify the email as provided	ddress that you have	
🛪 Cancel 🛛 ፋ Back		

The Register – Email Verified screen is displayed. You then choose whether or not you wish to use the SMS Service – see next section.

See *Using the SPSV Online Services* for details of how to use the system. This is available at https://spsvonline.nationaltransport.ie/File/UserGuideline.

### 2. Registering for SMS Service

On car cre	ce you have registered for SPSV Online Services, you a set up the SMS Service, which enables you to ate and end links using text messages.	<b>H</b> Back	Register - Email verified         You have successfully registered an account.         To create a Driver Link, length length to 5%? Online Services. You will also notive a confirmation of registration email, which will cortain further information.         The National Transport Authority provides the SMS Service that allows driver licence holders to create Driver Links easily by text.
•	If you do not wish to avail of this service, click <i>No</i> . If you do wish to avail of this service, click <i>Yes</i> .		Would you like to set up the SMS Service now? Create Driver Links with single SMS message Remove Driver Links with single SMS message Remove Driver Links with single SMS message
	The Record SMS Service screen is displayed. Enter the mobile phone number you wish to use.		Record SMS Service         Please provide your Mobile Number:
	A verification code is then sent to your phone. Enter this code and click <i>Proceed</i> .	F	Record SMS Service Please check your mobile phone for the verification code. Verification Code:
	Note: code format must match exactly.		★ Cancel
	If you do not receive a verification code, contact 0761	064	000.
	You then receive a message confirming your registration	on.	You have successfully registered for the SMS Service.

### 3. Using SMS to create or break a link

#### **Create a link**

- To create a link using SMS, send a text to 51444 in the following format: Link T00000 (where T00000 is the licence number of the vehicle you are linking to) or
- Link 151D1111 (where 151D1111 is the registration number of the vehicle you are linking to). Note: the letter prefix is required when inputting a vehicle licence number.

#### **Break a link**

To end a link, send a text to 51444 in the following format:

• Link end

You do not need to enter the licence number or vehicle registration you are linked to.

🗸 OK