

Registering for SPSV Online Services



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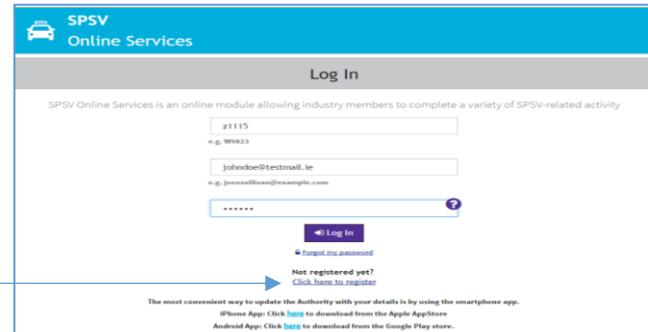
1. Registering for SPSV Online Services

In order to use SPSV Online Services for the first time, you must register your account. This is a simple process as can be seen below.

1. Go online and visit <https://spsvonline.nationaltransport.ie> or visit www.nationaltransport.ie/taxi-and-bus-licensing/taxi/ and select 'Click here to register'.

On the login screen, click 'Click here' to register.

The 'Step #1' screen is displayed.



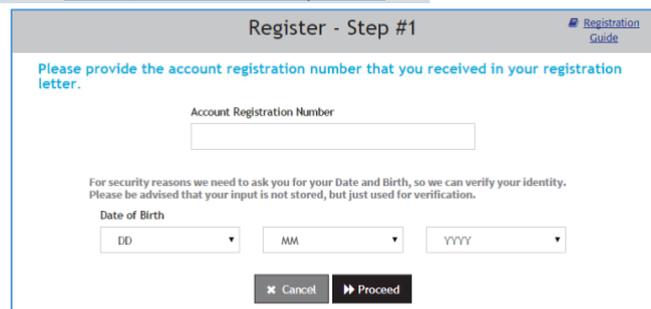
2. Enter your account registration number.

If you do not have an account registration number or your details cannot be verified, contact the SPSV information line for assistance at 0818 064 000 or email taxis@nationaltransport.ie.

Enter your date of birth.

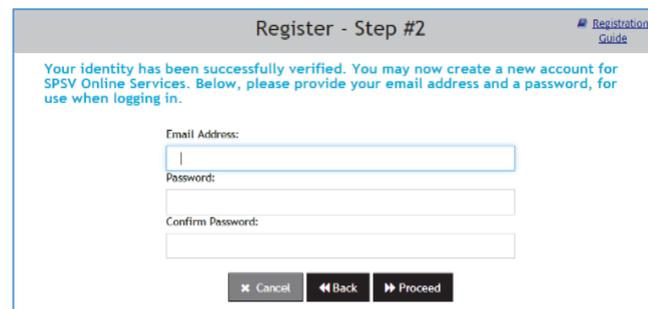
Click *Proceed*.

Step #2 screen is displayed.



3. If NTA 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If this is incorrect or out of date, or if no email address is shown, please provide your correct email address.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. Create a new password and then confirm it by entering it a second time.



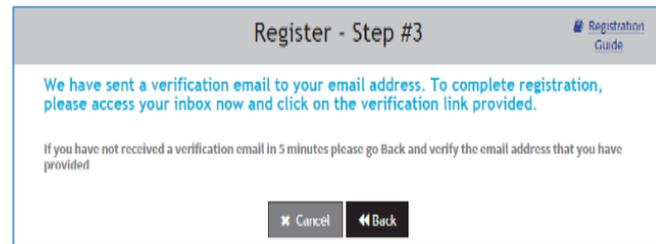
Your password must be at least eight characters in length, and include at least one letter and one number.

Click *Proceed*.

NTA then sends an email to the email address provided to complete the registration process. Click on the verification link that is included in the email.

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>.

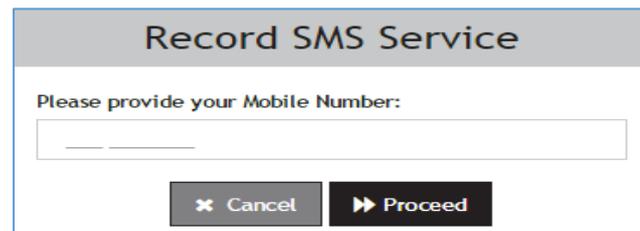
2. Registering for SMS Service

Once you have registered for SPSV Online Services, you can set up the SMS Service, which enables you to create and end links using text messages.

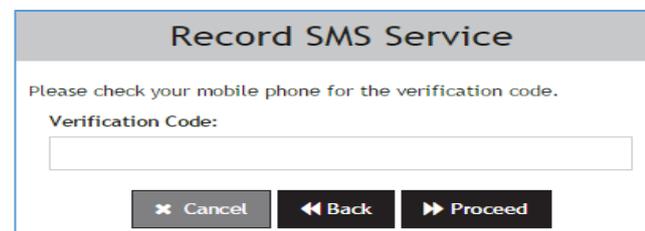
- If you do not wish to avail of this service, click *No*.
- If you do wish to avail of this service, click *Yes*.



If you click 'Yes', the Record SMS Service screen is displayed. Enter the mobile phone number you wish to use.

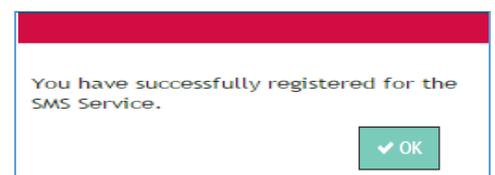


A verification code is then sent to your phone. Enter this code and click *Proceed*. If you do not receive a verification code, contact 0818 064 000



Note: code format must match exactly.

You will then receive a message confirming your registration for SMS Service.

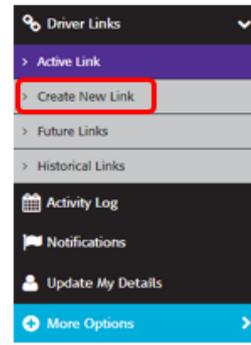


3. Using SPSV Online Services to create, edit or break a link

Creating a New Link

To link to an SPSV select *Create New Link* either on the left of the screen or on the driver link dashboard.

The Create New Link screen will be displayed.



Enter either the SPSV licence number or the registration number, of the vehicle you want to link to.

Click *Link*.

A screenshot of the 'Create New Link' form. The 'Driver' section shows Licence No: 21115, Name: JOHN MURPHY, Licence Status: Active, Expiry Date: 20/04/2016, Area: GALWAY. The 'Vehicle' section has search fields for Vehicle Licence No. and Vehicle Registration No. A 'Link' button is visible at the bottom.

Verify that the vehicle details shown are correct. If they are not, click *Change* and re-enter the details.

If the vehicle details are correct, specify the Start Date and End Date for the link. To establish the link immediately, use the *Now* checkbox.

To make the link open-ended, use the *No End Date* checkbox.

Alternatively use the calendar icon to specify a start date/time up to seven days in advance.

When all the details of the new link are correct, click *Save Link*.

A screenshot of the 'Create New Link' form with vehicle details filled in: Licence No: W27103, Registration No: 10PP54322, Make: TOYOTA, Model: COROLLA, Colour: BLACK, Licence Status: ACTIVE, Expiry Date: 01/05/2016. A 'Change' button is visible. At the bottom, there are 'Start Date' and 'End Date' sections with 'Now' and 'No End Date' checkboxes.

If the link you create has the effect of breaking another driver link, you will be asked to confirm the action.

A screenshot of a 'Confirm' dialog box with a red header. The text reads: 'This action will break another Driver Link. The driver and vehicle licence holders will be notified. Do you wish to continue?'. There are 'Yes' and 'No' buttons at the bottom.

Editing a Link

To change the scheduled end date/time of an existing link, click *Edit Link*.

You can then use the calendar icon to choose a date and time for the link is to end.

Alternatively click on the *No End Date* checkbox.

A screenshot of the 'Link' form for editing. It shows 'Start Date' as 11/11/2015 at 12:24 and 'End Date' as dd/mm/yyyy with a time selector (00:00). There is a 'No End Date' checkbox and 'Save Link' and 'Cancel' buttons.

If *No End Date* was previously checked, and you wish to specify an end date, you must first click the *No End Date* checkbox to clear it.

When the details are correct, click *Save Link*.

Breaking a Link

To break a link to a vehicle, click *Break Link*.

You will then be asked to confirm that this is what you want to do.

Click *Yes* if you want to go ahead and break the link, otherwise click *No*.



The screenshot shows a confirmation dialog box titled "Break Active Link". The main question is "Are you sure you wish to break the link with vehicle?". Below this, vehicle details are listed in two columns. On the left: Licence No: W40241, Make: TOYOTA, Colour: BLACK, Expiry Date: 01/02/2016, Start Date: 11/11/2015 12:24. On the right: Registration No: 10PP54322, Model: COROLLA, Licence Status: ACTIVE. An arrow points from the vehicle details to the "End Date:" field, which is currently set to "Open-Ended". At the bottom, there are two buttons: a green "Yes" button and a red "No" button.

4. 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.