

SPSV+ Registration & User Guide



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1. Download the SPSV+ App

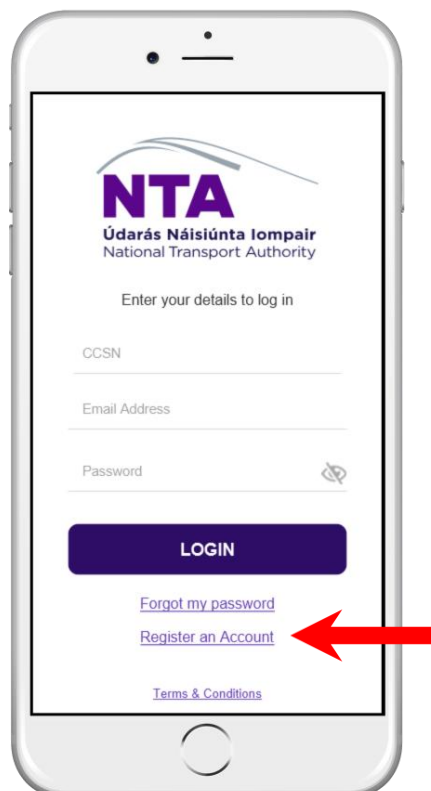
1. You can download the SPSV+ app from the Apple store (iPhones) or the Playstore (android).
2. Review the Privacy Notice and the Terms and Conditions.

2. Registering for SPSV+

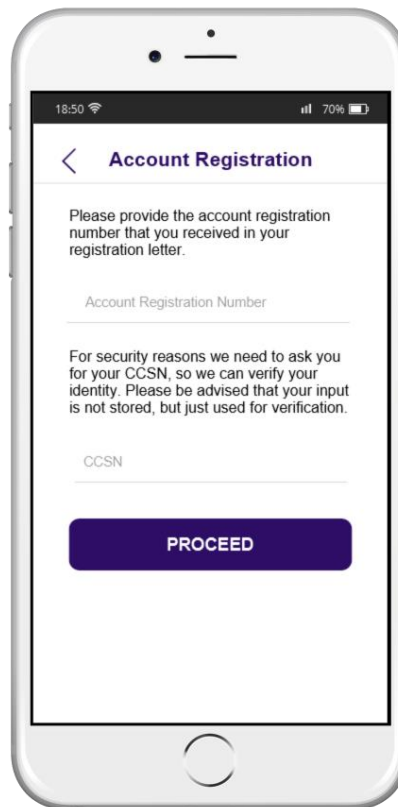
In order to use SPSV+ App for the first time, you must register your account. You should have received an email or a letter with your account registration number.

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 use the Contact Us form at <https://contactus.nationaltransport.ie/>.

1. On the login page, tap on the 'Register an Account' hyperlink.



2. Insert your account registration number and CCSN. Then click 'Proceed'.



The image shows a smartphone screen with the 'Account Registration' app. The status bar at the top shows the time 18:50, signal strength, and 70% battery. The app title 'Account Registration' is at the top with a back arrow. The main text asks for the account registration number and CCSN. There are two input fields: 'Account Registration Number' and 'CCSN'. A purple 'PROCEED' button is at the bottom.

18:50 70%

< Account Registration

Please provide the account registration number that you received in your registration letter.

Account Registration Number

For security reasons we need to ask you for your CCSN, so we can verify your identity. Please be advised that your input is not stored, but just used for verification.

CCSN

PROCEED

3. On the next screen you will see a message saying your identity has been verified. Now you must enter your email address and create a password.

Password must be a minimum of 9 characters long and contain at least one upper case, at least one lower case, at least one 0-9 digit and at least one special character.

Then click 'Proceed'.

18:50 70%

< Account Registration

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.

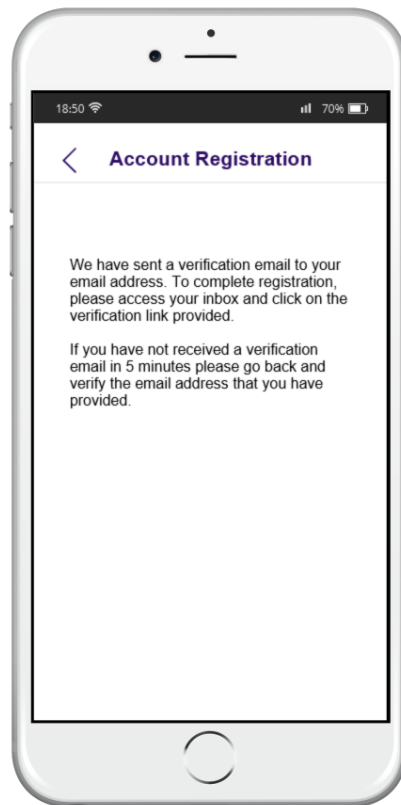
Email provided will be also saved under contact details on your profile.

Email Address

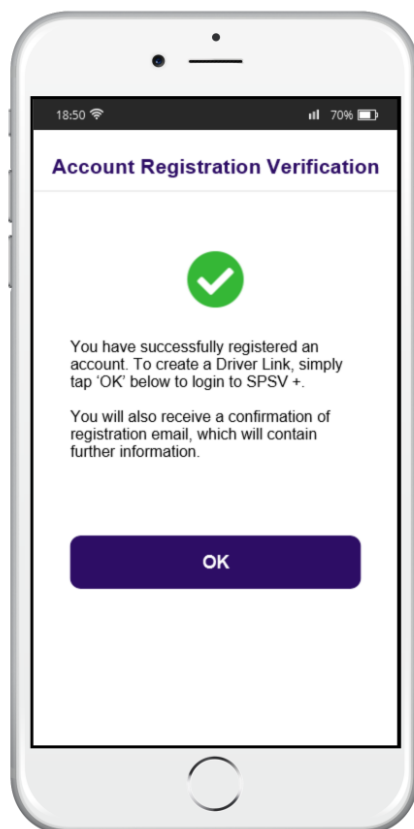
Password

PROCEED

4. A verification email will be sent to the email you have provided. If you have not received an email, check the email address you entered is correct. Also check your junk/spam folder.

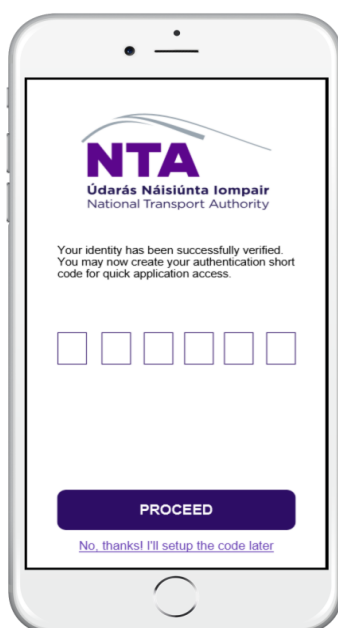


5. When you receive the email, click on the verification link. The SPSV+ app will reopen and show that your account is now registered.

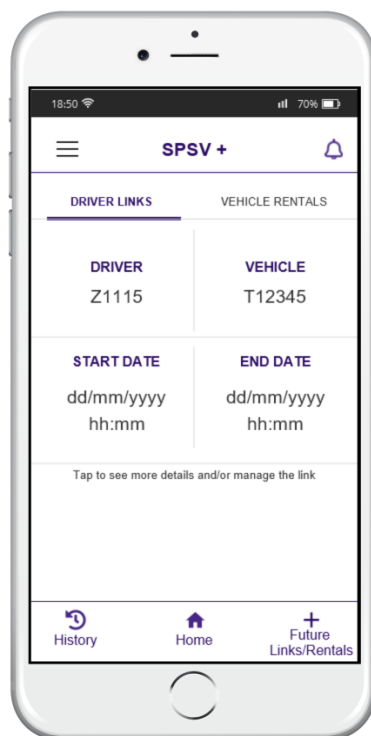


6. Next you will be asked to set up a short authentication code. This means that each time you log in you will only need to provide the code, not your CCSN, email and password.

If you do not want to do this, you can click on '*No, thanks? I'll setup the code later*'.

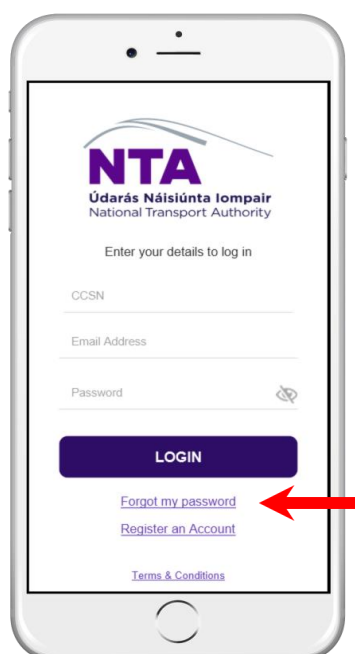


7. Once you have set up this code you will be directed to the home screen where you can view historical links, active inks, and future links.

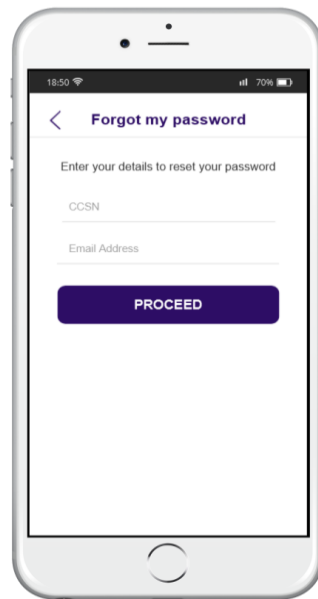


3. Forgot Password for SPSV+ App

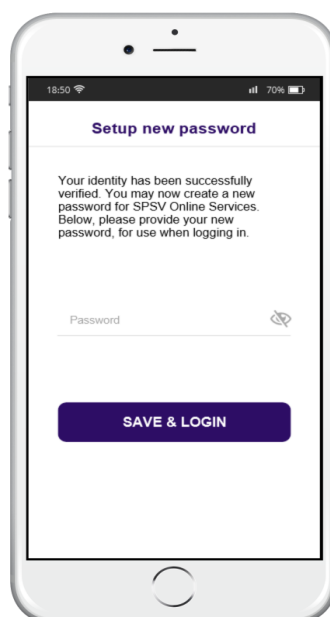
1. Open the SPSV+ app and select the 'Forgot my password' option.



2. You will be brought to a new screen and asked to input your CCSN and email address. Enter these details and click proceed.



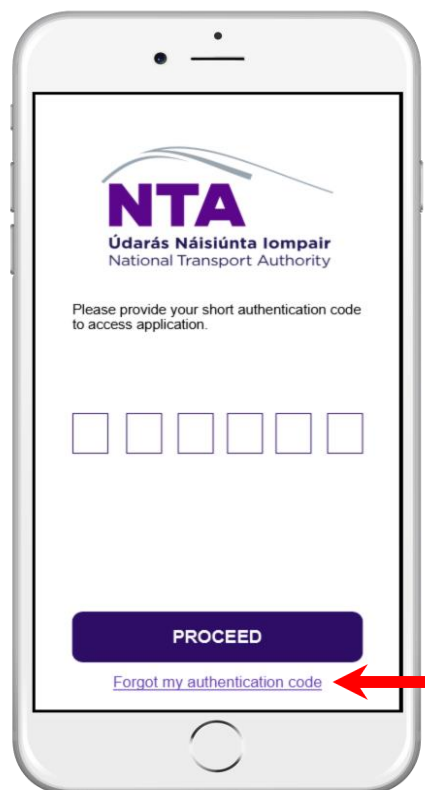
3. An email will be sent to the email address provided with a verification link. Click on this link to reset your password. If you have not received a verification email in 5 minutes please go back and verify the email address that you have provided.
4. When you click the link on the email, the app will open to the below screen. Enter a new password. Password must be a minimum of 9 characters long and contain at least one upper case, at least one lower case, at least one 0-9 digit and at least one special character.



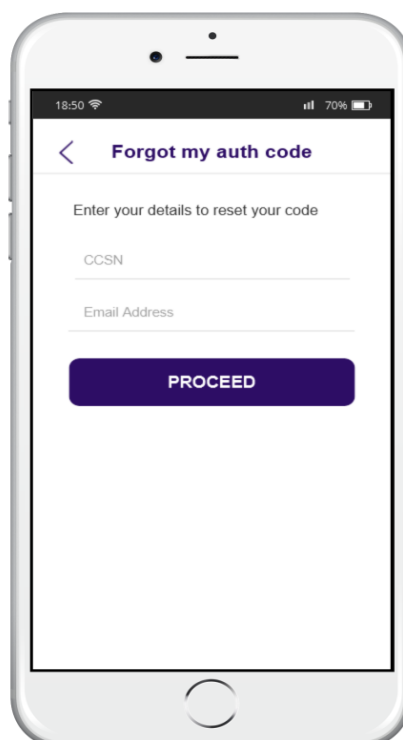
5. Click save and login and you will be brought to your SPSV+ home screen.

4. Forgot Authentication Code for SPSV+ App

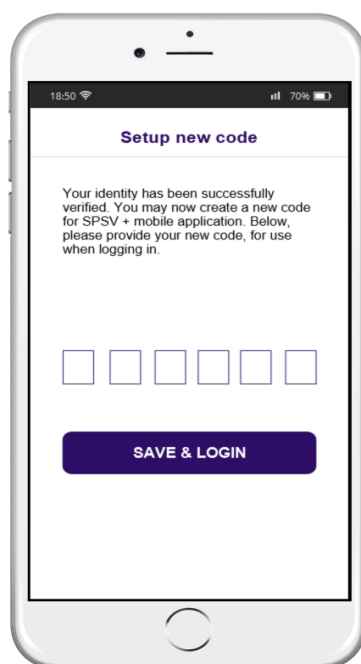
1. Open the SPSV+ app and click 'Forgot my authentication code'



2. On the next screen you will be asked to enter your CCSN and email address.



3. A verification email will be sent to your email address with a link. Click on the link and the SPSV application will be opened on the Setup New Code screen. You can now create a new code.



5. Driver Links User Guide

As the holder of an SPSV driver licence, you are required to notify the National Transport Authority (NTA) whenever you take over the operation of a licensed vehicle.

If you own and operate only one vehicle, and that vehicle is never operated by anyone else, you need notify NTA only once in relation to that vehicle. If, however, your vehicle licence expires or you complete a change of vehicle, your link will break and you will need to create a new one.

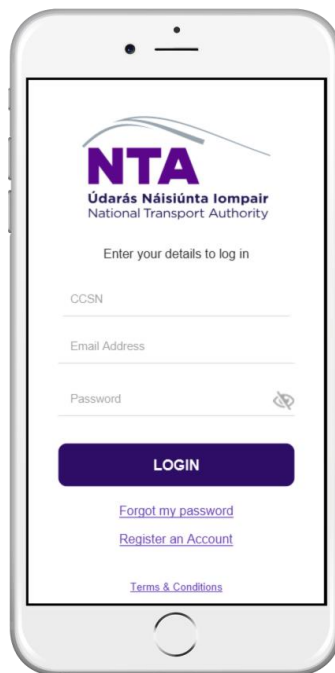
If vehicle is operated by more than one driver, each driver must notify NTA each and every time they commence operating that vehicle.

The SPSV+ app provides a quick and easy way of keeping this operational data up to date. You can use SPSV+ app to:

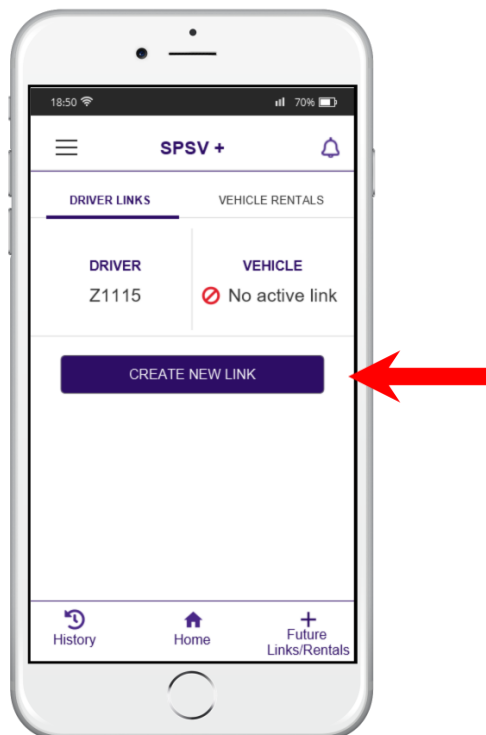
- Check that you are linked to the correct vehicle
- Change the date and time at which the link expires
- Break the link
- Create a new link
- Set up one or more future links
- Amend the details of future links
- See the details of past links

Creating a Driver to Vehicle Link

1. Log into your SPSV+ app, either with your authentication code which you set up earlier, or with your CCSN, email address and password.

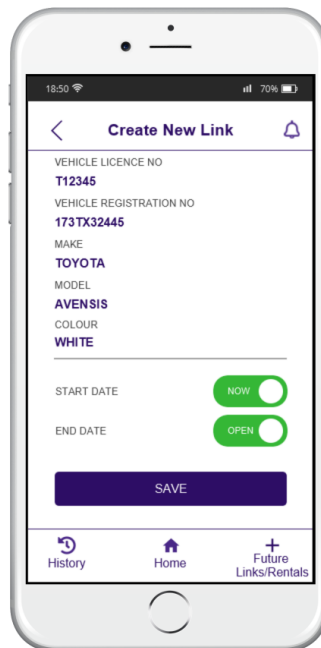


2. On the home page, if you currently have no active link, you will see the option to create a new link.



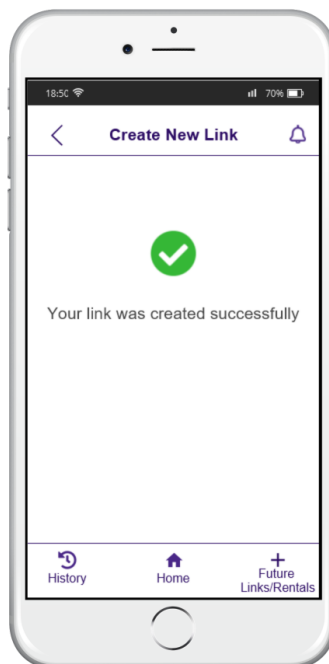
3. Next enter an SPSV licence number or vehicle registration number of the vehicle you want to link to.

4. Enter the start and end date for your link. You can also create an open ended link by selecting 'now' for the start date and 'open ended' for the end date.



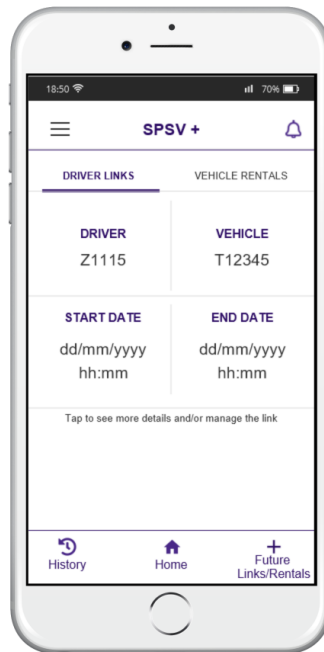
5. Click save. If the vehicle is already linked to another driver, a pop up message will appear. *'This action will break another driver link. The driver and vehicle licence holders will be notified. Do you wish to continue?'*

Click yes if you wish to continue.

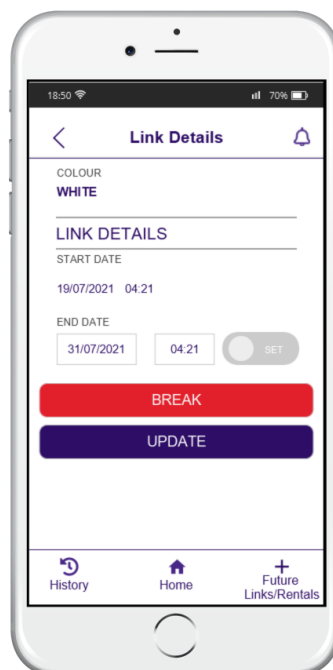


Break or Edit a Driver to Vehicle Link

1. If you have an active driver to vehicle link, it will appear on the home screen of your app. Tap this to see more details.



2. On the next screen you will see your driver details and vehicle details. Scroll to the end of the page and you will see 'LINK DETAILS'. Underneath this you will see an option to break or update the link.
3. Here you can choose to break the link or to edit the link by changing the end date.



6. Vehicle Rentals User Guide

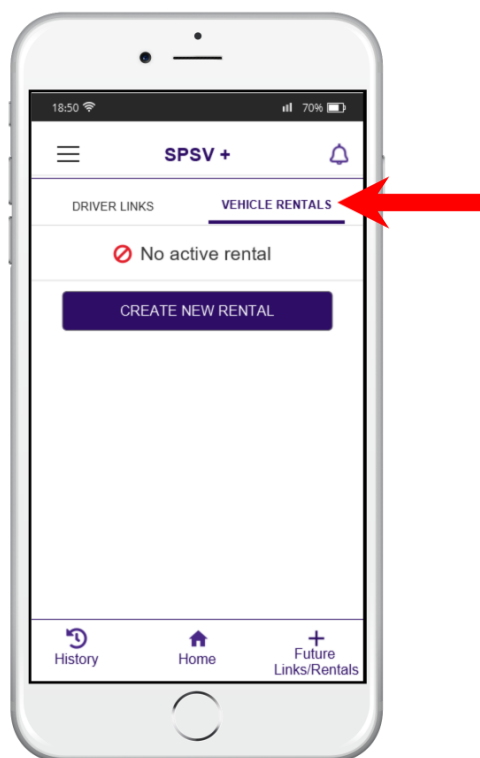
As the holder of an SPSV vehicle licence, if you have entered into a rental, leasing or similar agreement with another person, you are required to submit the details of the rental agreement to NTA.

The SPSV+ app provides an easy and quick way of submitting and updating vehicle rentals. You can use the app to:

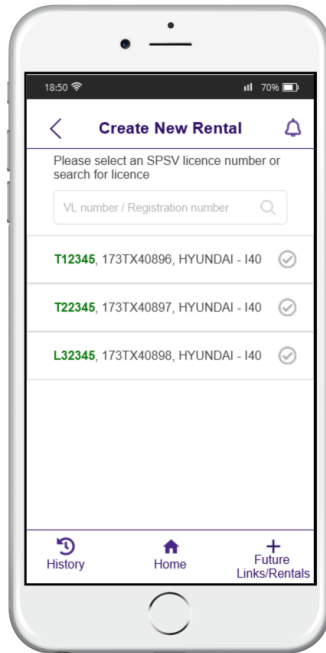
- Check that the details of any vehicle rental in place are correct
- Submit notification of new vehicle rentals
- Update details of current vehicle rentals
- Send notification when a vehicle rental ends
- See details of past rentals

Creating a Vehicle Rental Agreement

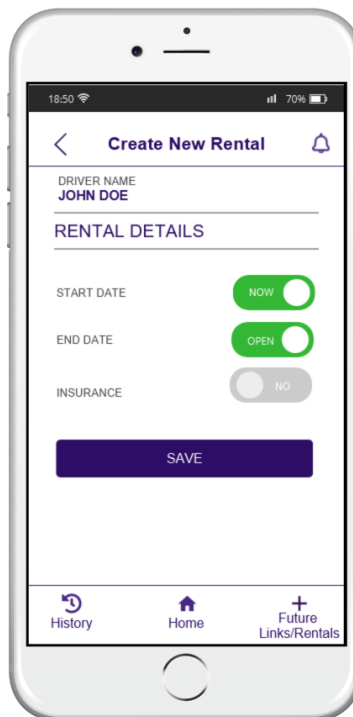
1. On the home screen click on the vehicle rentals tab.



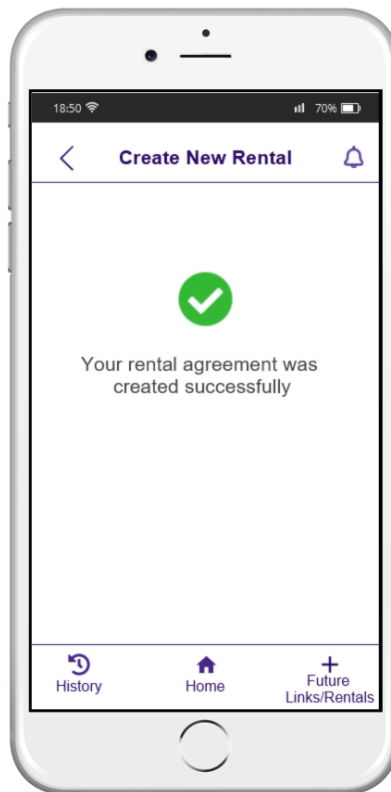
2. Select the vehicle licence number or the vehicle registration of the vehicle you want to create the rental agreement for. You can also search for the number.



3. Next enter the driver licence number of the person you are renting the vehicle to.
4. Enter the start and end date of the rental agreement. On the insurance section, you must set the toggle to yes to confirm that you have verified that the driver of your vehicle has insurance.

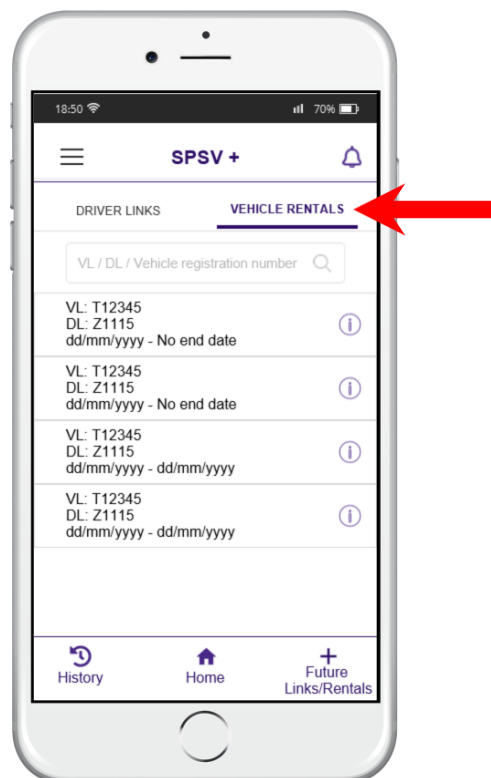


5. Click Save.



End or Update a Vehicle Rental Agreement

1. On the home screen click on the vehicle rentals tab. You will see a list of all your active vehicle rentals.



2. Click on the rental you want to end or amend. You can also search my vehicle licence number, driver licence number or vehicle registration number if you have a long list of rentals.
3. When you click on the rental, you will see details of the vehicle, person renting the vehicle and the rental details.
4. Scroll to the bottom of the page and you will see two buttons. Select either 'End Agreement' to end your rental agreement or 'Update' to change the end date of it.

