

SPSV Online Services Portal

Registration & User Guide



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National Transport Authority
Dún Scéine
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SPSV Information Line: 0818 064 000

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1. Introduction

You can now create driver links and register vehicle rentals in the same place, with one login.

Driver Links

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 Driver Links module of SPSV Online Services, described in this document, provides an easy and quick way of keeping this operational data up to date. You can use SPSV Online Services 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

Vehicle Rentals

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 to NTA the details of the rental agreement.

The Vehicle Rentals module of SPSV Online Services, described in this document, provides an easy and quick way of submitting and updating vehicle rentals. You can use the vehicle rentals module to:

- Check that the details of any vehicle rentals 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

Note: As an alternative, you can update the operational data using NTA's smartphone app (SPSV+) or the mobile phone SMS facility.

2. Registering for SPSV Online Services

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

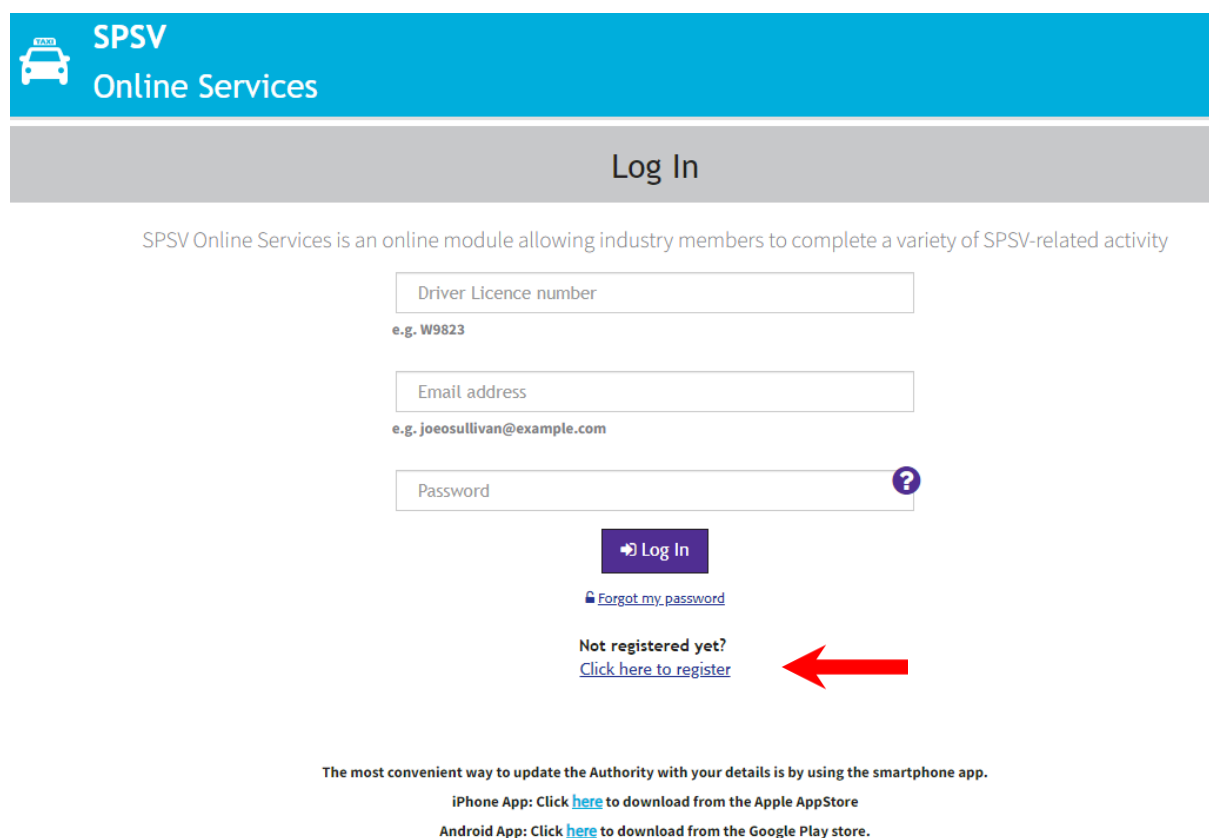
If you do not have an account registration number or your details cannot be verified, contact the SPSV information line for assistance at 0818 064 000 or email taxis@nationaltransport.ie.

Once you have your registration number, go to the web application at the below link:

<https://spsvonline.nationaltransport.ie/Main/Pub#/app/register>

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.



SPSV Online Services

Log In

SPSV Online Services is an online module allowing industry members to complete a variety of SPSV-related activity

Driver Licence number
e.g. W9823

Email address
e.g. joeosullivan@example.com

Password ?

Log In

[Forgot my password](#)

Not registered yet?
[Click here to register](#)

The most convenient way to update the Authority with your details is by using the smartphone app.
iPhone App: Click [here](#) to download from the Apple AppStore
Android App: Click [here](#) to download from the Google Play store.

2. Enter your account registration number.

Enter your 'CCSN'.

Click *Proceed*.

Step #1 screen is displayed.

SPSV Online Services

Register - Step #1 [Registration Guide](#)

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.

Your CCSN

Note: Your 'CCSN' can be found on letters/emails from NTA.

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.

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:

Password:

Confirm Password:

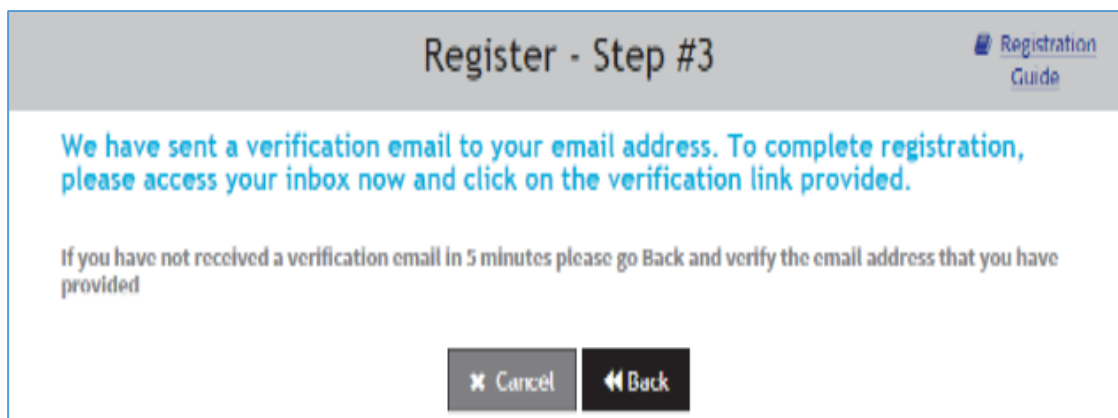
Password must be a minimum of 9 characters long and contain at least one upper case, at least one lower case, at least one 0-9 digit and at least one special character (e.g.!"£\$%^&*()@)

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>.

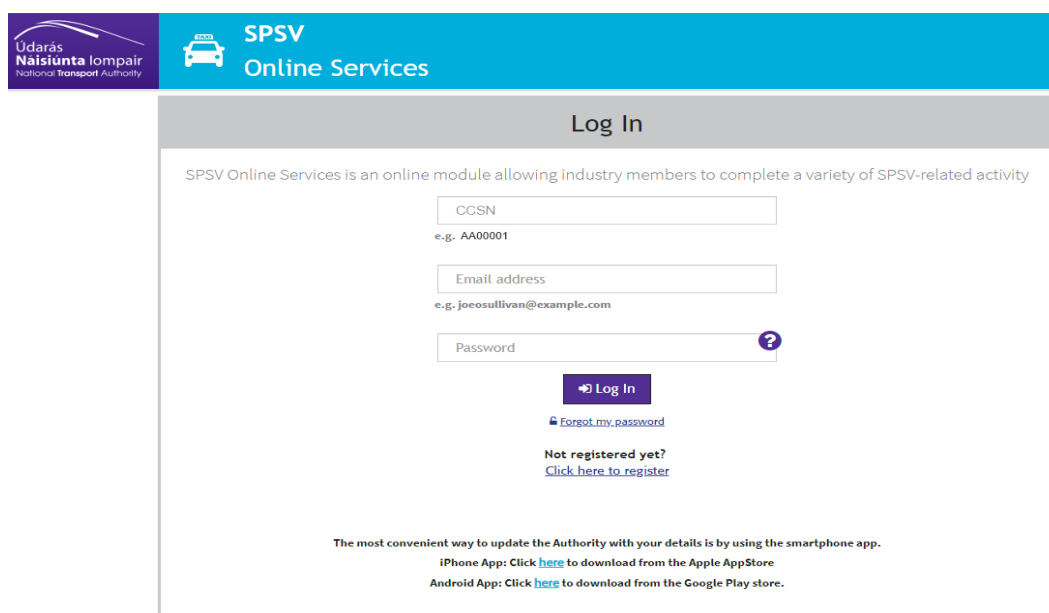
3. Logging in

To log in to SPSV Online Services Driver Links:

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.



2. Enter your CCSN and the email address and password you used at registration.
3. Click *Log In*. The driver link dashboard is displayed

4. Driver Links

Managing an Active Link

Whenever you log in to SPSV Online Services, you are brought to the driver link dashboard.

SPSV Online Services

Active Link

Driver		Vehicle	
Licence No:	Z1115	Licence No:	T12345
Name:	JOHN MURPHY	Registration No:	09CN6132
Licence Status:	Active	Make:	VOLKSWAGEN
Expiry Date:	20/04/2016	Model:	PASSAT
Area:	GALWAY	Colour:	BLUE
		Licence Status:	ACTIVE
		Expiry Date:	20/07/2016

Start Date: 10/11/2015 15:20

End Date: Open-Ended

[Edit Link](#) [Break Link](#)

If you have an active link to an SPSV, the driver link dashboard shows details of your driver licence, details of the vehicle with which you are currently linked, the time at which the link started, and the date/time at which it is scheduled to end (if an end date/time was specified).

You can edit the link (to change the scheduled end date/time) or break the link with immediate effect.

Edit Link

To change the scheduled end date/time of the link, click *Edit Link*. You can then click the calendar icon to choose a date and use the up/down arrows to choose the time at which the link is to end. If the link is to remain in force indefinitely, click the *No End Date* checkbox.

Start Date: 11/11/2015 12:24

End Date: dd/mm/yyyy

00 : 00

☐ No End Date

[Save Link](#) [Cancel](#)

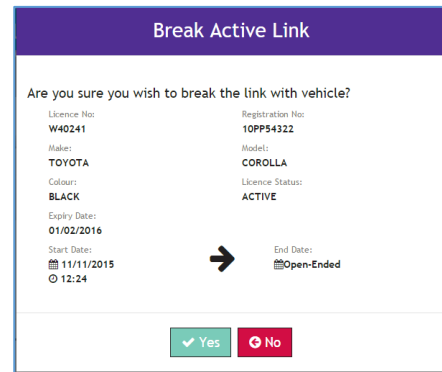
If *No End Date* was previously checked, and you wish to specify an end date, you must first click the *No End Date* checkbox to clear it.

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

Note: If you selected 'No End Date', your link will be saved as 'Open-Ended'. This means that the link will continue to exist so long as both licences remain in active status, and neither the vehicle nor the owner of the vehicle licence are changed. If any of these actions occur, the link will be broken.

Break Link

To break the link to the vehicle shown, click *Break Link*. You are then asked to confirm that this is what you want to do.



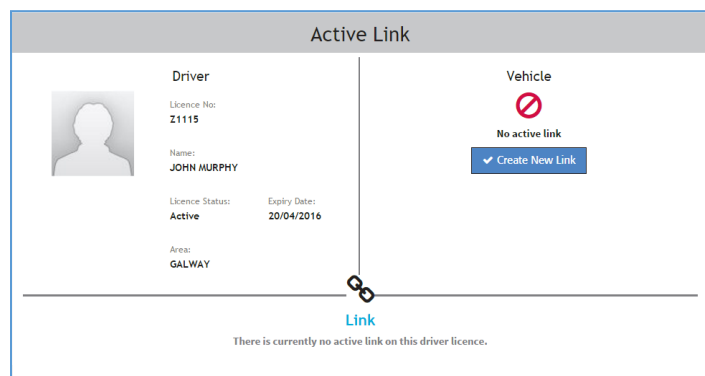
Break Active Link

Are you sure you wish to break the link with vehicle?

Licence No: W40241	Registration No: 10PP54322
Make: TOYOTA	Model: COROLLA
Colour: BLACK	Licence Status: ACTIVE
Expiry Date: 01/02/2016	End Date: Open-Ended
Start Date: 11/11/2015 ⌚ 12:24	

➔

If you do not currently have an active link, the driver link dashboard just shows details of your driver licence, and gives you the option of creating a new link. To create a new link, click *Create New Link* and continue as described in section 4, creating a New Link.



Active Link

Driver

Licence No:
Z1115


Name:
JOHN MURPHY

Licence Status:
Active

Expiry Date:
20/04/2016

Area:
GALWAY

Vehicle


No active link

Link

There is currently no active link on this driver licence.

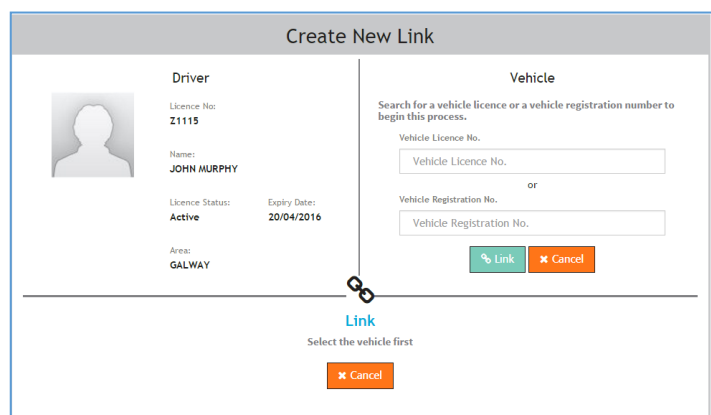
Creating a New Link

You can create a new link to an SPSV either by choosing the *Create New Link* option from the menu on the left of the screen or, if you do not currently have an active link, by clicking the *Create New Link* button on the driver link dashboard.

Creating a new link has the effect of breaking any other link that you currently have, and also of breaking any link that is currently active for the vehicle. It is therefore important to create a link only when you take over the operation of a vehicle; no other driver is permitted to operate the vehicle as an SPSV when it is linked to you.

When you choose *Create New Link*, the Create New Link screen is displayed.

Here you specify the vehicle *either* by entering its SPSV licence number *or* its registration number. Click *Link*.



Create New Link

Driver

Licence No:
Z1115

Name:
JOHN MURPHY

Licence Status:
Active

Expiry Date:
20/04/2016

Area:
GALWAY

Vehicle

Search for a vehicle licence or a vehicle registration number to begin this process.

Vehicle Licence No.

or

Vehicle Registration No.

Link

Select the vehicle first

Check that the vehicle details shown are correct. If they are not, click *Change* and enter the correct SPSV licence number or registration number.

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.

To specify a precise start date/time in the future, click the calendar icon, choose the date and use the up/down arrows to choose the time at which the link is to become active. Specify a precise end time for the link in the same way. Note that you cannot create links that begin more than seven days in the future.

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

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

Future Links

You can create links that become active at a future date/time, as described in the previous section.

To view the future links that have been created for your driver licence, choose the *Future Links* option from the menu on the left of the screen. The Future Links screen is displayed with a list of the scheduled links.

Valid From	Valid To	Licence No.	Registration No.	
14/11/2015 09:00	Open-Ended	W27103	10PP54322	View Details
11/11/2015 16:00	13/11/2015 08:55	W40241	10PP54322	View Details

To the right of any listed link, click *View Details* to see the details of the link. The Future Link screen is displayed. You can edit this link or break it exactly as described in section 3, Managing an Active Link.

It is possible to create multiple future links, should you wish to operate several vehicles throughout the course of the next week. Note that links can be made concurrently. This means that you can create one link to end at 18:00 and the next to begin at 18:00, without the one link breaking the other.

Historical Links

You can view your link history by choosing the *Historical Links* option from the menu on the left of the screen. The Historical Links screen is displayed with a list of your past links to SPSVs.


Historical Links					Export
Valid From	Valid To	Licence No.	Registration No.		
11/11/2015 12:24	11/11/2015 12:53	W40241	10PP54322	View Details	
10/11/2015 15:20	11/11/2015 12:22	T12345	09CN6132	View Details	
09/11/2015 16:46	10/11/2015 15:13	T41505	10PP54322	View Details	
01/04/2015 15:36	01/04/2015 15:41	W40241	10PP54322	View Details	
31/03/2015 15:33	31/03/2015 17:02	W27103	10PP54322	View Details	
31/03/2015 15:16	31/03/2015 15:23	W40241	10PP54322	View Details	
31/03/2015 15:14	31/03/2015 15:16	W27103	10PP54322	View Details	
31/03/2015 14:23	31/03/2015 14:35	W27103	10PP54322	View Details	
31/03/2015 12:22	31/03/2015 12:24	W27103	10PP54322	View Details	
31/03/2015 11:30	31/03/2015 12:22	W27103	10PP54322	View Details	

To the right of any listed link, click *View Details* to see the details of the link.

Historical links cannot be edited.

[Back](#)

Historical Link



Driver
Licence No:
Z1115
Name:
JOHN MURPHY
Licence Status:
Active
Expiry Date:
20/04/2016
Area:
GALWAY

Vehicle
Licence No:
W27103
Registration No:
10PP54322
Make:
TOYOTA
Model:
COROLLA
Colour:
BLACK
Licence Status:
ACTIVE
Expiry Date:
01/05/2016

Start Date:
31/03/2015
15:33

Link
➔

End Date:
31/03/2015
17:02

Activity Log

To see a list of driver links changes associated with your SPSV driver licence, choose the *Activity Log* option from the menu on the left of the screen. The Activity Log screen is displayed with a list of the changes associated with your driver links.

Activity Log				
Change Date	Change Type	User	Method	
11/11/2015 15:28	Link Created	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:28	Link Edited	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:26	Link Created	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:26	Link Broken	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:25	Link Created	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:25	Link Edited	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:23	Link Created	JOHN MURPHY	SPSV Online	View Details
11/11/2015 12:53	Link Broken	JOHN MURPHY	SPSV Online	View Details
11/11/2015 12:30	Link Edited	JOHN MURPHY	SPSV Online	View Details
11/11/2015 12:24	Link Created	JOHN MURPHY	SPSV Online	View Details

[First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

To the right of a listed item, click *View Details* to see its details.

These details cannot be edited.

Activity Details

Change Type:
Update to personal details

User:
JOHN MURPHY

Change Date:
11/11/2015 15:55

Method:
SPSV Online

Details

Phone No 1 (Before change)
087 1234567

Phone No 2 (Before change)
01 123456

Email Address (Before change)
johnmurphy@testmail.ie

Address Line 1 (Before change)
1 EXAMPLE ROAD

Address Line 2 (Before change)
.

Address Line 3 (Before change)
.

Town (Before change)
THURLES

County (Before change)
TIPPERARY

Postcode (Before change)
.

Phone No 1 (After change)
087 1234567

Phone No 2 (After change)
01 123456

Email Address (After change)
johnmurphy@testmail.ie

Address Line 1 (After change)
2 EXAMPLE ROAD

Address Line 2 (After change)
.

Address Line 3 (After change)
.

Town (After change)
THURLES

County (After change)
TIPPERARY

Postcode (After change)
.

Close

Notifications

To see a list of notifications from the Authority regarding your driver link activity, choose the *Notifications* option from the menu on the left of the screen. The Notifications screen provides you with access to copies of all driver link notifications sent to you by the Authority. The list shows the reason for the notification and the method used for delivering it (email or post).

Note: the Authority no longer distributes Driver Links notifications by post. However, any sent by post in the past will still be visible in the Notifications section.

Notifications				
Date Sent	Reason	VLN	Via	
13/11/2015 08:57	EXPIRED DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 16:02	EXPIRED DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:28	NEW DRIVER LINK CREATED DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:28	EDITED DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:26	NEW DRIVER LINK CREATED DLH	W27103	EMAIL	View PDF Delivery Details
11/11/2015 15:26	BROKEN DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:25	NEW DRIVER LINK CREATED DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:25	EDITED DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:23	NEW DRIVER LINK CREATED DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 12:53	BROKEN DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
<div>First Previous 1 2 3 4 Next Last</div>				

To the right of a listed item, click *View PDF* to see the notification in full.

Click *Delivery Details* to see details of how it was delivered.

Notification Delivery Details

Date Sent:
11/11/2015 15:28

Notification type:
EDITED DRIVER LINK DLH

Medium:
EMAIL

johnmurphy@testmail.ie

Related to:
W40241

Close

File preview

SPSV Online Services

Driver Link: new link created

JOHN MURPHY
1 EXAMPLE ROAD

THURLES
TIPPERARY

11 November 2015

Driver licence number: Z1115

Licence status: Active

Licence expiry date: 20 April 2016

You have created a new driver link on SPSV Online Services system. Please see details for this link below. You are now entitled to operate this vehicle as an SPSV during the dates and times listed below.

Driver licence number	Z1115
Vehicle licence number	W40241
Vehicle registration number	10P954322
Link start date:	11/11/2015 16:00
Link end date:	13/11/2015 08:55
Method	SPSV Online

If any of details listed above are incorrect, check that a link has been created to the correct vehicle at the date/time you specified. Update the link details if necessary by choosing the Edit option on the Link details screen. If the details displayed are still incorrect, please contact the industry information line on 0761 064 000.

Print Save Close

5. Vehicle Rentals

Managing an Active Rental

When you log in to the Vehicle Rentals module, you are brought to the main home screen.

If you have an active vehicle rental in place and wish to view it, choose the *Active Vehicle Rentals* option from the menu.

ID	Driver Name	Driver Licence Number	Vehicle Licence Number	Rental Start Date	Rental End Date	Actions
1	John Doe	Z1234	T12345	dd/mm/yyyy	dd/mm/yyyy	
2	Ben Murphy	X1234	T12345	dd/mm/yyyy	dd/mm/yyyy	

You can edit the rental (to change the scheduled end date/time) or break the rental with immediate effect.

All rentals with an end date in the future (i.e. not a historical rental) are listed on the *Active Vehicle Rentals* screen. This is true for both active rentals, i.e. where the start date is the past, and for future rentals, i.e. where the start date is in the future.

View Rental

To view the details of a vehicle rental, click the magnifying glass. The confirmation screen allows you to check the details of the rental. You can also print these details, by selecting the *PDF* option.

Edit Rental

To change the scheduled start and end date/time of the rental, click *Edit*.

ID	Driver Name	Driver Licence Number	Vehicle Licence Number	Rental Start Date	Rental End Date	Actions
38424	TEST TEST	Z1115	W40241	28/02/2023 11:32	31/03/2023 11:00	

You can then click into the date field to open a calendar icon. To choose a time, use the Hour and Minute scroll bars below the calendar.

If you want the rental start time to begin immediately, click the *Now* checkbox.

When the details are correct, click *Update Rental*.

End Rental Agreement

To end a vehicle rental agreement, select *Edit*. At the bottom of the screen click the 'End agreement' button.

The vehicle rental now appears under the *Historical Vehicle* tab in the menu.

Creating a New Rental

When you wish to notify NTA of a rental agreement you have made with another party, you can create a new vehicle rental by choosing the *Create New Vehicle Rental* option from the left-hand menu.

On the next screen, you will be requested to select the vehicle licence against which you wish to register the rental. You will be provided with a full list of all active licences held by you.

Udarás Naisiunta Iompair
National Transport Authority

SPSV Online Services

Create New Vehicle Rental

Vehicle Rentals

- Active Vehicle Rentals
- Create New Vehicle Rental**
- Historical Vehicle Rentals
- Activity Log
- Notifications
- Update My Details
- More Options

Select vehicle to be rented

- Please Select -

Registration No:
Make:
Model:

Select renter details

Search for SPSV Driver Licence

Driver Name:
Driver Licence Number:

Rental Details

Start Date:
☒ Now

End Date:
☒ Open-Ended
☐ No End Date

Do you have insurance in place covering the driving of the vehicle by the person renting the vehicle for the carriage of passengers for reward for the period of the rental? ☐ Yes

Save Cancel

Choose the relevant vehicle licence and the driver you are renting the vehicle to.

Udarás Naisiunta Iompair
National Transport Authority

SPSV Online Services

Create New Vehicle Rental

Vehicle Rentals

- Active Vehicle Rentals
- Create New Vehicle Rental**
- Historical Vehicle Rentals
- Activity Log
- Notifications
- Update My Details
- More Options

Select vehicle to be rented

W40241

Registration No:
10PP54322
Make:
VOLKSWAGEN
Model:
PASSAT

Select renter details

Z1115

Driver Name:
TEST TEST
Driver Licence Number:
Z1115

Rental Details

Start Date:
☒ Now

End Date:
31/03/2023
12 : 00
☐ No End Date

Do you have insurance in place covering the driving of the vehicle by the person renting the vehicle for the carriage of passengers for reward for the period of the rental? ☒ Yes

Save Cancel

You can then click into the date field to open a calendar icon. To choose a time, use the Hour and Minute scroll bars below the calendar, or manually type in the time.

If you want the rental start time to begin immediately, click the Now checkbox.

Confirm that you have the correct insurance in place for the vehicle.

When the details are correct, click Save.

Note that it is not possible to create a rental on an inactive vehicle licence.

Historical rentals

You can view all historical rentals for vehicle licences held by you by selecting the *Historical Vehicle Rentals* option from the left-hand menu.

This will provide you with a list of all historical rentals, i.e. those where the end date is in the past. You will be able to view the details of the person to whom you rented the licensed vehicle, along with the start and end dates.

The screenshot shows the SPSV Online Services interface. The header includes the Udarás Náisiúnta Iompair logo, the SPSV Online Services title, and a Log out button. The left-hand menu is open, showing options like Driver Links, Vehicle Rentals (with sub-options: Active Vehicle Rentals, Create New Vehicle Rental, Historical Vehicle Rentals), Activity Log, Notifications, Update My Details, and More Options. The main content area is titled 'Historical Vehicle Rentals' and contains a table with the following data:

ID	Driver Name	Driver Licence Number	Vehicle Licence Number	Rental Start Date	Rental End Date	Actions
1	John Doe	Z1234	T12345	dd/mm/yyyy	dd/mm/yyyy	
2	Ben Murphy	X1234	T12345	dd/mm/yyyy	dd/mm/yyyy	

To print a copy of a historical agreement for your records, click the PDF icon.

6. Forgot Password

If you have forgotten your password for SPSV online services, you can click the 'Forgot password' option at the login screen.


The screenshot shows the SPSV Online Services Log In screen. The header includes the SPSV Online Services title. Below the header is a grey bar with the text 'Log In'. The main content area contains the following text: 'SPSV Online Services is an online module allowing industry members to complete a variety of SPSV-related activity'. Below this text are three input fields: 'CCSN' (with example 'AA00001'), 'Email address' (with example 'joeosullivan@example.com'), and 'Password' (with a question mark icon). Below the input fields is a 'Log In' button. Below the 'Log In' button is a link 'Forgot my password' with a red arrow pointing to it. Below the 'Forgot my password' link is the text 'Not registered yet?' and a link 'Click here to register'.

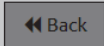
The most convenient way to update the Authority with your details is by using the smartphone app.


iPhone App: Click [here](#) to download from the Apple AppStore

Android App: Click [here](#) to download from the Google Play store.

Enter your CCSN and the email address you used at registration, click proceed.

 **SPSV**
Online Services

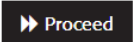
 **Forgot Password**

 Your password for SPSV Online Services is a special keyword chosen by you when you registered. If you have forgotten this, or the password you hold is no longer working, you can reset your password by following the below procedure.

Please enter your CCSN and email address below to reset your password.

CCSN:

Email address:

 Proceed

You will receive an email with a link to reset your password.