SPSV Online Services Portal

Registration & User Guide

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National Transport Authority
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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.

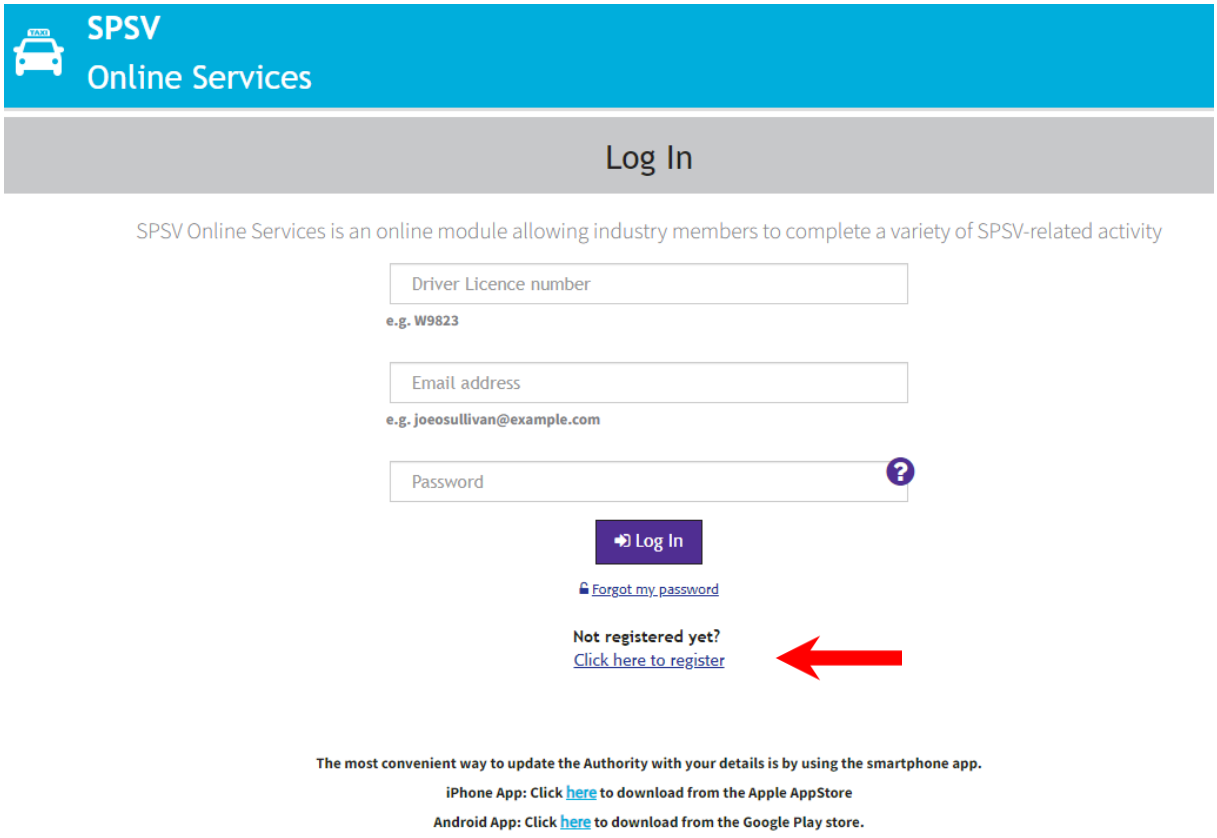
If you do not have an account registration number or your details cannot be verified, contact the SPSV information line for assistance at 0818 064 000 or email taxis@nationaltransport.ie.

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*.

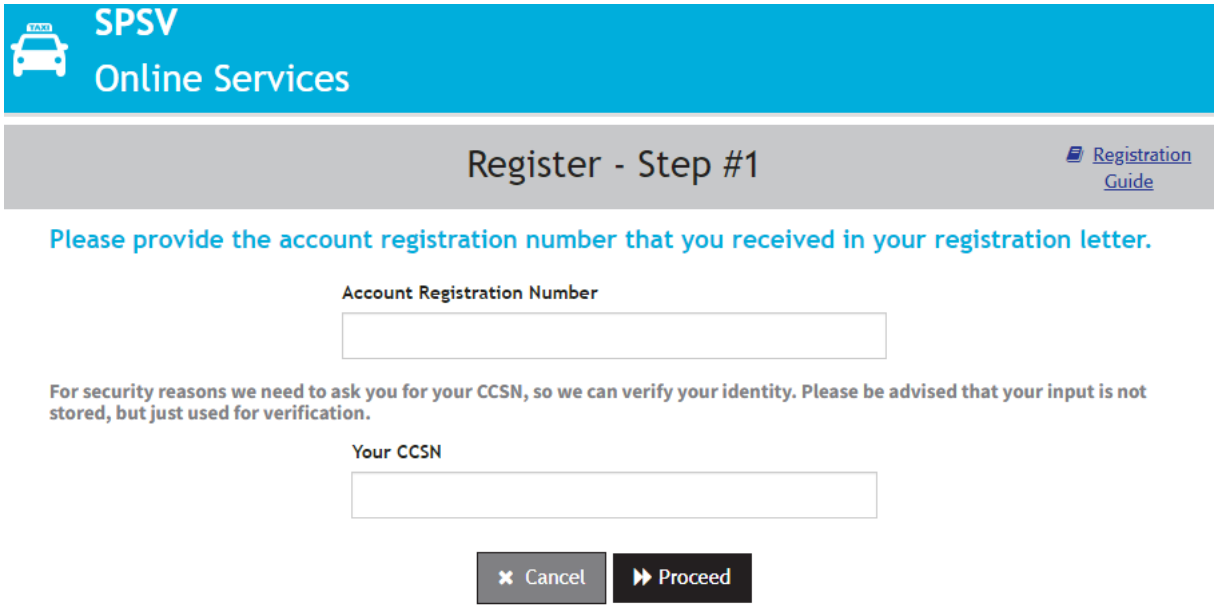


2. Enter your account registration number.

Enter your ‘CCSN’.

Click *Proceed.*

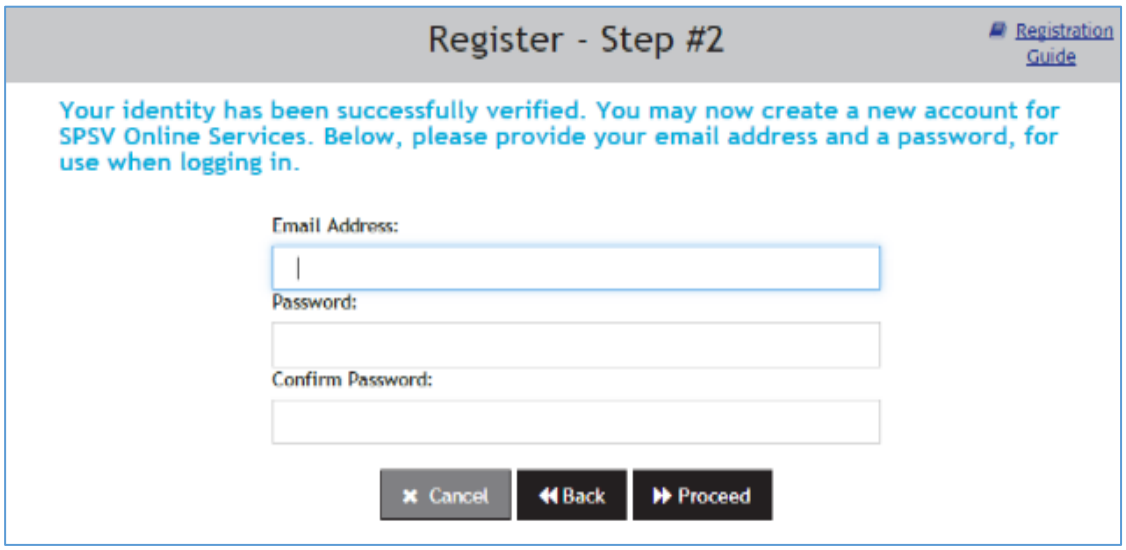
Step #1 screen is displayed.



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.



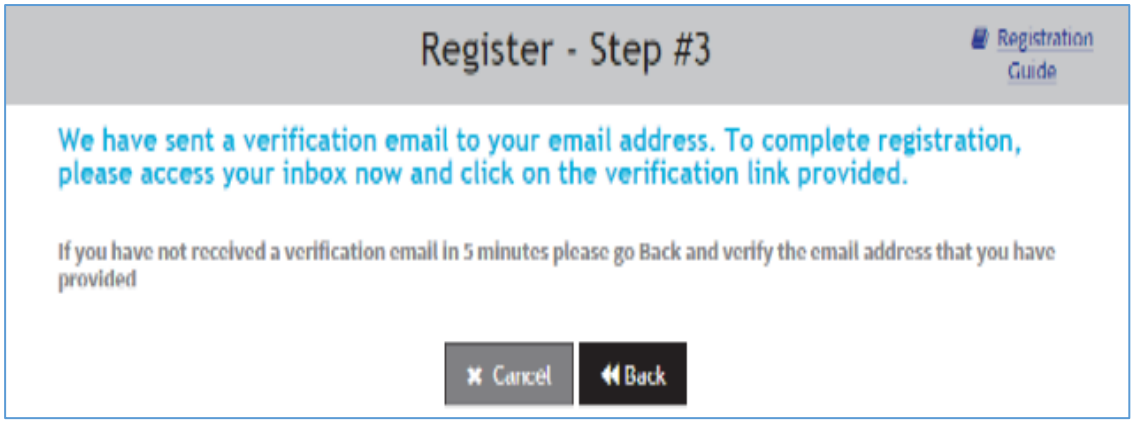
Password must be a minimum of 9 characters long and contain at least one upper case, at least one lower case, at least one 0-9 digit and at least one special character (e.g.!”£$%^&*()@)

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.

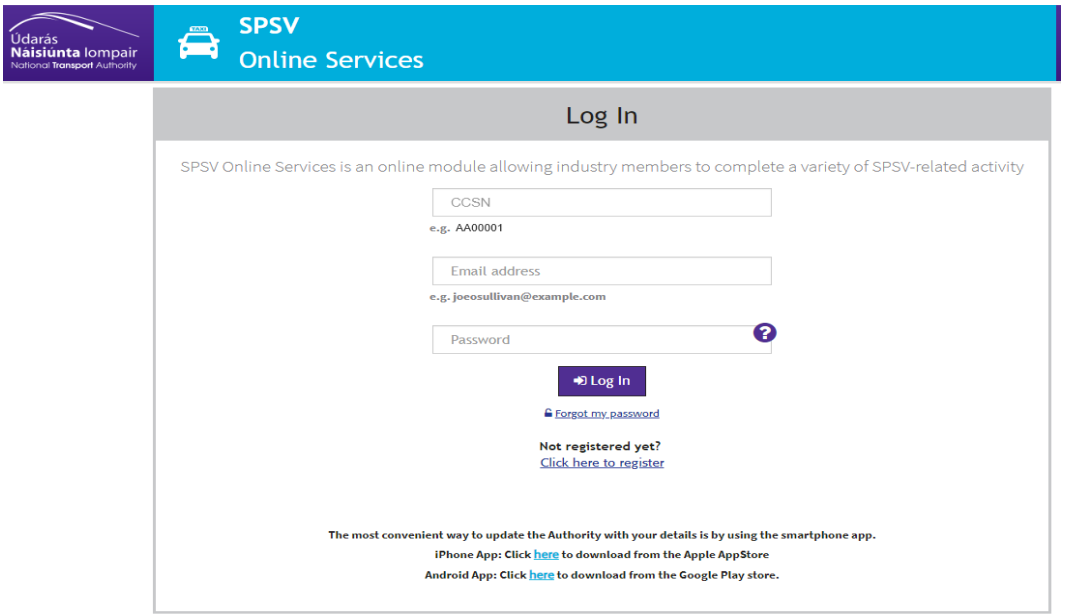


See *Using the SPSV Online Services* for details of how to use the system. This is available at https://spsvonline.nationaltransport.ie/File/UserGuideline.

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.

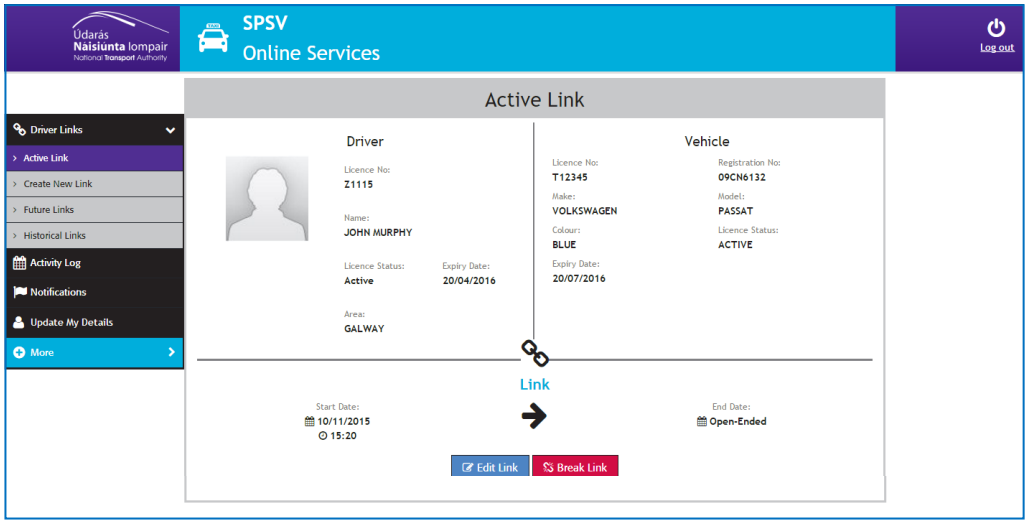


2. Enter your CCSN and the email address and password you used at registration.
3. Click *Log In*. The driver link dashboard is displayed

4. Driver Links

Managing an Active Link

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



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.

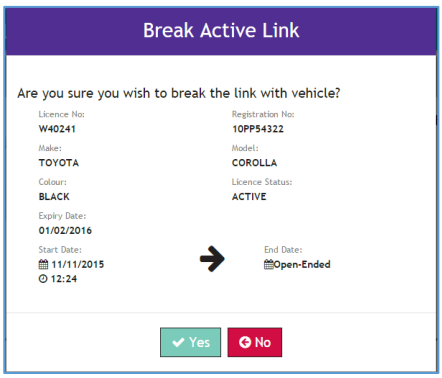
If *No End Date* was previously checked, and you wish to specify an end date, you must first click the *No End Date* checkbox to clear it.

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

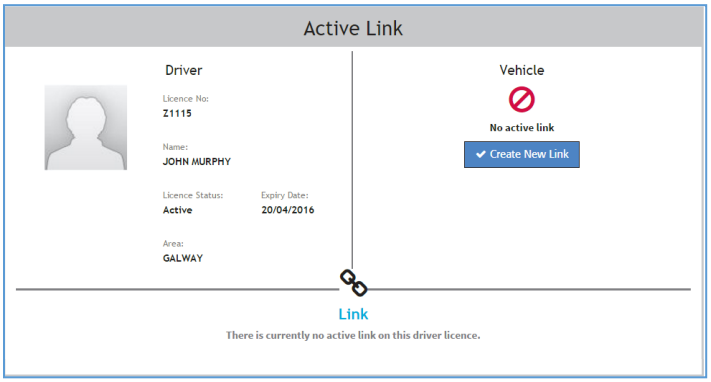
Note: If you selected 'No End Date', your link will be saved as 'Open-Ended'. This means that the link will continue to exist so long as both licences remain in active status, and neither the vehicle nor the owner of the vehicle licence are changed. If any of these actions occur, the link will be broken.

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.



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.



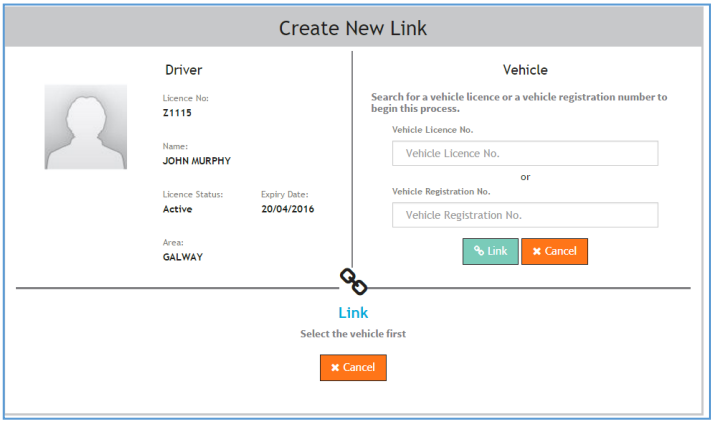
Creating a New Link

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.

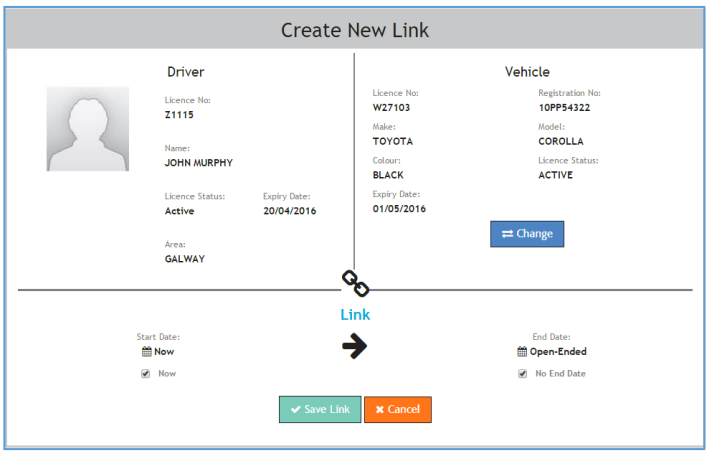
When you choose *Create New Link*, the Create New Link screen is displayed.

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

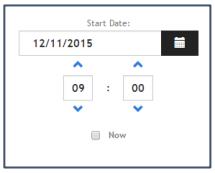


Check that the vehicle details shown are correct. If they are not, click *Change* and enter the correct SPSV licence number or registration number.

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.

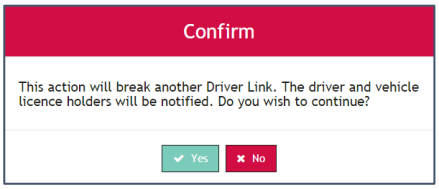


To specify a precise start date/time in the future, click the calendar icon, choose the date and use the up/down arrows to choose the time at which the link is to become active. Specify a precise end time for the link in the same way. Note that you cannot create links that begin more than seven days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



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

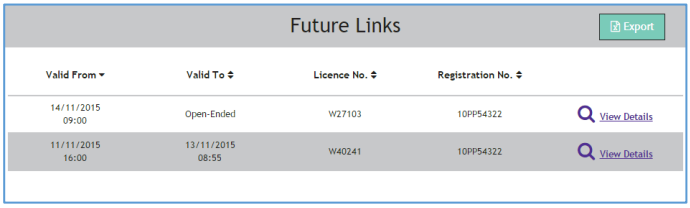
If the link you create has the effect of breaking another driver link, you will be asked to confirm the action.



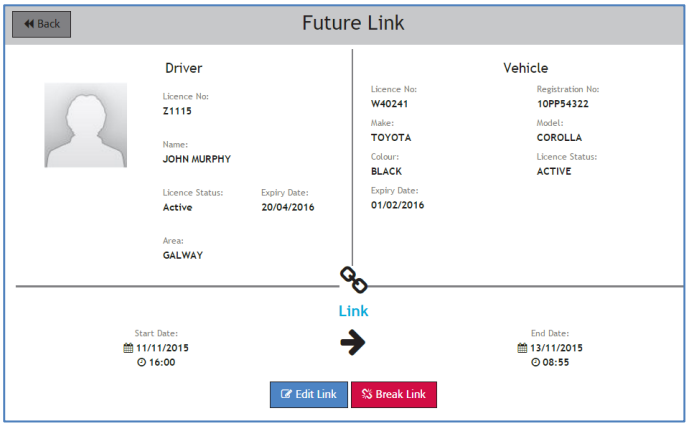
Future Links

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.



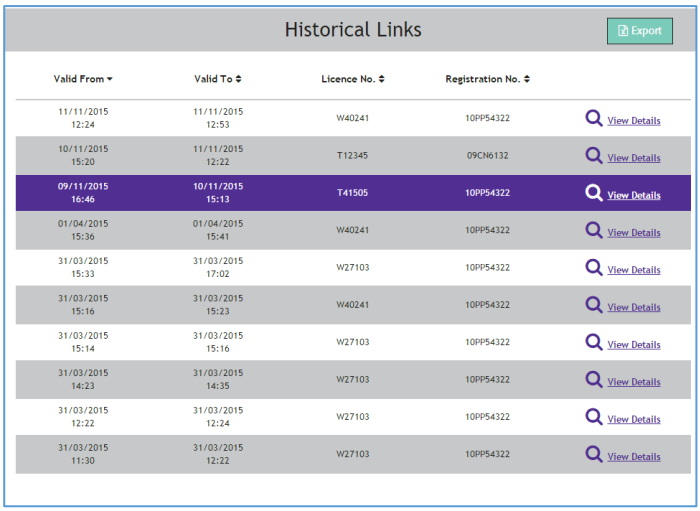
To the right of any listed link, click *View Details* to see the details of the link. The Future Link screen is displayed. You can edit this link or break it exactly as described in section 3, Managing an Active Link.



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.

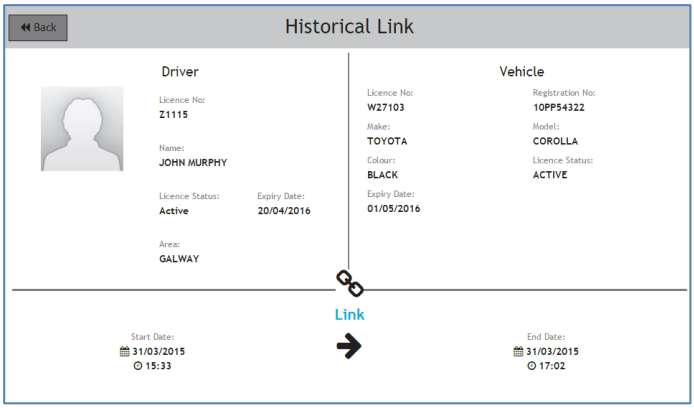
Historical Links

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.



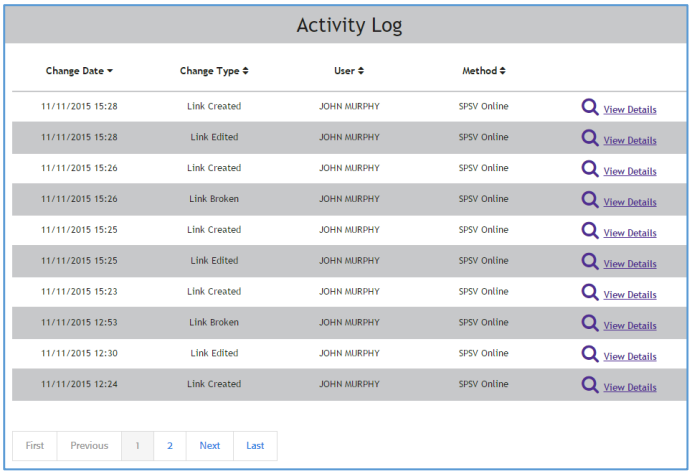
To the right of any listed link, click *View Details* to see the details of the link.

Historical links cannot be edited.



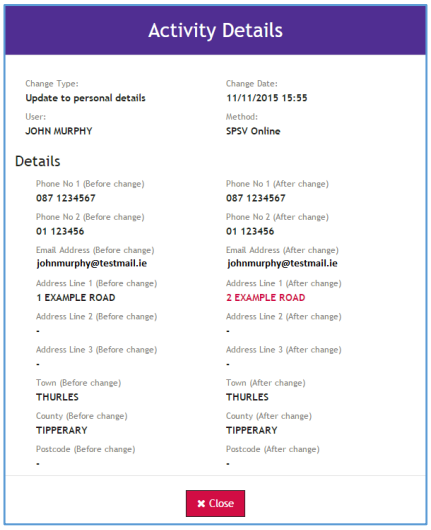
Activity Log

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.



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

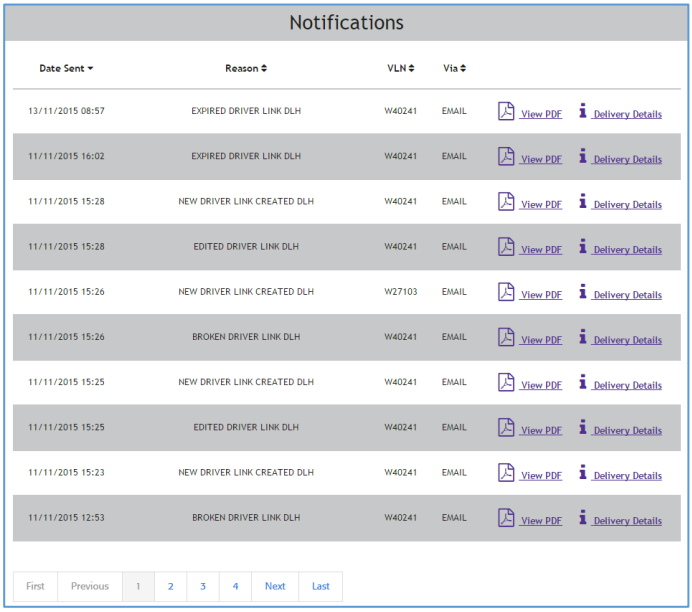
These details cannot be edited.



Notifications

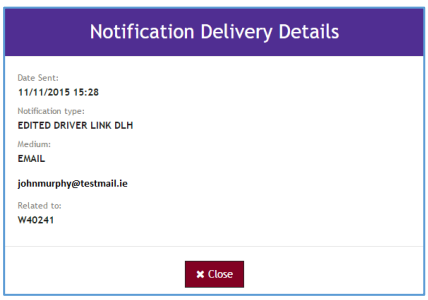
To see a list of notifications from the Authority regarding your driver link activity, choose the *Notifications* option from the menu on the left of the screen. The Notifications screen provides you with access to copies of all driver link notifications sent to you by the Authority. The list shows the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

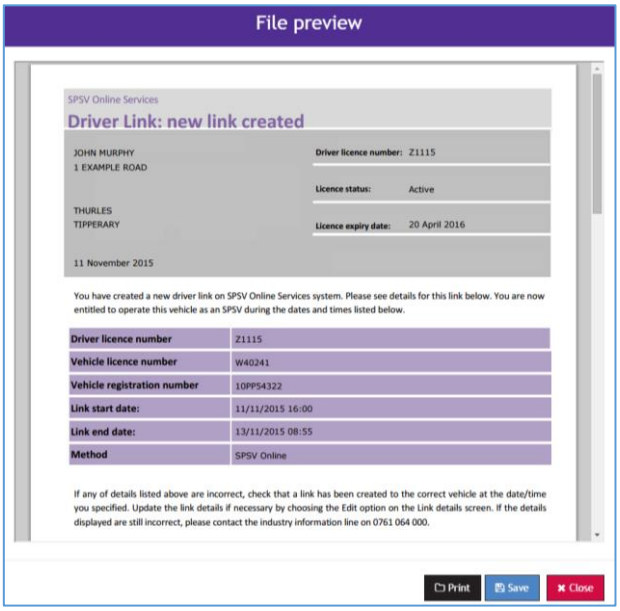
Note: the Authority no longer distributes Driver Links notifications by post. However, any sent by post in the past will still be visible in the Notifications section.



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.



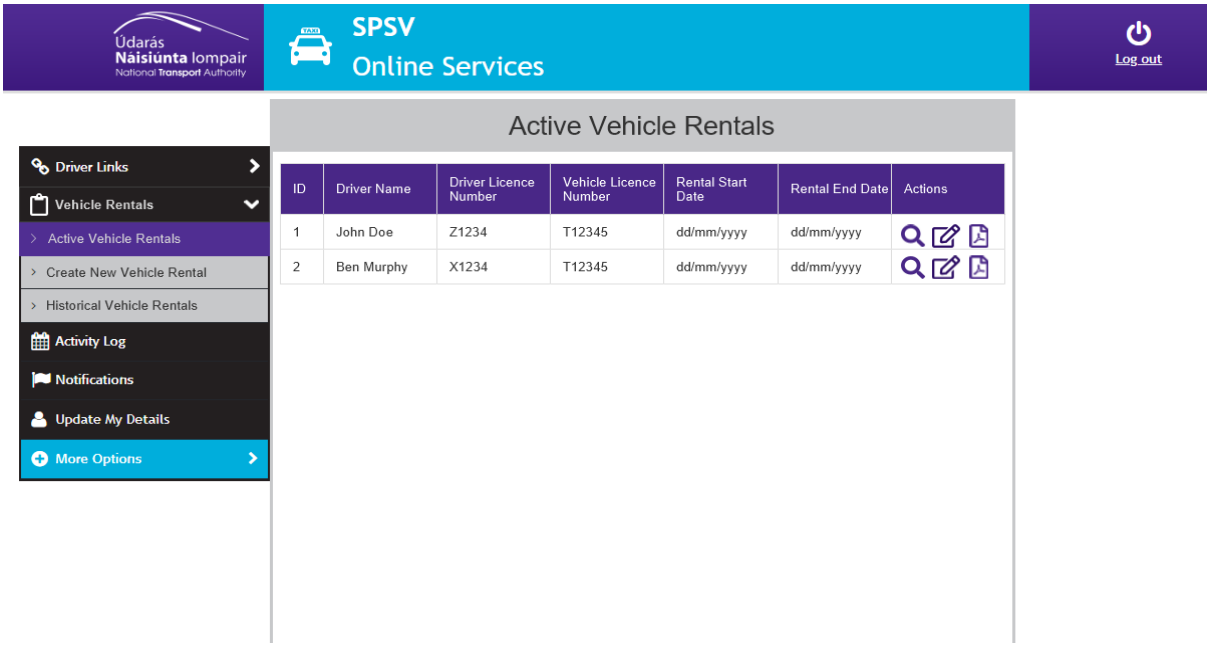


5. Vehicle Rentals

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.



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

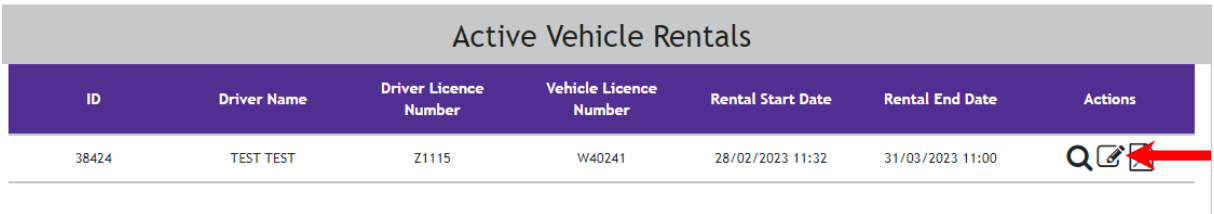
All rentals with an end date in the future (i.e. not a historical rental) are listed on the *Active Vehicle Rentals* screen. This is true for both active rentals, i.e. where the start date is the past, and for future rentals, i.e. where the start date is in the future.

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

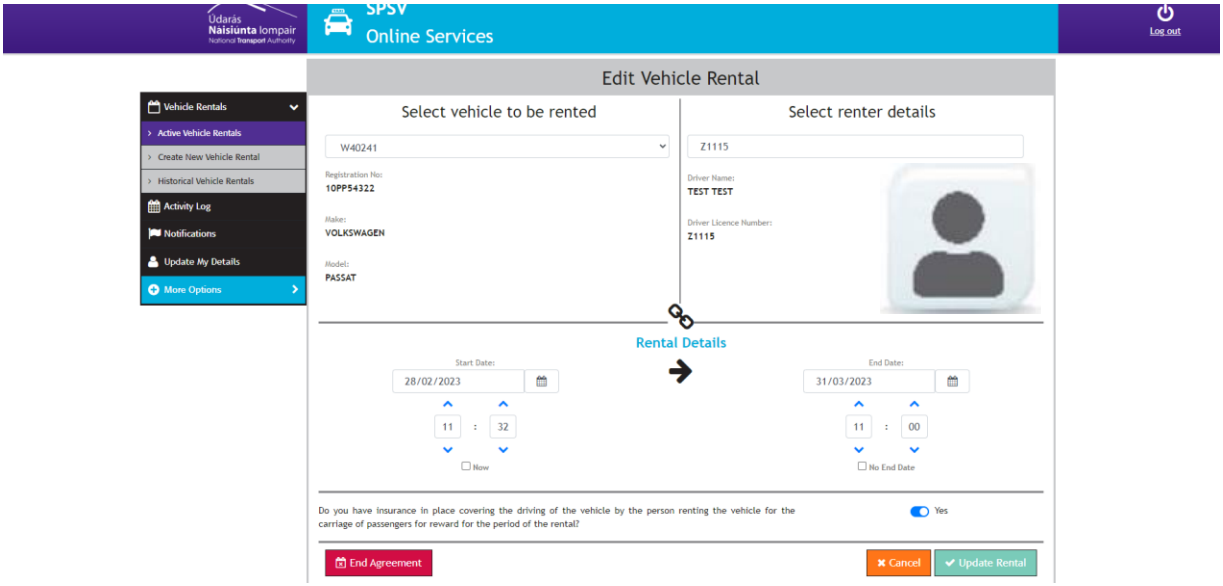
To change the scheduled start and end date/time of the rental, click *Edit*.



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

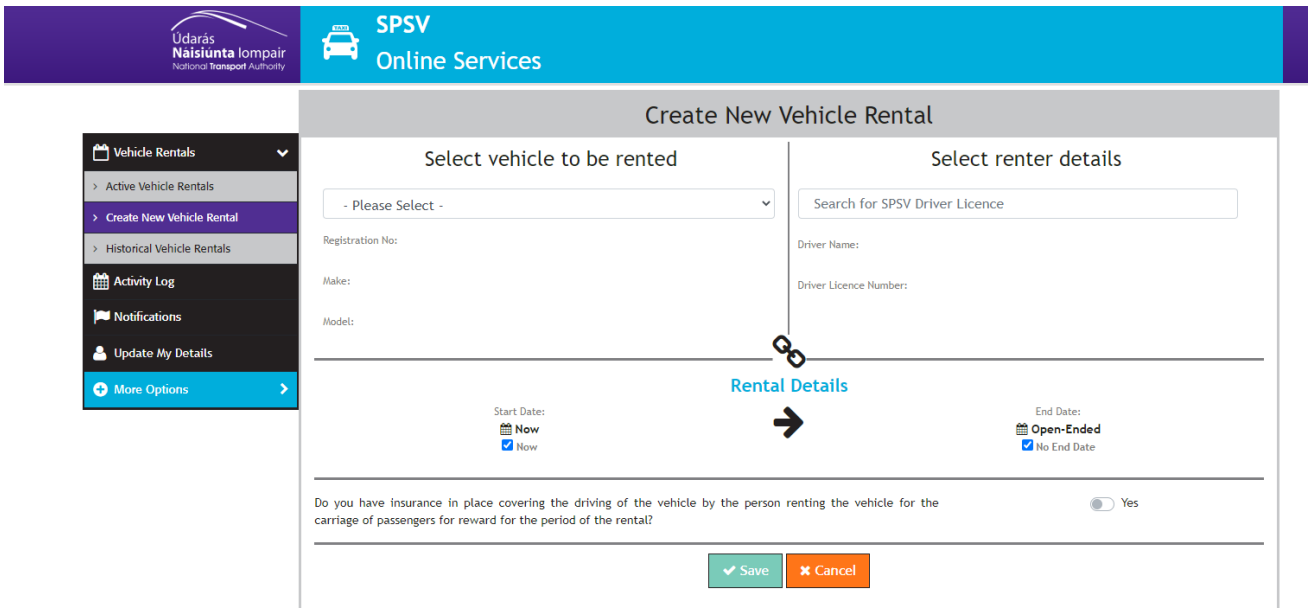
To end a vehicle rental agreement, select *Edit*. At the bottom of the screen click the 'End agreement' button.

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

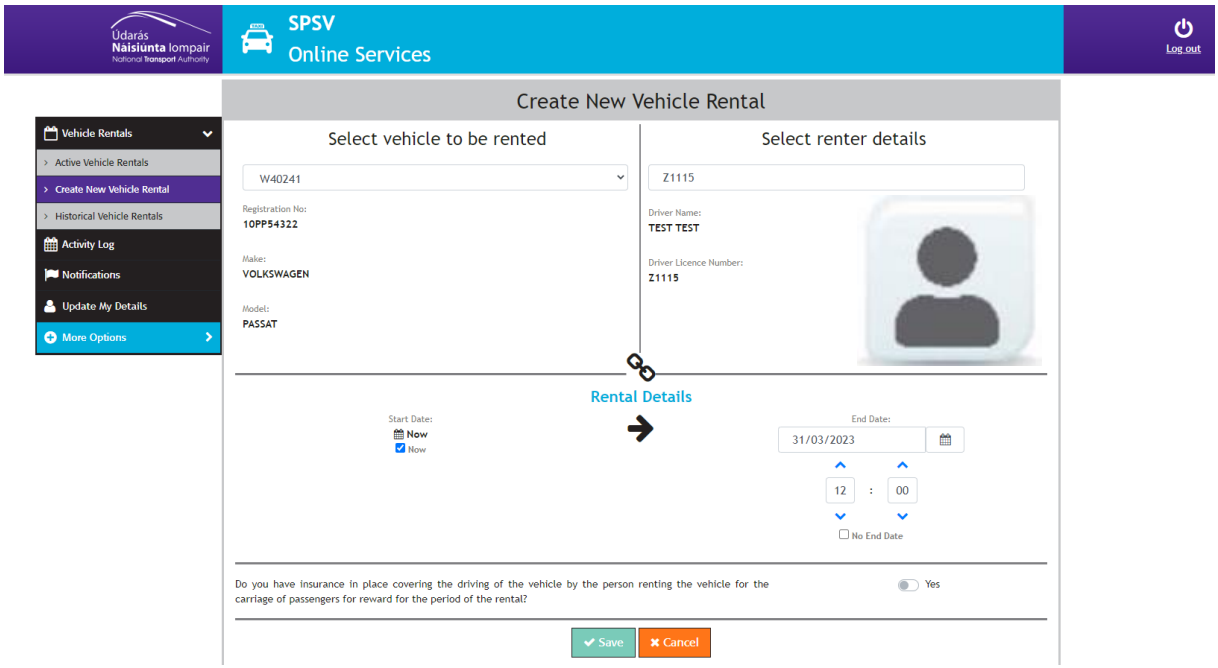
Creating a New Rental

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.



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



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.

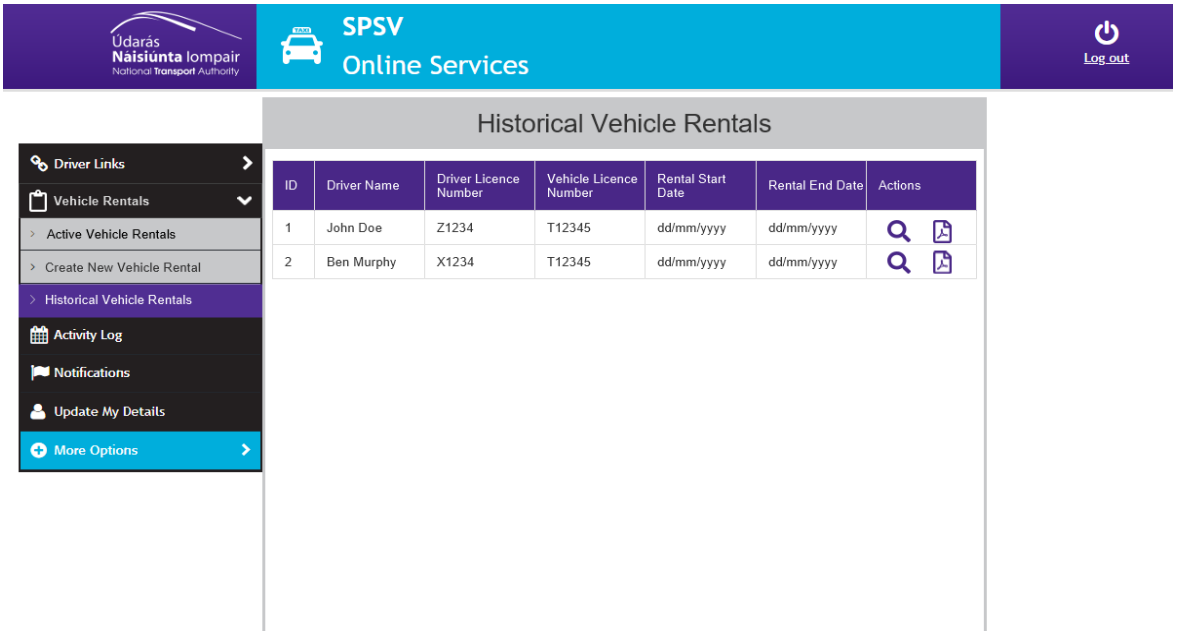
When the details are correct, click Save.

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.

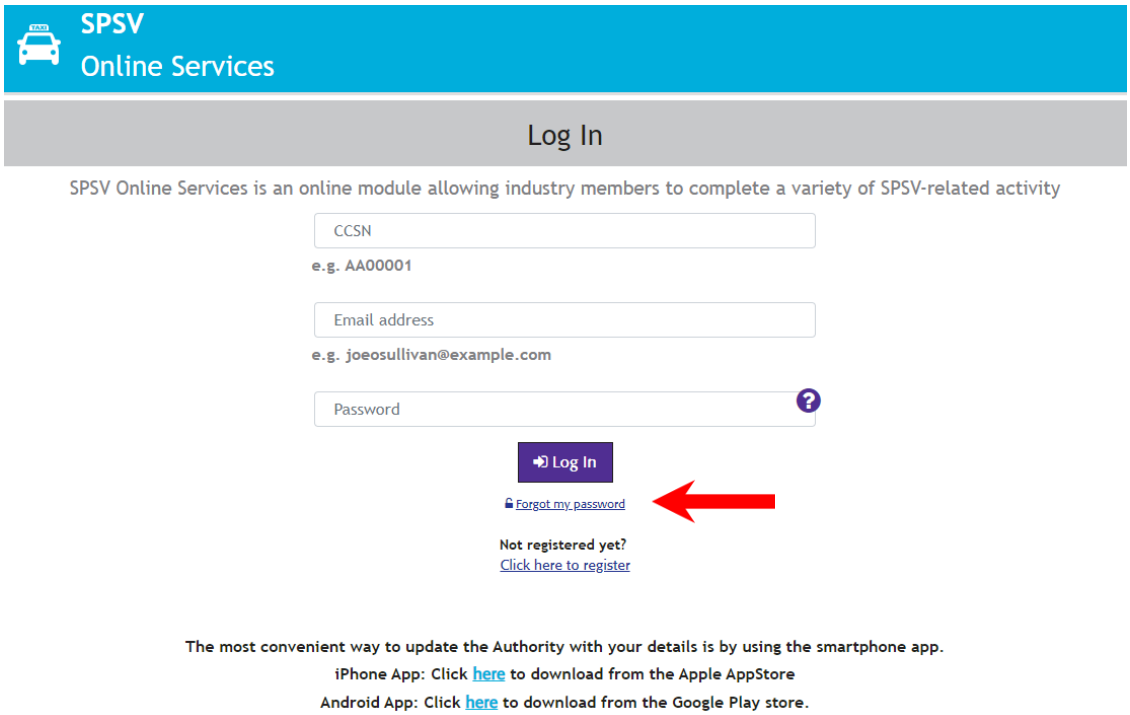
This will provide you with a list of all historical rentals, i.e. those where the end date in the past. You will be able to view the details of the person to whom you rented the licensed vehicle, along with the start and end dates.



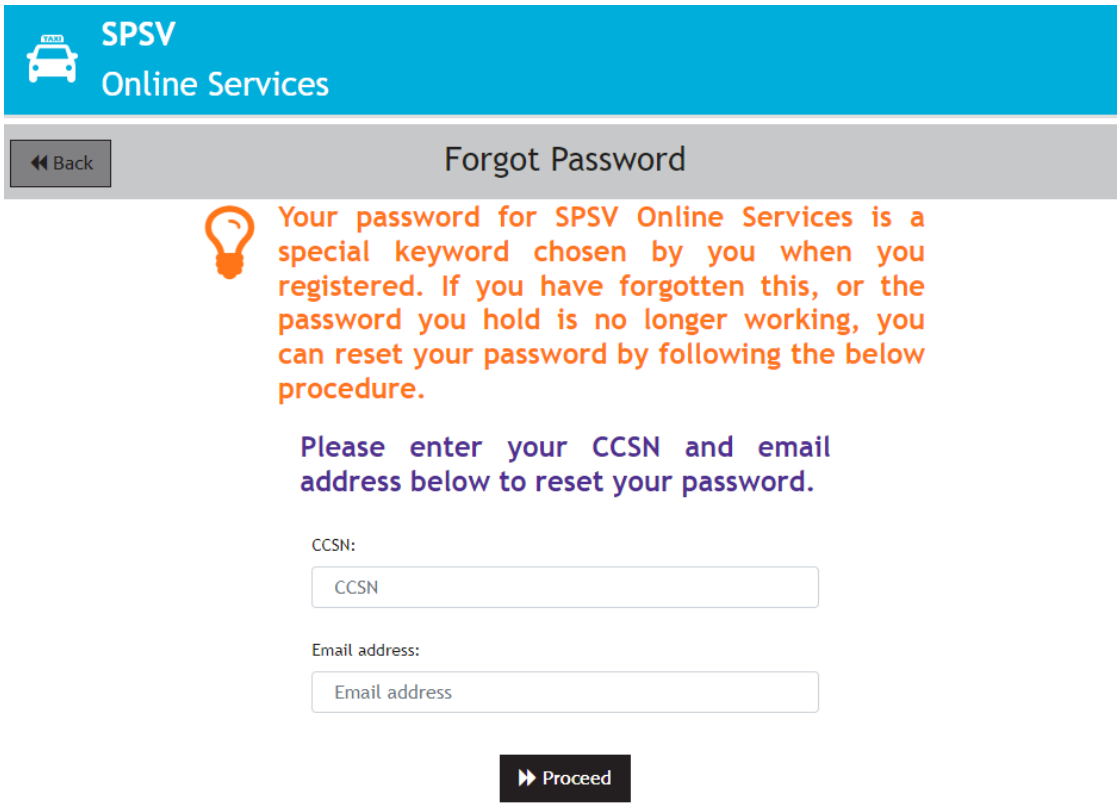
To print a copy of a historical agreement for your records, click the PDF icon.

6. Forgot Password

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



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



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