



JustPark



## *A guide on how to use the JustPark app to pay for parking in car parks*

The application (app) JustPark is an app which allows users to pay for parking using their phone or mobile device. The app can be installed on tablets and smartphones and works the same no matter if the user is using Android or Apple.

JustPark is a free to use app and can be found in both the Google Play store and the Apple App store.

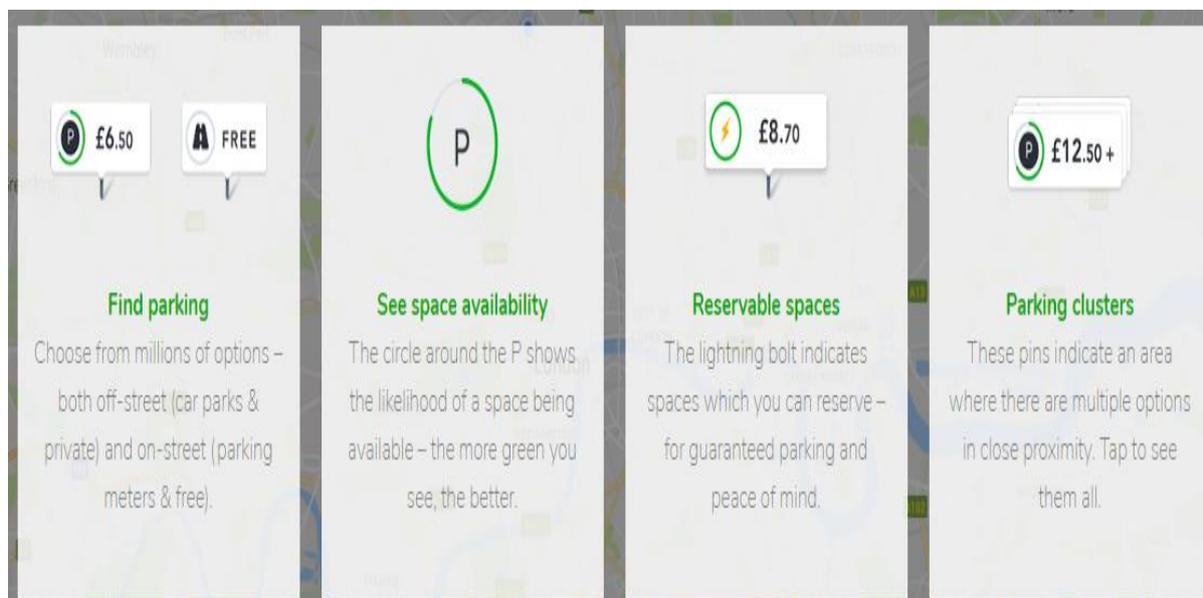
The app requires you to enter some personal information which includes your **name, email, car registration and a form of payment.**

Payment can be completed using either PayPal or by entering bank or credit card details.

JustPark will work in all car parks where payment is required. Instead of going and buying a ticket, the user will check in and checkout of the app meaning that you will only ever pay for the time you spend in the car park.

Using this app means that you'll never have to run back to your car to top up your ticket and no more of those pesky sticky tickets getting piled up in your car.

If you are claiming for parking for work or other reasons you can use the app to show your bookings and any costs you have accrued.



## Using JustPark

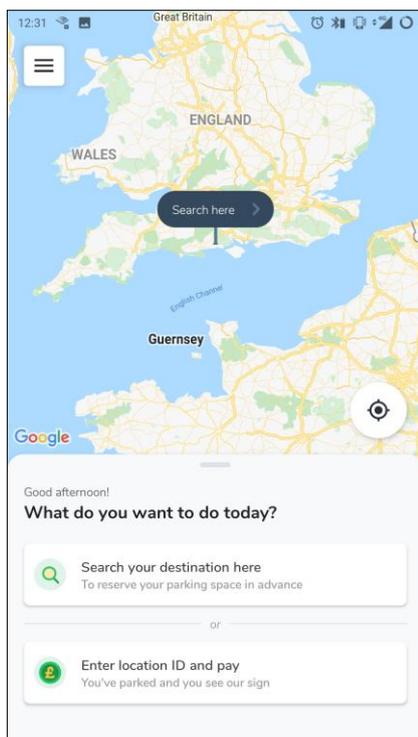
The first thing that you need to do to use the JustPark app is to install the app onto your device.

If you are using an Apple device, you will find the app in the Apple App store and if you are using an Android device you will find the app in the Google Play store. Once installed the app will appear on your device with the icon shown here.



### Registering

To use the JustPark app you will have to enter personal details including name, email and payment details. You can use PayPal or a bank card, most car parks in NI do not accept PayPal so you will more than likely have to enter your payment via a bank or credit card.



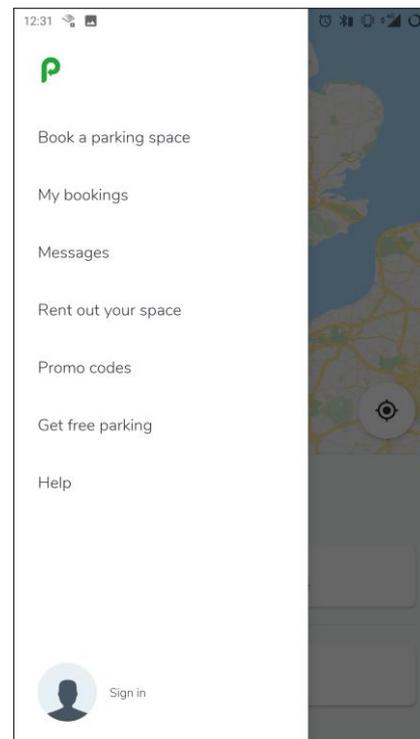
The Image on the left is the first screen you will be presented with.



Tap on the three bar icon to open a side panel.

In this panel you are offered several options. As this is our first time using the app you will have to create an account.

Select the Sign in icon on the bottom left of the screen.



Hey! What's your first name?

Type your first name

Enter your first name. Once entered tap the green circle with a tick to move to the next screen.



Next enter your surname and then select the tick to continue.

And your surname?

Type your surname

Enter your email and create a password.

Email address

Create a password (at least 8 characters)

You will now be asked for your email and to create a password.

Remember that pass phrases are more secure than passwords e.g. Between my finger and my thumb my squat pen rests becomes 8mf&mtm5pr.

Notice that I have also replace letters with numbers, B becomes 8 and S become 5.

You can select the eye icon in the password bar to show your password and ensure you are entering it correctly.

Next you will be asked to agree to how JustPark uses your core data.

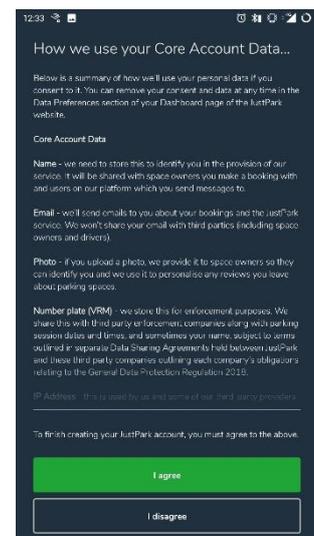
You can agree or disagree to this **however if you disagree you will not be able to use the app.**

Select I agree to move forward.

To finish creating your JustPark account, you must agree to the above.

I agree

I disagree



Next you will be asked to enter your phone number



Enter your phone number and a verification text will be sent to your phone.

Once you have verified your phone you will be returned to the app home screen.

### Adding your payment details

Now that you have registered your personal details, you will have to add your payment details.

On the home screen select the three bar icon on the top left to open the side menu.

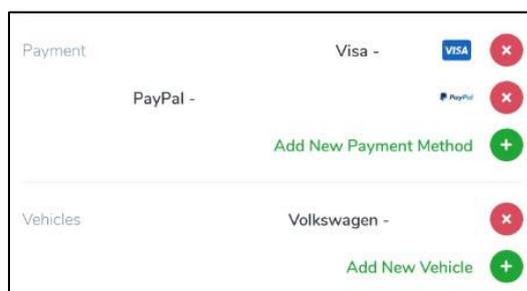
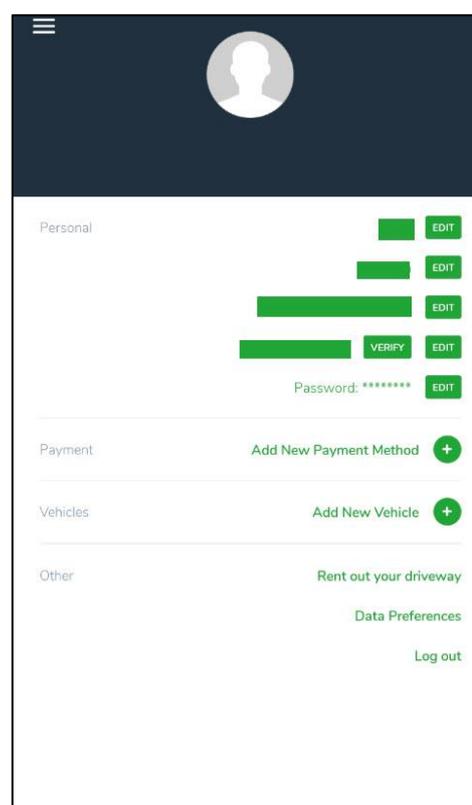
In the side menu you will see your name and 'My account' on the bottom left of the screen. Tap on this to open your account details. You will be shown a screen similar to the image shown here.

Select the plus icon beside 'Add new payment method'.

You can pay via PayPal or using a bank or credit card. Remember most car parks in Northern Ireland do not accept payment via PayPal so using a bank or credit card is preferable.

#### You can remove or change your payment method.

Once your payment method has been entered the next step is to add your vehicle registration.



Select the plus button beside 'Add new vehicle'. You will be asked to enter your registration number, once this is entered your vehicle registration and make of vehicle will appear on your account.

## Payment



Every council run carpark in Northern Ireland which requires payment will have a pay station like the one show here.

In turn every pay station will have a location ID which is unique to that car park. We can see that this pay station has the ID 3687.

You will need this code when using the JustPark app so that it will know which carpark you are using.

Once you enter a location ID into your app it will be remembered and you will only have to select that ID from a list the next time you park.

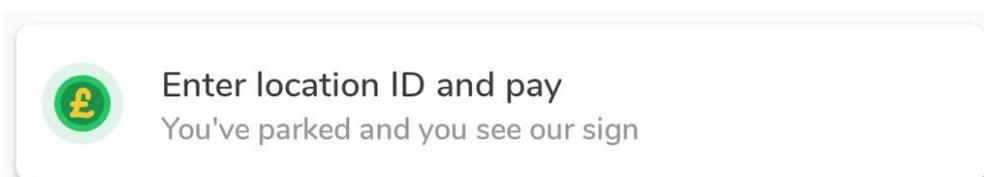
If you do not have a smartphone or mobile device there is also a telephone number, you can ring this number to start and stop a parking session.

An eight pence booking fee is added if using this number. Optional SMS confirmation and reminders will also cost an additional ten pence per SMS.

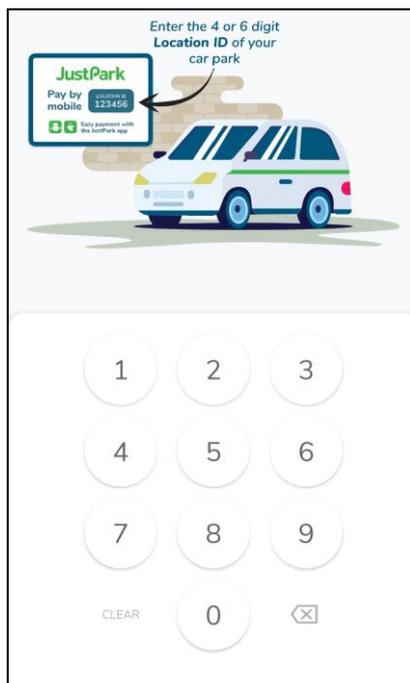


## Using JustPark to pay for parking

Once you have entered all of your personal and payment details you are now ready to fully utilise the JustPark app to pay for parking.

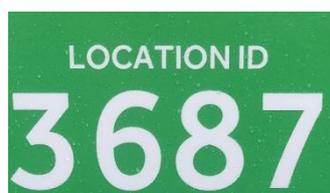


Tap the Enter location ID and pay button on the bottom of the home screen.



Enter the four or six-digit ID of the car park you are in.

This can be found on the payment kiosks spread throughout car parks.

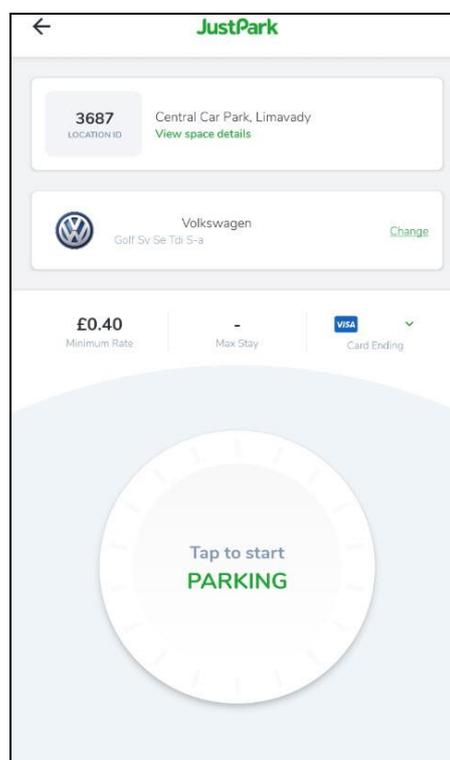


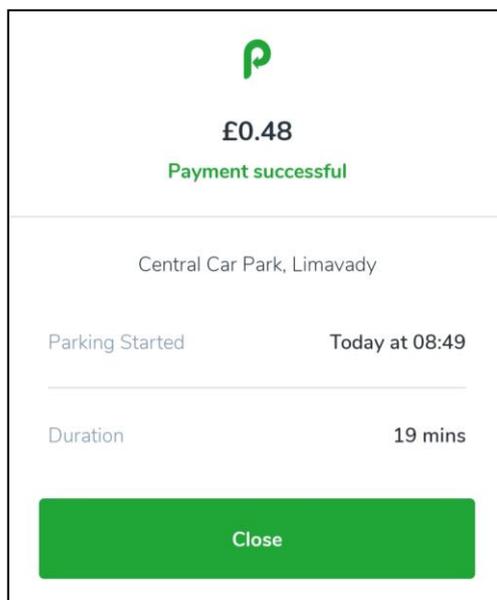
You will now be presented with the screen shown here on the right.

Ensure that the app is showing the correct ID of the car park you are using and that the correct registration of your vehicle is shown before starting payment.

To start parking payment, tap the 'Tap to start parking' parking.

To stop paying for parking, open the app and use the slider button to stop parking.





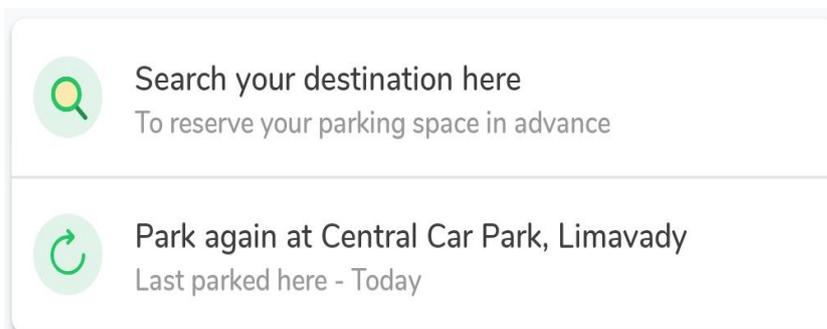
Once you use the slider to stop payment a pop-up will appear confirming that your payment was successful.

The pop-up will show the amount paid, the location of the car park, the time parking started and the duration of the session.

Here you can see an example of a payment of £0.48 for a 19-minute parking session in Central car park Limavady.

Select 'Close' to close the window

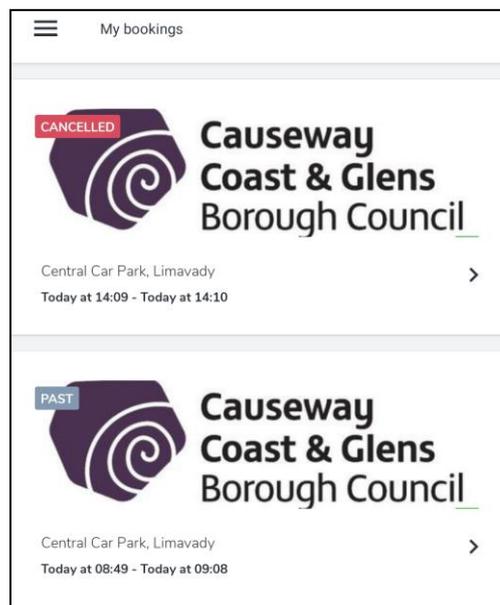
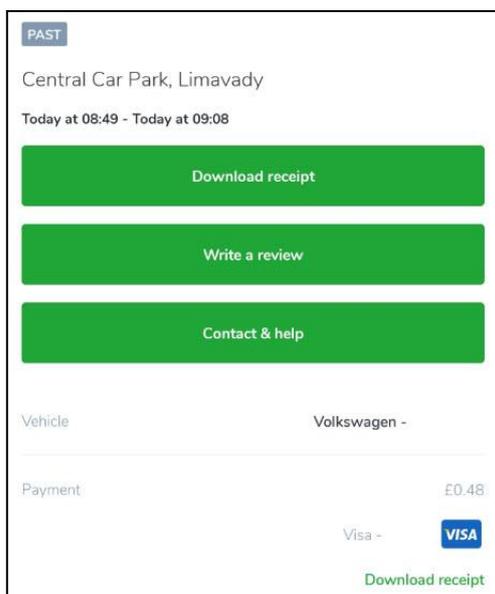
The last car park where you parked will appear on the app home screen. This makes it easier to select the same car park if parking there often.



Once you have entered a four or six-digit location ID it will be store in the app so you only ever have to enter the ID once.

## My bookings

On the home screen tap the three bar menu to open the sidebar menu. There will be an option called 'My Bookings'. Selecting this will allow you to see your history of payments.



Selecting one of your bookings will show you a window where you can see all the details associated with that booking.

Here you can also download a receipt for your payment.