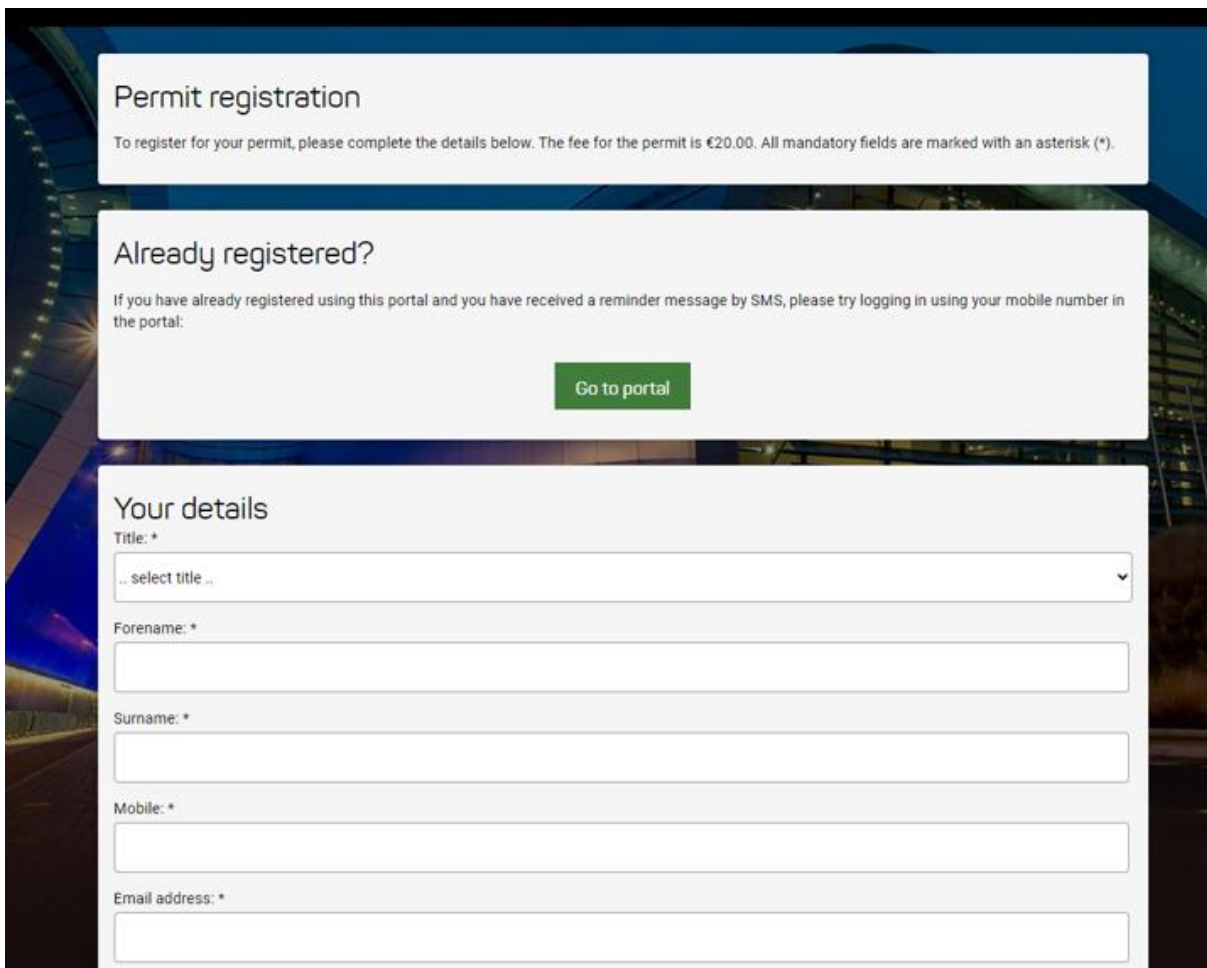


Pre-booked driver user guide

1. How do I register as a pre-booked driver?

You can register as a prebooked driver on the Dublin Airport Website

Taxi Permit (Pre-Booked Only)



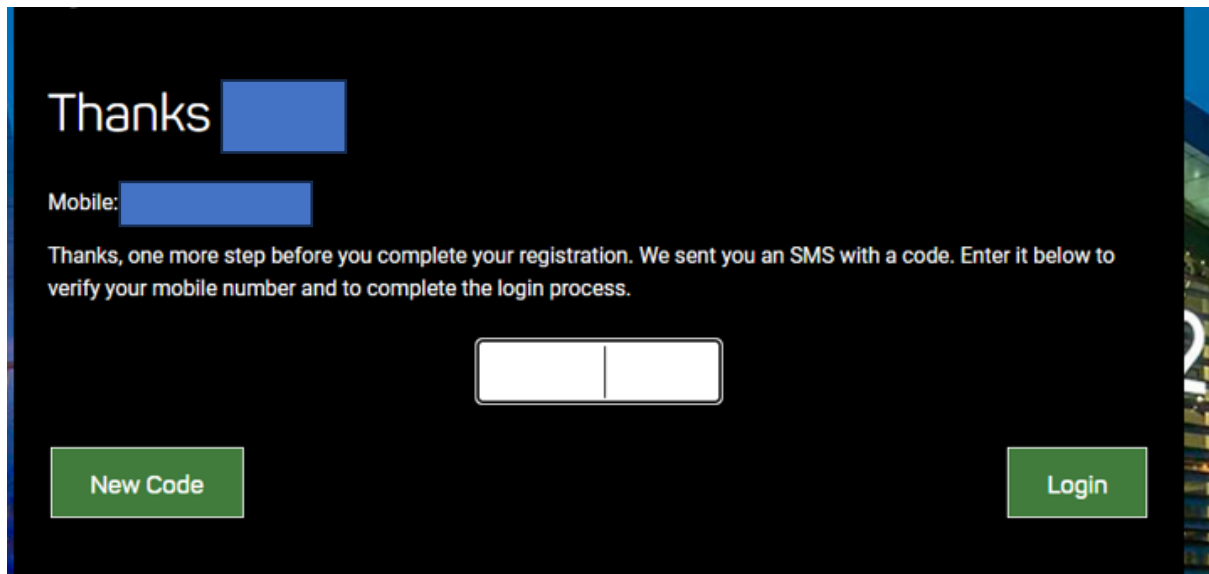
The screenshot shows a web form titled "Permit registration" with a background image of an airport terminal at night. The form is divided into three main sections:

- Permit registration:** A header section with a sub-header "Permit registration" and a note: "To register for your permit, please complete the details below. The fee for the permit is €20.00. All mandatory fields are marked with an asterisk (*)." Below this is a section titled "Already registered?" with the text: "If you have already registered using this portal and you have received a reminder message by SMS, please try logging in using your mobile number in the portal:" and a green button labeled "Go to portal".
- Your details:** A section containing several input fields, all marked with an asterisk (*):
 - Title: * (Dropdown menu with "select title .." and a downward arrow)
 - Forename: * (Text input field)
 - Surname: * (Text input field)
 - Mobile: * (Text input field)
 - Email address: * (Text input field)

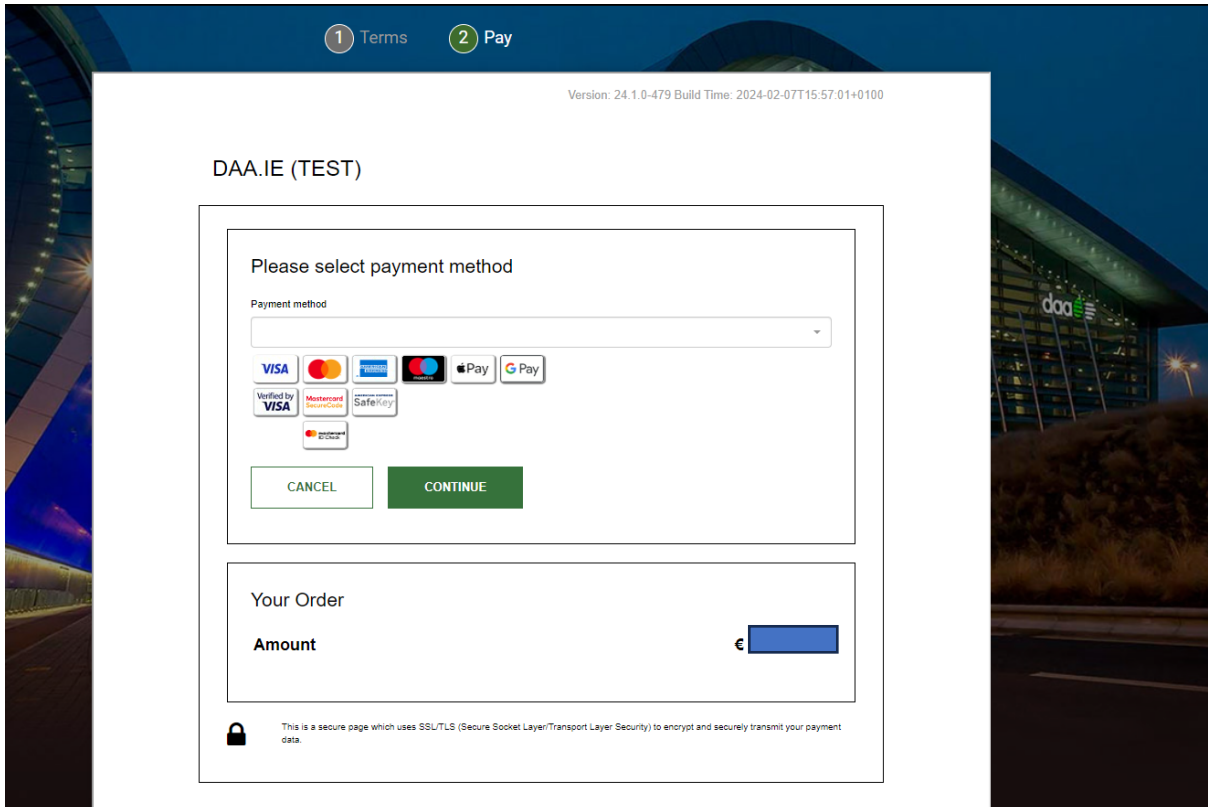
You complete your registration by filling all required fields pertaining to your details, your business details, your marketing preferences and accepting the terms and conditions and the handbook.

Please note – it is of the utmost importance that your phone and email details are correct

The final step to your registration is that you will receive an SMS to the number you have provided. That SMS will contain a code which you must enter to complete the process.

A screenshot of a registration verification screen. The background is black. At the top left, the word "Thanks" is displayed in white, followed by a blue rectangular redaction box. Below this, the word "Mobile:" is shown in white, followed by another blue rectangular redaction box. A paragraph of white text reads: "Thanks, one more step before you complete your registration. We sent you an SMS with a code. Enter it below to verify your mobile number and to complete the login process." In the center of the screen is a white rectangular input field divided into two sections by a vertical line. At the bottom left, there is a green rectangular button with the text "New Code" in white. At the bottom right, there is a green rectangular button with the text "Login" in white.

Once you enter this code you will be taken through the payment process



2.How do I log into the portal once registered as a prebooked driver

2.1 To log into to the system, at any time please follow this link [Permit Portal login](#). You will be prompted to enter your mobile number.

Taxi and Chauffeur permit portal

My mobile:

Login

2.2 An SMS message will be sent to you containing a unique 6-digit code.

Mobile:

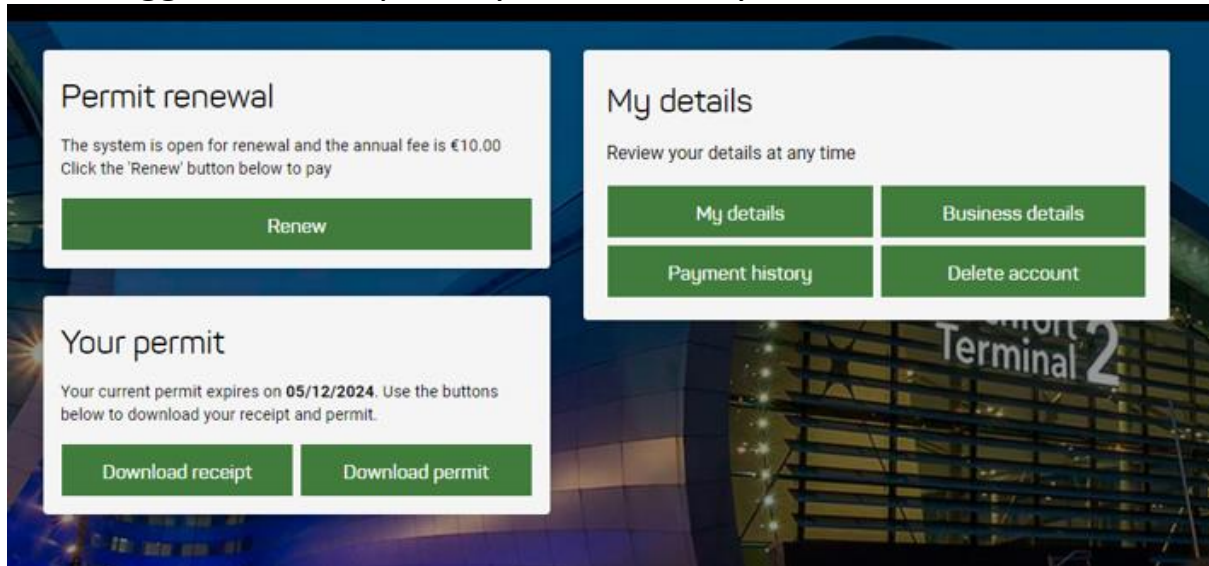
We sent you an SMS containing your unique access code; please enter the code below.

Please enter
your 6 digit
PIN

Login

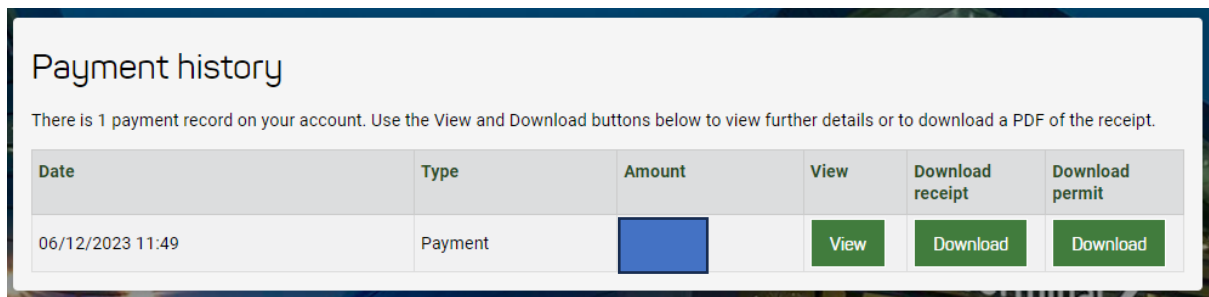
3.How do I manage my account

Once logged into the portal you can do any of the below

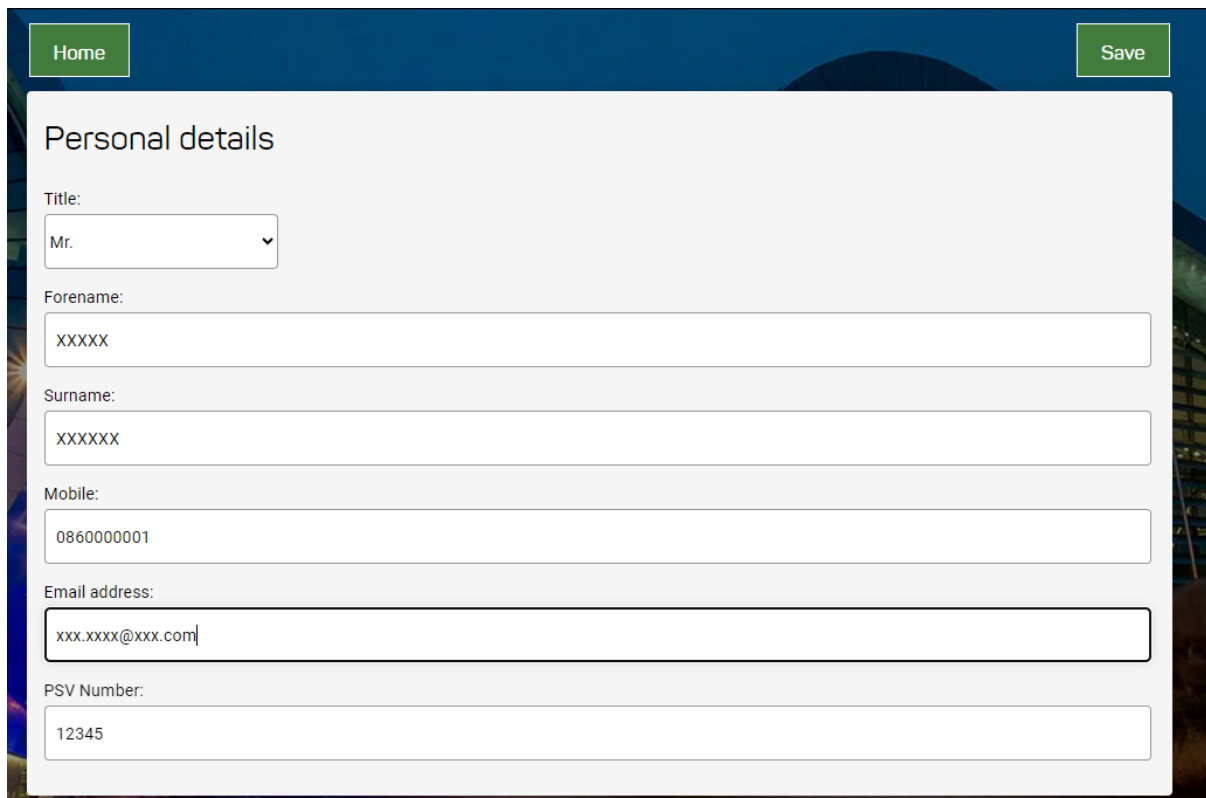


3.1 How do I print a copy of my receipt?

Once you have logged into your account, click payment history. You can now view and print a copy of your VAT receipt.



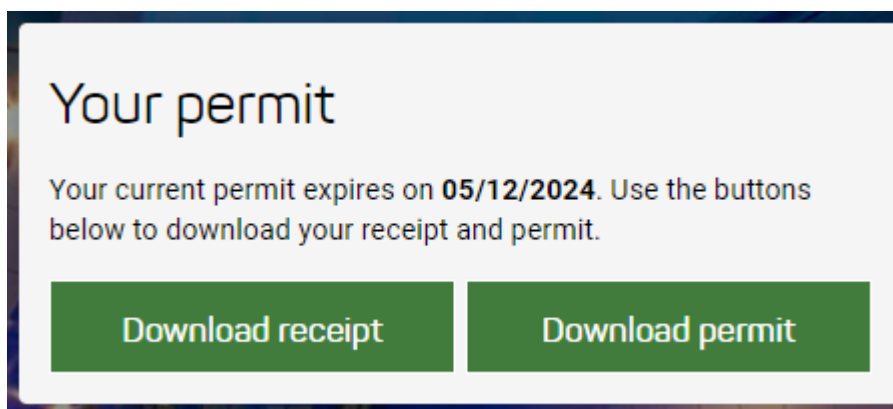
3.2 How do I change my personal details (such as phone or email)



The screenshot shows a web interface for updating personal details. At the top left is a 'Home' button and at the top right is a 'Save' button. The main content area is titled 'Personal details' and contains the following fields:

- Title:** A dropdown menu with 'Mr.' selected.
- Forename:** A text input field containing 'XXXXX'.
- Surname:** A text input field containing 'XXXXXX'.
- Mobile:** A text input field containing '0860000001'.
- Email address:** A text input field containing 'xxx.xxx@xxx.com'.
- PSV Number:** A text input field containing '12345'.

3.3 How do I download my permit?

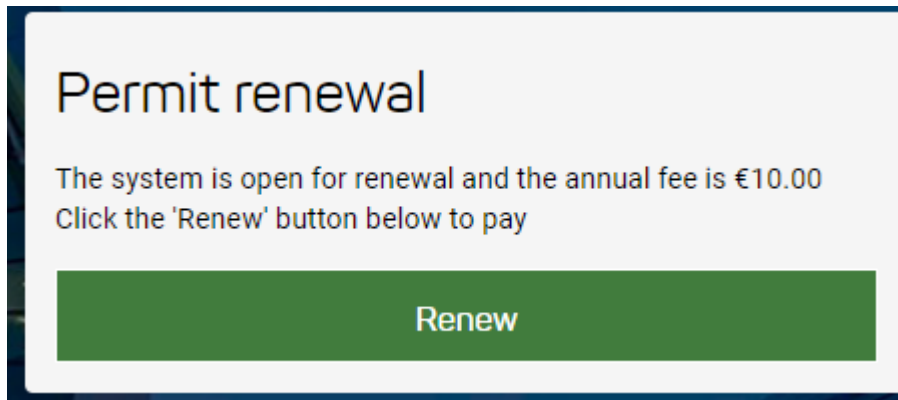


The screenshot shows a notification box titled 'Your permit'. The text inside reads: 'Your current permit expires on **05/12/2024**. Use the buttons below to download your receipt and permit.' Below the text are two green buttons: 'Download receipt' and 'Download permit'.

Click on Download permit – this will download a pdf file for you to open and save should you need to produce it for a daa official.

3.4 How do I renew my permit

You will receive a reminder text message to renew your permit. You can also log into the portal and renew from there



4. Can I use the permit portal on my mobile?

Yes, the permit portal can be accessed on a desktop, laptop, tablet or mobile. Depending on the size of the screen on your device you may find it more convenient to view the portal on landscape as opposed to portrait.