



User manual for UPS: User's Personal Site

User's Personal Site ("UPS") is an electronic account that serves to set up and manage parking permits. Other functionalities include providing free parking hours to visitors, changing car registration plates and providing entry permits to limited traffic zones.

Basics

Login

Go to <https://osu.parkovanivbrne.cz> or click on the icon at www.parkovanivbrne.cz to display the login screen. Enter your login e-mail and password. Login data with a link for generating a password are sent to you via e-mail after your application for setting up a UPS has been processed.

Main menu

The screenshot shows the user interface for 'Osobní stránky uživatele' (User's personal pages). The interface is divided into several sections:

- 1:** Osobní profil (Personal profile) dropdown menu, showing two profiles: 'FIRMA 123 - TEST, náměstí Svobody 1160/10, Šternberk, 785 01 Šternberk 1' and 'FIRMA ABC, Mosty č.evid. 24, Český Těšín, 735 62 Český Těšín 6'.
- 2:** Chci vyřídit (I want to arrange) section, containing buttons for: 'Nové oprávnění' (New permit), 'Proloužení oprávnění' (Permit extension), 'Zkrácení oprávnění' (Permit shortening), 'Trvalá změna RZ' (Permanent change of registration plate), 'Registrace dočasné RZ' (Temporary registration plate), and 'Registrace návštěvníka' (Visitor registration).
- 3:** Úvodní obrazovka (Home screen) button in the navigation menu.
- 4:** Platná oprávnění (Valid permits) button in the navigation menu.
- 5:** Přehled žádostí (Application list) button in the navigation menu.
- 6:** Odhlásit se (Logout) button in the top right corner.

The 'Platná oprávnění' table contains the following data:

Platná oprávnění	Hledat...			
16. 8. 2019 - 15. 8. 2020	Parkovací hodiny pro Rezidenty základní	Návštěvnícké oprávnění 100 hod.	Zbývá: 100h	ⓘ
16. 8. 2019 - 15. 8. 2020	Rezident	1234567		ⓘ
16. 8. 2019 - 15. 8. 2020	Sociální a zdravotní služby	1234567		ⓘ

- 1. Název účtu (Account name)**– it has the format of “first name and surname” for residents, and usually the company name for subscribers. If you have both resident’s and subscriber’s permits, you can toggle between profiles. Click on the *Osobní profil* button to display the complete menu of available profiles.
- 2. Chci vyřídit (“I want to arrange”)** - on the top of the home screen, you can manage basic functions, including an application for a new permit, prolonging the permit, shortening the permit, permanent change of registration plate (e.g. when using a substitute car), shortening of the period for the temporary registration plate.
- 3. Úvodní obrazovka (Home screen)** – choosing this option will lead you to the home screen with basic functions
- 4. Platná oprávnění (Valid permits)** – choosing this option will display issued permits
- 5. Přehled žádostí (Application list)** – choosing this option will display a table with applications, showing their status, payment instructions and, if applicable, a reason for declining a particular application. The legal period for processing applications which are subject to approval is 30 days. However, applications are usually processed within 10 days.
- 6. Odhlášení (Logout)** – logout from UPS

Nové oprávnění (New permit) – quick guide

Choosing an application for a new permit will display an interactive form with categories. The list of categories is different for residents and subscribers.

The screenshot shows a web form titled "Nové oprávnění" (New permit). The form is divided into several sections. On the left, there is a "Přílohy" (Attachments) section with a red button labeled "Vybrat soubory" (Select files) and a large dashed box containing the text "Sem přetáhněte soubory" (Drag files here). The main form area contains several input fields and dropdown menus. At the bottom, there is a summary section showing the total price and a red "Spočítat" (Calculate) button, followed by "Zrušit" (Cancel) and "Odeslat" (Send) buttons. Numbered callouts (1-10) point to specific elements: 1. "Kategorie" (Category) dropdown menu; 2. "RZ a stát" (Registration plate and country) fields; 3. "Pořadové číslo vozidla" (Vehicle no.) field; 4. "Adresa" (Address) field; 5. "Oblast parkování" (Parking area) dropdown menu; 6. "Platnost od" (Valid from) date field; 7. "Doba platnosti" (Validity period) dropdown menu; 8. "Vybrat soubory" button; 9. "Spočítat" button; 10. "Odeslat" button.

1. **Zvolte kategorii (Choose category)** – depending on what permit you want to obtain. The most frequent categories are as follows:

- *Rezident (Resident - for obtaining the Resident Permit)*
- *Abonent (Subscriber - for obtaining the Subscriber Permit)*
- *Abonentní přenosné (Subscriber transferable - for obtaining the transferable subscriber permit)*
- *Motocykly (Motorcycles - free registration of motorcycles)*
- *Parkovací hodiny pro Rezidenty základní (Parking hours for residents - application for parking hours for visitors, zones A,B,C)*
- *Parkovací hodiny pro Rezidenty dodatečné (Additional parking hours for residents, zones A,B,C)*
- *Předplacený POP (Prepaid parking permit for zone B for visitors)*
- *Parkovací ZTP/P (Free registration for the holders of sever health disability cards)*
- *Vlastník - právnická osoba (A legal entity that owns a real estate)*
- *Veřejně prospěšný subjekt (Charity)*

2. **RZ a stát** - Fill in the **registration plate** of your vehicle

3. **Pořadové číslo vozidla (Vehicle no.)** – only applicable if you have permits for vehicles. If you have a permit for one vehicle, fill in "1".

4. **Adresa (Address)** – is pre-filled automatically. If you have more than one profile (e.g. a resident's and a subscriber's profile), check the address and, if necessary, switch into the required profile.

5. **Oblast parkování (Parking Area)** – choose from the menu of pre-set areas

6. **Platnost od (Valid from)** – when arranging a new permit or changing the registration plate, always state the "valid from" date

7. **Doba platnosti (Validity period)** – choose the pre-set option 1 year; only for the Prepaid POP permit, there are additional options "a week" and "a month".

8. **Přílohy (Attachments)** – download the required documents here (20MB at max.). The documents include the vehicle registration (for application for parking permit), proof of purchase (permanent change of registration plate) or order of services (for entry permit to areas 1–01).

9. **Spočítat (Calculate)** – based on the data entered, find out the price of the required permit.

10. **Odeslat (Send)** – submit the form for processing (if subject to approval). The status of your application is displayed in the left-hand menu after choosing Přehled žádostí (Application list).

Life situations

I want a new parking permit

If you apply for a new parking permit or forgot to prolong an existing one, choose the option “Nové oprávnění” (“New Permit”) on the home screen.

Nové oprávnění

Kategorie	Rezident	Adresa	Čápkova 30/24, Brno-střed, Veverí, Brno
RZ a stát	1B11234 Česká republika	Oblast parkování	1-13
Pořadové číslo vozidla	1	Platnost od	16.8.2019
Přílohy	<div>Vybrat soubory</div> <div>Sem přetáhněte soubory</div>	Doba platnosti	Rok
		Poznámka	

Celková cena parkovacího oprávnění dle zadaných parametrů **0 Kč** Spočítat

Zrušit Odeslat

1. Choose **Nové oprávnění - New Permit** on the home screen
2. In the **Kategorie - Category** box, choose **Rezident – Resident** (or *Abonent – Subscriber*)
3. Check that the **Adresa - Address is correct** and select your area (also pre-set)
4. Enter the **RZ a stát - Registration plate** of the vehicle
5. Enter the **Pořadové číslo vozidla - Vehicle no.** – if it's your first vehicle, then type 1, if second, type 2, etc.
6. Set the **Platnost od - Starting day of validity** of the permit
7. Set the **Doba platnosti - Validity period** at **1 year**
8. **Přílohy - Upload the required documents** (vehicle registration, or extract from the business or commercial registers for a subscriber. For all required documents, visit website www.parkovanivbrne.cz)
9. **Spočítat - Calculate the price** and **Odeslat - Submit your application.**
10. In the application list, choose **Zaplatit (Pay)**. Payment instruction will be sent to the registration e-mail.

I want to prolong the parking permit

If you have a valid parking permit, you can easily prolong it using the “Prodloužit oprávnění” option. Expired parking permits cannot be prolonged and you have to apply for a new one.

Prodloužení oprávnění

Prodloužit dobu platnosti o

Vyberte oprávnění

<input checked="" type="checkbox"/>	16. 8. 2019 - 15. 8. 2020	Návštěvnické oprávnění 100 hod.
<input type="checkbox"/>	16. 8. 2019 - 15. 8. 2020	1234567
<input type="checkbox"/>	16. 8. 2019 - 15. 8. 2020	1234567

1. On the home screen, press **Prodloužit oprávnění (Prolong permit)**
2. **Prodloužit dobu platnosti (Prolong validity)** – choose Rok (Year)
3. **Tick the permit** you want to prolong
4. The system will ask you to **attach required documents** (vehicle registration, or extract from the business or commercial registers for a subscriber. For all required documents, visit www.parkovanivbrne.cz)
5. **Odeslat (Submit)** the application)
6. In the list of applications, choose **Zaplatit (Pay)**. The payment instructions will be sent to your registration e-mail address.

I want to temporarily change my registration plate

If you have your car serviced and use a substitute one, and in similar situations, you can temporarily change your registration plate in the system. This operation can be made 4 times a year for a total of 14 days without stating a reason. This means that you don't have to provide any reason or documents for the change of the registration plate, and the change is not subject to any approval. If you exceed the number of changes or the total number of days, you need to attach a document that explains the reason for the change (e.g. a confirmation from a garage – order, handover certificate, etc.)

Registrace dočasné RZ

Datum a čas začátku platnosti změny	<input type="text" value="16. 8. 2019"/>	<input type="text" value="15:45"/>
Datum a čas konce platnosti změny	<input type="text" value="20.8.2019"/>	<input type="text" value="15:45"/>
Nová RZ a stát	<input type="text" value="1B0123"/>	<input type="text" value="Česká republika"/>

Vyberte oprávnění

<input checked="" type="radio"/>	16. 8. 2019 - 15. 8. 2020	1234567	POP/2019/047663
<input type="radio"/>	16. 8. 2019 - 15. 8. 2020	1234567	POP/2019/047672

1. On the home screen, choose **Registrace dočasné RZ (Temporary registration plate registration)**
2. Fill in **the date and time** of start (first) and the end (second) of the validity of the change. The date and time must always be in future (registration cannot be made retroactively)
3. Nová RZ a stát - fill in the temporary **registration plate** of the vehicle
4. Tick the relevant **permit**
5. Odeslat (**Submit** the application)

If you recover your original vehicle earlier, you can shorten the validity period of the new registration plate. On the home screen, choose Zkrácení dočasné RZ (Shorten the validity of the temporary registration plate) and enter the starting and final date of the validity period of the change.

I've sold my car and have a different one. Do I need to arrange a new parking permit?

If you sell your car, you don't have to arrange a new parking permit. You only need to carry out a permanent change of the registration plate. The application is subject to approval and you can see its status in Přehled žádostí (Application list).

Trvalá změna RZ

Datum začátku platnosti změny

Nová RZ a stát

Přílohy

[Vybrat soubory](#)

Sem přetáhněte soubory

Vyberte oprávnění

<input checked="" type="radio"/>	16. 8. 2019 - 15. 8. 2020	1234567
<input type="radio"/>	16. 8. 2019 - 15. 8. 2020	1234567

[Zrušit](#) [Odeslat](#)

1. On the home screen, choose **Trvalá změna RZ (Permanent change of the registration plate)**
2. Datum začátku platnosti změny - Fill in the starting and final **date** of the validity of the change
3. Nová RZ a stát - Fill in the new **registration plate** of your vehicle
4. Vybrat soubory - Submit the required **documents** (vehicle registration of the new car)
5. Tick the **permit** affected by the change
6. Odeslat (**Submit** the application)

I'm a resident and I want to provide parking hours to my visitors

Every resident, regardless of age or car ownership, is entitled to provide parking hours to his or her visitors. This is done as follows:

Registrace návštěvníka

Datum a čas začátku platnosti	<input type="text" value="16.8.2019"/>	<input type="text" value="15:45"/>
Datum a čas konce platnosti	<input type="text" value="17.8.2019"/>	<input type="text" value="15:45"/>
RZ a stát	<input type="text" value="1B01234"/>	<input type="text" value="Česká republika"/>

Vyberte oprávnění

<input checked="" type="radio"/>	16. 8. 2019 - 15. 8. 2020	POP/2019/047662	Zbývá: 100h
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1. On the home screen, choose **Registrace návštěvníka (Visitor registration)**. If you are a resident and do not see this option, find solution under the question below.
2. In the form **choose** starting (first) and final (second) **date and time** of validity
3. RZ a stát - Fill in the **registration plate** of the visitor's vehicle.
4. Odeslat (**Submit** your application)

This application is not subject to approval and is immediately valid. The visitor can park in the resident's area as well as in his or her "Květinka" (find for more information about the [Květinka system here](#)).

The balance of free parking hours is displayed to the resident in the middle of the home screen.

I am a resident, but I don't see any option for providing free parking hours to my visitors

You have to first apply for free parking hours. Follow this application procedure:

Nové oprávnění

Kategorie	Parkovací hodiny pro Rezidenty základní	Adresa	Čápkova 30/24, Brno-střed, Veverí, Brno
RZ a stát	Česká republika	Oblast parkování	1-13
Pořadové číslo vozidla	1	Platnost od	16.8.2019
Přílohy		Doba platnosti	- Nevybráno -

Poznámka

Vybrat soubory

Sem přetáhněte soubory

Celková cena parkovacího oprávnění dle zadaných parametrů 0 Kč [Spočítat](#)

[Zrušit](#) [Odeslat](#)

1. On the home screen, select **Nové oprávnění (New Permit)**
2. In the category list, choose **Parkovací hodiny pro Rezidenty základní (Parking hours for Residents basic)** (if you used up your free hours, choose Dodatečné - Additional)
3. Choose the **Oblast parkování - Parking area**
4. **Pořadové číslo vozidla** (vehicle no.) – fill in “1”
5. Choose the **Platnost od - Starting day** and set the validity period at 1 Rok (Year)
6. **Spočítat - Calculate** the price for the permit (basic hours are free, additional hours are paid according to the applicable price list)
7. Odeslat (**Submit** the application)
8. In the Application list, choose the **Zaplatit (Pay)** option. Payment instructions will be sent to the registration e-mail.

This application is subject to approval. As soon as it is processed, the option Registrace návštěvníka (Visitor Registration) will appear on the home screen.

I'm a resident and I've used up all my free parking hours for visitors. Can I get more?

If you need more parking hours for visitors than are provided in the basic scheme, you need to apply for additional hours once a year (for pricelist, visit our web).

Nové oprávnění

Kategorie	Parkovací hodiny pro Rezidenty dodatečné	Adresa	Čápkova 30/24, Brno-střed, Veverří, Brno
RZ a stát	Česká republika	Oblast parkování	1-13
Pořadové číslo vozidla	1	Platnost od	16.8.2019
Přílohy	<div>Vybrat soubory</div> <div>Sem přetáhněte soubory</div>	Doba platnosti	Rok
		Poznámka	

Celková cena parkovacího oprávnění dle zadaných parametrů 0 Kč Spočítat

Zrušit Odeslat

1. On the home screen, choose **Nové oprávnění (New Permit)**
2. In the category list, choose **Parkovací hodiny pro Rezidenty dodatečné (Parking hours for Residents additional)**
3. Pořadové číslo vozidla - Fill in the **vehicle no.**, parking area and validity from date
4. Set **Doba platnosti (Validity period)** at Rok (Year)
5. Choose **Spočítat - Calculate**
6. Odeslat (**Submit** the application)
7. In the Application list, choose the **Zaplatit (Pay)** option. Payment instructions will be sent to the registration e-mail.