



## Employee parking at Framsenderet

In order for employees to be able to pay the employee rate for parking, they must apply for a parking permit via a webpage.

The permit is only granted to employees with a permanent place of work Hjalmar Johansens gate 14 and it gives a reduced rate in the car park to the north of the Framsender parking space no. 8736 using area code 87361 for employee parking.

In order to achieve a reduced rate, payment must be made via the Easypark App. (There are no additional fees in conjunction with use of the EasyPark APP using the parking space app no. 8736 in combination with area code 87361.)

There are 2 parking spaces for rechargeable motor vehicles that have their own app zone and their own parking fee please see info signs at the charging station. These do not have staff rates. An additional fee from EasyPark is charged when these are used and they have an upper time limit on parking. accrues when using the app, and these places have the maximum time for allowed parking. (These are ready for use sometime between july/ August 2019).

For application use the link under via PC / Mac or mobile to create your user account and apply for an employee parking permit : <https://framsenteret.easypark.net/>.

Applications can take 5 days to be processed therefore you should apply at least 5 days prior to the first day you intent to use it.

Do you already have a profile on WEB at Easypark? (Profile has nothing to do with the app. You can have the app without profile!)

### **If you have profile**

Go to: <https://framsenteret.easypark.net/>.

Go directly to "Login", use BankID for login. (You cannot log in with email and username when you apply for a parking permit).

Click on "Profile" on the left side, check the email address, if you do not have the email address you use for work, you need to change it. Click on "View full profile", then click "Change" and update your email address to your email address at work. Applications with private email addresses will be rejected. Click "Save Changes".



(You can now go to the next page of these instructions and to the "Apply for permission" item) If you do not have a profile, you must create a new profile

### **To create a new profile**

go to: <https://framsenteret.easypark.net/>.

Select "Create Account". It is not possible to apply for a permit without first creating a user account. To do this you will need to log in with BankID.

When you are logged in you will be asked to fill in your mobile number and your email address to complete the registration. You need to make sure you enter your email address you use for work (and not your private). Applications with private email addresses will be rejected.

(You can now go to the next page to the item "Apply for permission".)

You will receive a confirmation that your applications have been sent by email.

If you have submitted an application with a private e-mail address, you must enter the profile and submit a new application.

### **Apply for an employee parking permit**

On the home page for parking at the Fram Centre (<https://framsenteret.easypark.net/>) there is the shortcut "Apply for new permission". Here you are taken to a step-by-step application form. You must create an application for each car that you wish to park in the employee parking area so if you have 2 cars in the family and you use both then you have to submit 2 applications.

### **Complete the application step by step as described below**

#### **Step 1**

Select the category you want to purchase the license for

First press "Other" on the left side

Press «1. Employees » on the right.

Press "Continue" (shown in the figure in yellow)

#### **Step 2**

There is now a pre-selected area "The Centre" - proceed to Step 3 without making any changes under Step 2

#### **Step 3**

Is pre-selected for "10 years"

The permission will be rescinded when you resign

Go to calendar and choose "today's date"

Do not enter 1st sept. 2019 when the scheme comes into effect, but choose today's date so



you have the opportunity to check the app before 1/9/19

Press «Continue»

#### **Step 4**

Enter the car's registration number, when you then click on the next box "Mark" the system automatically retrieves both the car make and the model. Check that you have registered the correct car

If you have several cars, you must send 1 application for each car.

#### **Step 5**

o It is pre-selected "Free permission"

#### **Step 6**

Here it is possible to upload documents, but you do NOT need to do this

#### **Step 7**

Check the information provided here and that the information is correct

Click "Terms" (marked in red), read them and then check "I accept Terms"

Press «Search»

- You are now asked if you have remembered to upload necessary documents - press "Send anyway"
- You will receive confirmation on the screen that the application has been sent with ID number and you will also see the email address you want to receive the confirmation.
- Remember that you must have the email address of the job. Employer's e-mail addresses of employees are used to process the applications, applications with private e-mail addresses are rejected.

#### **Paying for parking via the EasyPark app**

When the application is processed, you will receive confirmation of this per. email.

Remember this can take up to 5 business days.

You must start and stop parking at Framsenderet using tariff group 87361.

Download the EasyPark app, register yourself with the same mobile number that you have used when you applied for a employee parking permit and register your payment card directly in the app and add select car / reg. (Remember - if you have a new car in the future, than the one registered, then you must apply for a permit on the web to get employees parking rate.)

#### **Start parking via app**

1) Open the app



2) Click "Enter Tariff Group" in the upper right corner and type in area code "87361" (then press "go to")

3) Choose between "Visitor parking" (this gives parking by the hour 5nok) or "period ticket" (this give a whole days parking at 40nok per day) parking

Per hour parking or (visitor parking as it says in the app in English):

Rotate the wheel to the desired parking time

Press «start parking» in the centre of the wheel

You pay here NOK 5, - per. hour between 0500-0100

Period ticket (as it says in the app in English):

Here you pay NOK 40, - for day parking, if you have to stay here for 8 hours between 0700-1700 you choose this

4) Confirm the vehicle (select the car's Reg. No.) and complete the payment

If you have not submitted an application for a parking permit for the car in question, you can also not get staff fees

The app must be activated immediately after parking and before leaving the vehicle. There must be registered in the app all parking by employees. (This also applies to the period Monday-Friday between 0500-0700 and 1700-0100, in addition to Saturday-Sunday between 0500-0100. (The employee is only charged for parking during the period 0700-1700 and then for a maximum of 8 hours.)

If for some reason you cannot pay with the app, the parking machine must be used. The dispenser does not distinguish between employees and others. The employee must therefore pay for the desired number of hours and place the ticket well visible for control.

Parking fines issued on vehicles which are using the app but are parked outside the permitted area will not be refunded.

### **Profile**

Touch "Profile" to see personal information registered.

Press "View full profile" to change information, payment method (add credit card) or view your permission history (check which account number you have active permission for).

At the bottom of the "Profile" menu you will also have the choice to "Log out"