

## HOW TO TOP UP YOUR SMART CARD

There are 3 methods to top up your card as follows:

1. By Phone- Just ring the parking services payments line (01252) 625991, tell them how much you want to add to your card and your smart card number and the next time you put your card in the parking ticket dispensing machine it will add this to your card.

2. On the Web- go to the on line payments on our website:

<https://crweb.hart.gov.uk/payments/default.jsp>

Select parking top ups

- In the top up card number box **insert the letters SC** then the serial number of the card which can be found on the back of the card
- Enter the amount you wish to top up (minimum of £5.00 per transaction)
- Add to shopping basket
- Then proceed to check out and make your payment  
The next time you put your card in the parking machine it will add the amount paid to your card

3. Visit the Council offices- if you plan to visit the Council offices then please bring your card with you so we can top it up at the payments desk.