

## **Online payment\* information** (\*suggested option in relation to the new developments of the COVID pandemic in order to limit contacts as much as possible).

The online service for issuing bus marks to access the ZTL for tourist buses is available.

1) To access the service it is necessary to register on the website:

<https://ines.metrosl.it/ar/registrazione.php>

The service allows you to receive the bus mark by email as soon as the payment is completed.

You can check the checkpoint current rates here:

<https://www.metrosl.it/btowebnet/ECOMM/Upload/Filemanager/turismo/Tariffe%20ENG%202023.pdf>

2) Once registered on the website, you can access your private area (LOGIN).

3A) In case of purchase a full rate bus mark, please press the "Purchase tourist bus mark" section.

3B) In case of purchase of a reduced rate bus mark, it is necessary first to click on "Request for discount/authorization" (in this section you must attach the necessary documentation to obtain the discount as per resolution and rates table). Only after the request has been accepted by the office, the user can continue with "Purchase Bus mark with discount/authorization".

**The reduction will be applied upon request to be sent at least three days before arrival, after this deadline the requests will not be accepted.**

4) After paying the checkpoint, enter your Private Area (LOGIN) and from the section "List of purchased marks" print the bus ticket to show it in front of your bus.

## **On site payment information**

Otherwise, it is also possible to purchase the bus mark on site, in this case the user must go to the Checkpoint Office: an identity document, the vehicle registration certificate, the company data for the receipt (including VAT number and email address) and any documentation necessary for issuing the bus mark with a discounted rate (as per resolution and rate table...).

The checkpoint office, located in Lucca, Viale Carlo del Prete at the Palatucci Parking Lot, is open seasonally from 1 April - 31 October, or until the last day of Lucca Comics & Games. Tourist bus marks during low season (1 November to 31 March) are available at the tourist information office in Piazzale Verdi, and at any time on the website: <https://ines.metrosl.it>.