HOW DO I AMEND MY PRE-BOOKING?

PLEASE NOTE: Amending booking if within the cancellation period, booking is not amendable if not in cancellation period.

1) Click login to my account then select Pre-book

2) Login via your username and password

3) Click view/amend bookings and you will see a list of all bookings, open/closed etc.

4) Click view/amend bookings

My account/booking(s)

Welcome back | Not you? Sign out

View or amend booking(s)
Amend, cancel, view booking details ⌃

Search for a booking
Search EITHER via booking reference OR via date

| Ref No/ Promo Code/ Award ID | 📅 From date | 📅 To date | Search » |

📂 **Open booking(s)**

Edinburgh Airport

Entry date & time: Exit date & time:
17/01/2023 09:00   18/01/2023 17:00

Ref No : EDI-DW-11787402
Booking date & time : 16/01/2023 - 16:45
Vehicle registration number : TBC
Promo Code: DGT99MKT21

Total
£0.00

🕐
Status : Open

View/amend details

5) Click amend

Search for a booking
Search EITHER via booking reference OR via date

| Ref No/ Promo Code/ Award ID | 📅 From date | 📅 To date | Search » |

📂 **Open booking(s)**

Edinburgh Airport

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Ref No : EDI-DW-11787402
Booking date & time : 16/01/2023 - 16:45
Vehicle registration number : TBC
Promo Code: DGT99MKT21

Total
£0.00

🕐
Status : Open

Hide details

NCP Edinburgh Scotpark - Flex Plus   Price: £0.00

Amend booking ℹ   **Cancel booking** ℹ   **Total: £0.00**

Your details

6) You will then be given the option to select the new date(s) and time(s), then click the amend booking highlighted as yellow

7) Click show details and then click book now, if the price has changed the extra charge will be taken and if the price has reduced the remaining refunded

8) You will then be given the option to amend details on the booking

Welcome back , (Not you? Logout)

🛒	**Your basket**	1 item(s): **£0.00**

NCP Edinburgh Scotpark

Flex Plus	£0.00

View details | DGT99MKT21 | » | ℹ️

Checkout

1	Sign in or register

2	Your details

3	Booking summary

Member Details

First name [ ] ☑ Saved ✖ Cancel

Last name [ ] ☑ Saved ✖ Cancel

Email [ ] ☑ Saved ✖ Cancel

Mobile number [ ] ☑ Saved ✖ Cancel

Postcode [ ] ☑ Saved ✖ Cancel

Flight Details

Outbound flight [ ] ☑ Saved ✖ Cancel

Inbound flight [ ] ☑ Saved ✖ Cancel

Vehicle Details

Registration * [ ] ☑ Saved ✖ Cancel

☐ Sign me up to receive great parking discounts, news and offers from NCP and our carefully selected partners

☑ I have read and accept the Car Park and Pre-book and Customer Account Terms & Conditions.

By selecting continue to payment, we'll send you an email summarising your order along with details of our cancellation policy.

This transaction will be processed against the card used for your original booking.

Total of your previous booking: £0.00
Total of your new booking: £0.00
You will not be charged for this transaction.

Continue

4	Payment details

9) If payment is required for the extra the card details box will appear, once all the boxes are filled in and terms and conditions are accepted, click continue

10) You will then be sent an email to confirm the change of booking details

NCP

Your confirmed booking

Thank you, your booking has been amended.

Please check your booking details below carefully. If you booked a flexible product, you can log in to your account to amend your booking online.

We're looking forward to your stay with us.

Booking ref # **EDI-DW-11787444**

There has been no change in the amount of your booking. Please see below the details of your amended booking.

Your booking	Total : **£0.00**
NCP Edinburgh Scotpark	
Flex Plus	£0.00
	VAT: £0.00 inc
Entry date & time: 17/01/2023 05:00	**Exit date & time:** 18/01/2023 07:00
Vehicle registration number : TBC	
Promo code :	
Features	Terms and conditions	

Back to your account