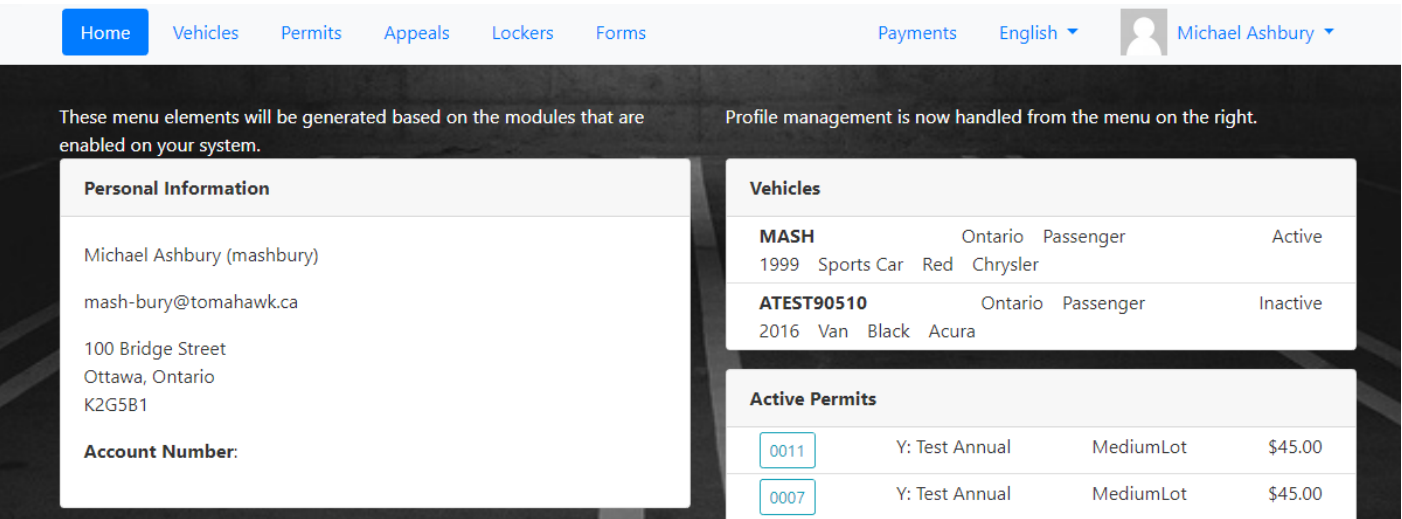


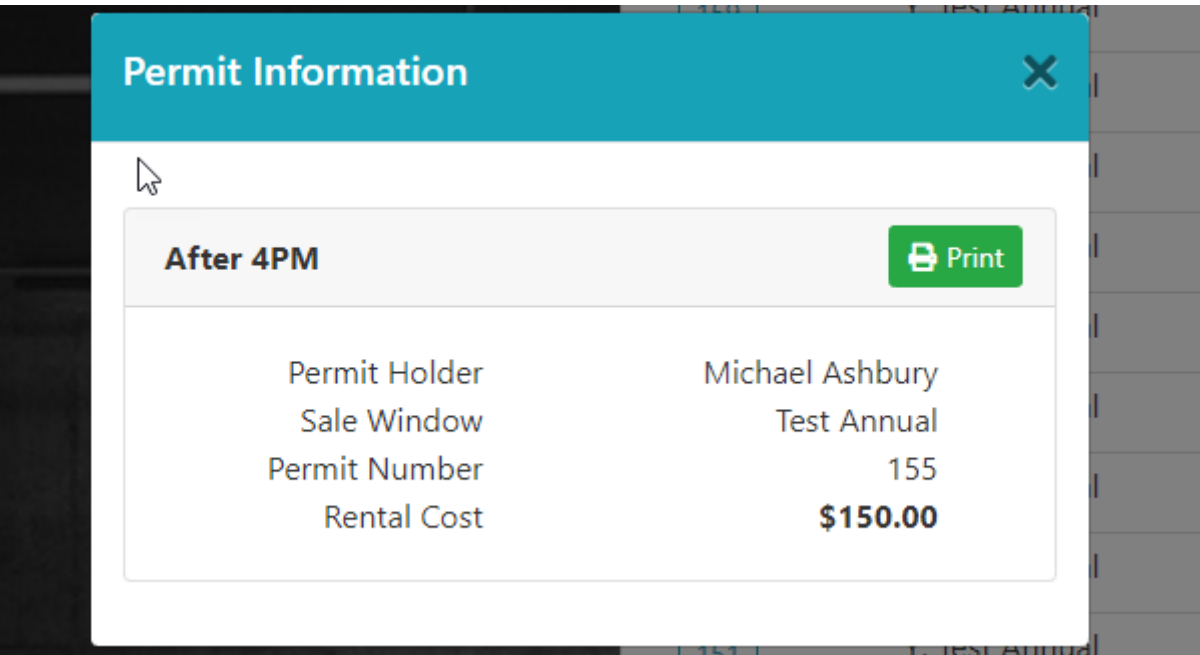
Printing Permits from the User Portal

Print Permit from the User Portal


Login to the User Portal and click on the **Home** button.



Under Active Permits, click on a permit number. The Permit Information window will open.




Click the **Print** button. The permit will download and you can print it from there. An example of the permit is below.



Tomahawk University Parking Permit

Permit Holder	Michael Ashbury
Lot	AFT4: After 4PM
Permit No.	155
Vehicle(s)	MASH MASH
Expiry	2045-01-01



This permit is valid only for the dates shown on the face of this permit. This permit is valid in the lot specified only. Parking in any other areas is not permitted.







This permit is not transferable to any other user or vehicle unless that vehicle is registered and active on the correct user profile.

This permit must be displayed in the front windshield of the parked vehicle at all times will parked on campus.







It is the responsibility of the user to provide proof of purchase if requested. Fraudulent reproduction will result in fine and/or suspension of parking privileges.

Print Permit from the User History

Once you have logged in, navigate to the user history under their profile.

-  Your Profile
-  Addresses
-  Security
-  Manage Credit Cards
-  Upload Documents
- History**
-  Logout

Drill into the confirmation code for the payment that has been made for the permit.

Home Vehicles Permits Appeals Lockers Forms			Payments English ▾	 James Rockwood ▾
User History				
Friday Jun 26, 2020	36-01002	 Violation 36-01002 Issued		
Friday Jun 26, 2020	36-01001	 Violation 36-01001 Issued		
Friday Jun 26, 2020	36-01000	 Violation 36-01000 Issued		
Wednesday Feb 19, 2020		 User successfully logged in.		
Wednesday Feb 19, 2020		 User successfully logged in.		

This will take you to the receipt page where you can drill into the modal for the permit you purchased.

Your payment has been received and processed successfully.

APPROVED:::

===== TRANSACTION RECORD =====

TYPE:

ACCT: PayPal \$621.50 CAD

CARD NUMBER:

TRANS. REF : ecae5z0a3332c4c0396a

CARD HOLDER: Tomahawk Tester

EXPIRY DATE:

DATE/TIME : 2019-09-06 14:45:09

BANK REF. #: 8WA46270GX7912816

AUTHOR. # :

Username: mashbury

Company: Not Applicable

Submitted: 2019-09-06 02:41 pm

Amount: \$621.50

Payment Method: HP: PayPal

Processed: 2019-09-06 02:45 pm

Confirm Code: ecae5z0a3332c4c0396a

Lockers

Sales Window	Submit Date	Locker Number	Amount
Test Annual	2019-09-06	103	\$113.00
Test Annual	2019-09-06	102	\$113.00
Test Annual	2019-09-06	101	\$113.00
Test Annual	2019-09-06	ADM052	\$56.50
Test Annual	2019-09-06	ADM054	\$56.50
Lockers - Total Owing			\$452.00

Permits

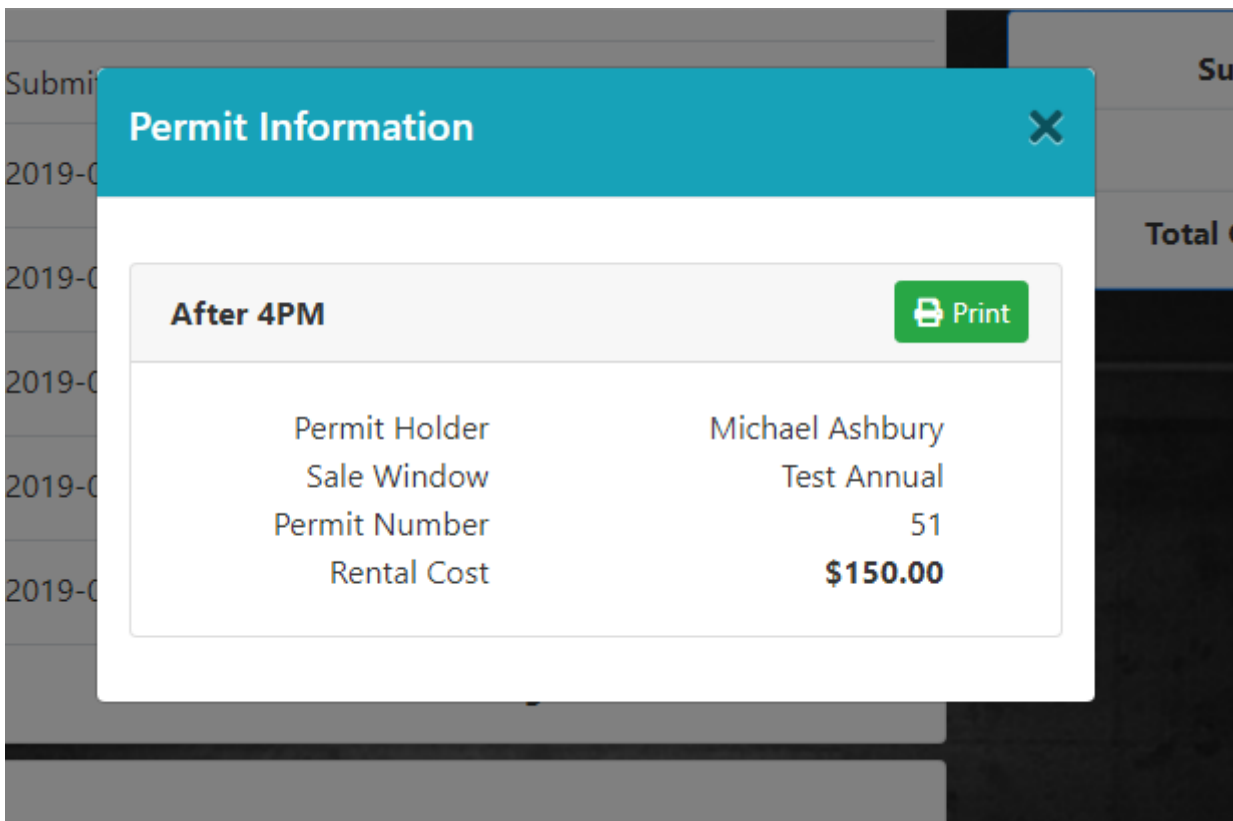
Sales Window	Submit Date	Permit Number	Amount
Test Annual	2019-09-06	51	\$150.00
Permits - Total Owing			\$169.50

Subtotal \$550.00

Taxes \$71.50

Total Owing \$621.50

Once drilled into the **Permit Information** modal you will see the option to **Print**.



Printing Temporary Permits

A user can also print Temporary permits from the user portal. The process is exactly the same. Find the permit on the user dashboard or in user history. Click on the permit number to launch the detailed info popup.

[Home](#)
[Vehicles](#)
[Permits](#)
[Appeals](#)
[Lockers](#)
[Forms](#)

[Payments](#)
[English](#)

Michael Ashbury

These menu elements will be generated based on the modules that are enabled on your system.

Personal Information

Mrs. Michael Ashbury (mashbury)

mash-bury@tomahawk.ca

5612 Belleline Rd
Ottawa, Ontario
K2G5B1

Employee Number: 00800147

Profile management is now handled from the menu on the right.

Vehicles

ATEST70057	Ontario	Passenger	Active
2017	Van	Black	Acura

Active Permits

50	Y: Test Annual	After 4PM	\$150.00
0002	Y: Test Annual	Red Staff Lot West	\$350.00
0005	Y: Test Annual	Red Staff Lot West	\$350.00

Content footer. Only shown on certain pages. 2

**OPERATIONS
COMMANDER**
Parking & Security Management

Tomahawk DEMO University
92 Bridge St., Carleton Place, ON
K7C 2V3
+1.855.410.4141
info@ops-com.com

The detailed information popup will appear. Click on the Print button to generate a printable PDF. The PDF will automatically download to your downloads folder.

[Home](#)
[Vehicles](#)
[Permits](#)
[Appeals](#)
[Lockers](#)
[Forms](#)

[Payments](#)
[English](#)

Michael Ashbury

These menu elements will be generated based on the modules that are enabled on your system.

Personal Information

Mrs. Michael Ashbury (mashbury)

mash-bury@tomahawk.ca

5612 Belleline Rd
Ottawa, Ontario
K2G5B1

Employee Number: 00800147

Profile management is now handled from the menu on the right.

Vehicles

ATEST70057	Ontario	Passenger	Active
2017	Van	Black	Acura

Active Permits

50	Y: Test Annual	After 4PM	\$150.00
0002	Y: Test Annual	Red Staff Lot West	\$350.00
0005	Y: Test Annual	Red Staff Lot West	\$350.00

Content footer. Only shown on certain pages. 2

**OPERATIONS
COMMANDER**
Parking & Security Management

Tomahawk DEMO University
92 Bridge St., Carleton Place, ON
K7C 2V3

The PDF will look like this:

This permit is valid only for dates as purchased and printed on the face of this permit only.
This permit is valid in specified parking areas only and is not transferable to any other vehicle or user. Vehicles found displaying fraudulent permits will be ticketed and/or towed.

Permit must be displayed and visible from the front windshield of the parked vehicle while parked on campus.

It is the responsibility of the permit holder to display in accordance with this permit any supporting documentation required to substantiate the validity of said permit.

Parking Services

BIRCH

Vehicle: 2009 Beige Chrysler Mini Van

Permit No: 8

Lot Name: Red Staff Lot West

Location:

Valid For

2019-10-25

11:00 pm - 03:00 am

4 Hours



Once the permit is printed it can not be printed again. The Print button will not be available and will be replaced by a box displaying the date the permit was printed.

These menu elements will be generated based on the information entered and enabled on your system.

Personal Information

Dr. Patricia Birch (pbirch)
pbirch@xperience.ca
390 Lincoln Dr
Ottawa, Ontario
K2G1G4
Employee Number: 00900125

Temp Permits

Red Staff Lot West

Last Printed: 2019-10-24

Permit Holder	Patricia Birch
Start Date	2019-10-25
Start Time	23:00
End Time	03:00
Permit Number	8
Vehicle	Beige 2009 Chrysler BIRCH
Amount	\$4.00

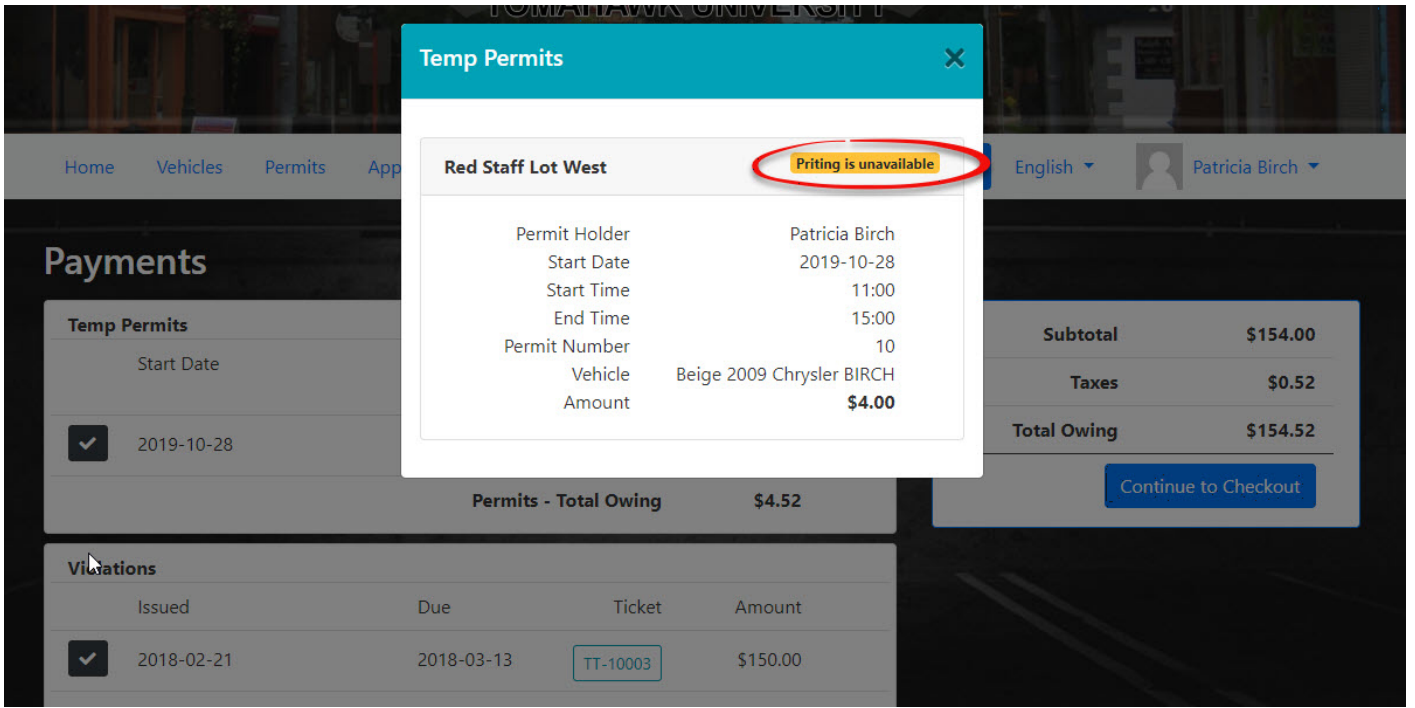
Active Permits

8	2019-10-25 23:00 - 03:00	Red Staff Lot West	\$4.00
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Content footer. Only shown on certain pages. 2

Important Note: If a permit has been reserved but not yet paid for, the print option is not available.

The permit must be paid for and valid before it can be printed. The Detailed Information popup will appear as follows in this case.



Revision #4

Created 23 April 2024 09:03:59

Updated 11 September 2024 13:40:49