

# Printing Your Parking Permits Made Easy!

## Print Permit from the User Portal

Need a hard copy of your parking permit? No problem! You can easily print your active and even past permits directly from the OPS-COM User Portal. Here's how:

### Quick Steps:

- **For Active Permits:**

- Log in to the '**User Portal**' and click the '**Home**' button.
- Under '**Permits**', click on the **permit number** you want to print.
- In the 'Permit Information' window, click the '**Print**' button.
- Your permit will download as a PDF, ready for printing!

- **For Permits in User History:**

- Log in and go to your '**Profile**'.
- Navigate to the '**User History**' section.
- Click on the **confirmation code** for the payment you made for the permit.
- On the receipt page, click on the **permit details** to open the 'Permit Information' window.
- Click the '**Print**' button to download your permit PDF.

- **For Temporary Permits:** The process is the same as printing active or past permits!

You can only print this once. If you have already printed it, you will see a last printed date and time.