

# Purchase a Parking Permit

The Purchase a Parking Permit option allows customers to purchase either regular parking permits (monthly, semester, yearly) or temporary parking permits (short-term permits from a few hours to a few days).

## Quick Steps:

1. Login to portal and click 'Permits'.
2. Read and 'Agree' to the Permit Disclaimer, if applicable.
3. Choose a 'Permit Type': Regular, Temporary, or Waiting List.
  - For a **Regular Permit**, click 'Standard Permit' and click 'Reserve Permit'.
  - For **Temporary Permit**, select dates and vehicle, then click 'Reserve Permit'.
  - For **Waiting List**, select your lot, check your rank, and click 'Join Waiting List'.

## Step-by-Step Instructions:

1. **Login and Access Permits:** Login to the 'User Portal'. Click on 'Permits' which is located on the left of the screen.
2. **Vehicle Registration (if applicable):** If you haven't registered a vehicle, the 'Vehicles' screen will appear.
3. **Review vehicle disclaimer:** Carefully read over the 'Permit Disclaimer' then, click "I Agree" to accept the terms and proceed to the 'Permits' screen.
4. **Selecting a Permit Type:** On the 'Permits' screen, you can select either: a 'Regular Parking Permit', a 'Temporary Parking Permit', Or join a 'Waiting List', if applicable.
  - **Purchase a Standard Permit:** Click on 'Standard Permit'. View the details and click the 'Reserve Permit' button.
    - Finalize purchase: Proceed to 'Payments' and complete the purchase.
  - **Purchase a Temporary Permit:** Find the 'Temporary Permit' you wish to purchase then click 'Get Temp Permit'.
    - Choose the time and vehicle for the permit: Choose the start and end dates or choose the number of hours for your permit and select the vehicle you will be using.
    - Click on 'Check Availability'.
    - Click on 'Reserve Permit' and proceed to payment.
  - **Join a waiting list:** From the 'Permits' screen, click the 'Waiting List' option next to the lot of your choice.
    - View your rank: View your rank in the green box. If you already joined a waiting list, you can still buy permits in other lots without losing your place.
    - Confirm your spot: Click 'Join Waiting List' to confirm your spot.

**Note:** Temporary permits are only valid for up to 30 days. If you need a permit for longer than 30 days, you'll need to buy a regular permit.

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