

# 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.
4. For a **Regular Permit**, click **Standard Permit** and click **Reserve Permit**.
5. For **Temporary Permit**, select dates and vehicle, then click **Reserve Permit**.
6. 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.
5. **Purchase a Standard Permit:** Click on **Standard Permit**. View the details and click the **Reserve Permit** button.
6. **Finalize purchase:** Proceed to **payments** and complete the purchase.
7. **Purchase a Temporary Permit:** Find the **Temporary Permit** you wish to purchase then click **Get Temp Permit**.
8. **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.
9. Click on **Check Availability**.
10. Click on **Reserve Permit** and proceed to payment.
11. **Join a waiting list:** From the **Permits** screen, click the **Waiting List** option next to the lot of your choice.
12. **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.
13. **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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