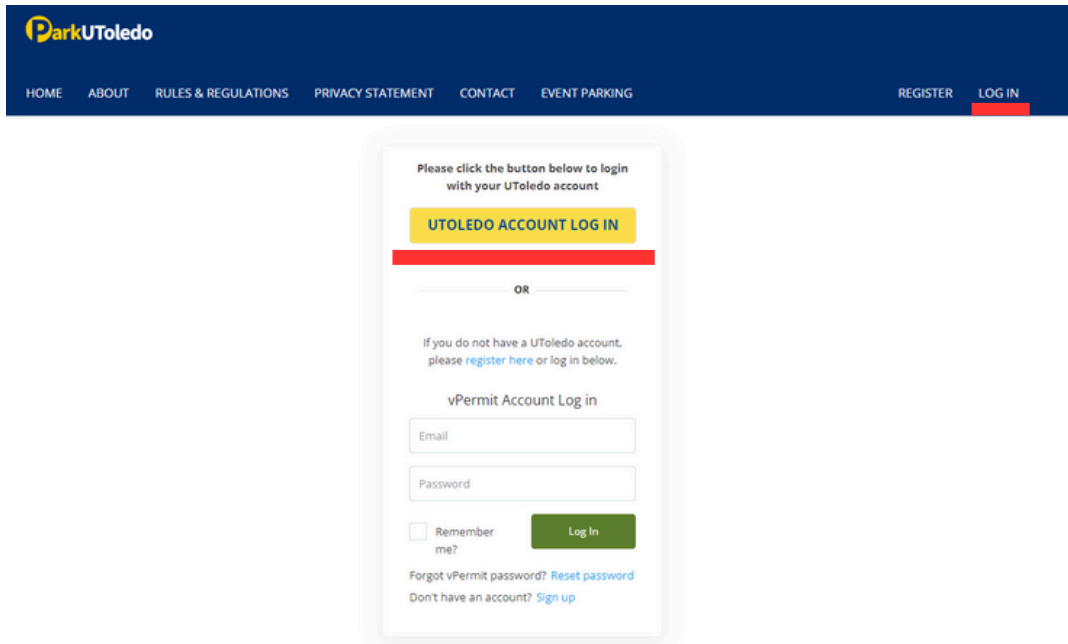
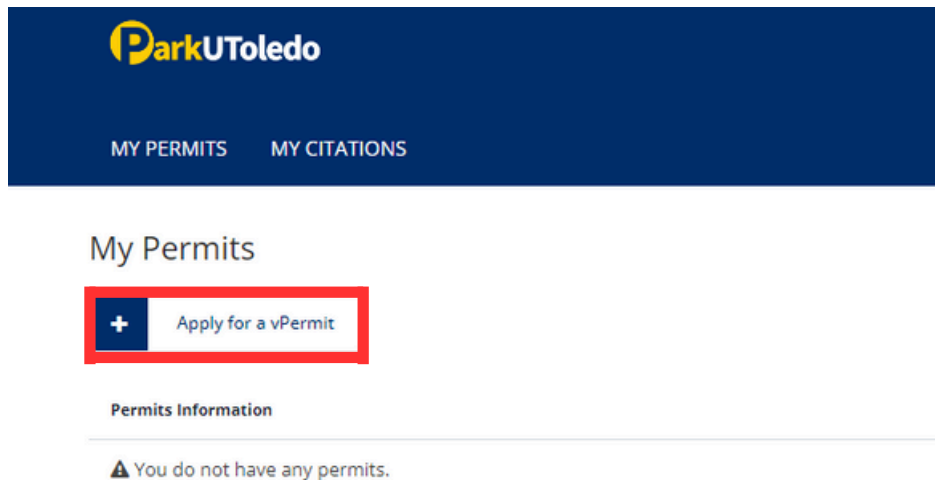


User Guide: Applying for Student Disability Permissions

1. Visit ParkUToledo's [Parking Portal](https://vpermit.com/parkutoledo) (https://vpermit.com/parkutoledo). Select **Log In** to the top right. Once on the log in page, log in with your **UToledo Account Log In**.



2. Select **Apply for a vPermit** button.



3. Select **Student Disability Permissions** from the dropdown.

MY PERMITS MY CITATIONS

Select your Permit

Permit Information

Student/Staff ID R00951999 - Student Commuter Upper Classman

Please select a permit

Next

- C Daily Permit (24/25) (Price: \$5.95/day)
- C Fall/Spring Permit (8/12/24-5/4/25) (Price: \$284)
- C Monthly Permit - August 2024 (Price: \$59.85)
- C Semester Permit - Fall (8/12/24-12/23/24) (Price: \$142)
- Gateway Resident Semester Permit - Fall (8/12/24-12/23/24) (Price: \$0)
- Student Disability Permit - Fall (8/12/24-12/23/24) (Price: \$142)

4. Enter your vehicle information, and attach a photo of your ADA placard and the registration for your placard, then select **Next**. **You must include both files, if you do not include your ADA placard or the registration for your placard, your application will be denied.**

MY PERMITS MY CITATIONS

Select your Permit

Permit Information

Student/Staff ID - Park UToledo

Please select a permit Student Disability Permissions - Summ

License Plate1	TOL123	Select State
License Plate2	EDO456	Select State
License Plate3	ROCKY1	Select State
License Plate4	Optional	Select State
License Plate5	Optional	Select State
License Plate6	Optional	Select State
License Plate7	Optional	Select State
License Plate8	Optional	Select State
License Plate9	Optional	Select State
License Plate10	Optional	Select State

Requested Documents **Choose Files** 2 files

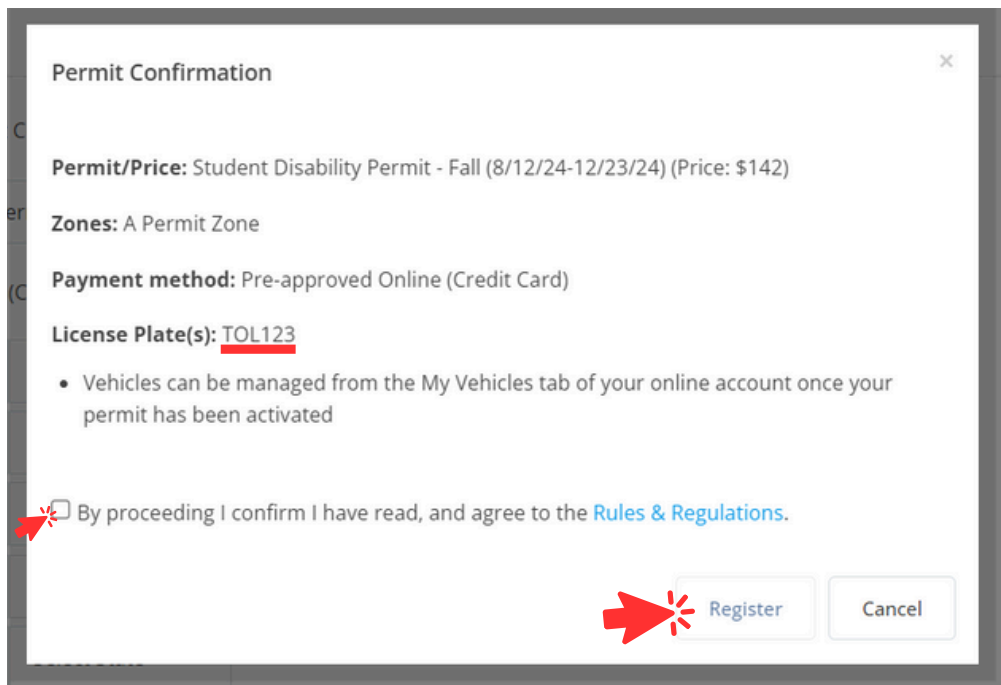
Please provide a photo of your ADA placard and registration for your placard.

* Max file size is 4MB

Next

Please note that the license plate DOES serve as the vehicle's virtual permit. The information entered MUST match the license plate number physically on the vehicle. If they do not match, the vehicle will be cited.

5. Verify your information is entered correctly, agree to ParkUToledo's Rules & Regulations by clicking the box and select **Register**. To edit information, click **Cancel**.



6. Your application is received and is waiting for ParkUToledo Administrator approval. You may view your permit status by selecting **Here** or by clicking the **My Permits** tab.



Application received

You have completed the application process.

The Parking Operator will first approve your application so that you may continue with the Online Payment.

Please wait for the approval/denial notification or check [here](#) to see your permit status.

Once the application is approved you will be able to proceed with online payment.

Please note that until your application is approved and your payment is received, you DO NOT have an active parking permit.

7. Please note your permit status. **Pending Review** means your application is awaiting ParkUToledo Administrator approval. **You do not have an active parking permit until your application is approved and your payment is received.**

My Permits

The screenshot shows the 'My Permits' interface. At the top, there is a blue banner with an information icon and the text 'Attention: All 2024/25 permits are on sale. If you have any questions, please email: info@parkutoledo.com'. Below this is a button labeled '+ Apply for a vPermit'. The main section is titled 'Permits Information' and contains the following details: Permit Number: #25540, Status: **Pending Review**, Permit Type: Student Disability Permit - Fall (8/12/24-12/23/24), License plates: (A) TOL123, and Valid Through Monday, December 23, 2024 11:59 PM. On the right side, there are two buttons: 'Manage Vehicles' with a car icon and 'View Payments' with a dollar sign icon.

8. Once ParkUToledo Administrators approve your student disability parking permissions, you will receive an email and the permit status will change to **Pending CC Payment**. Select **Pay Online** to be directed to pay for your parking permit with your credit card. **Please note, your parking permit is not active until payment is received.**

This screenshot is similar to the previous one but shows the permit status updated to **Pending CC Payment**. The 'Permits Information' section now includes: Permit Number: #25540, Status: **Pending CC Payment**, Permit Type: Student Disability Permit - Fall (8/12/24-12/23/24), License plates: (A) TOL123, and Valid Through Monday, December 23, 2024 11:59 PM. The 'Pay Online' button, which has a red starburst icon next to it, is now highlighted with a red arrow, indicating the next step for the user.

9. Once payment information is entered, click **Pay**.

Order Summary

Description	Student Disability Permit - Fall (8/12/24-12/23/24)	Total	\$ 146.38
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Credit Card

Bank Account (USA Only)

Card Number *

 1234 5678 9012 3456

Exp. Date *

Card Code

Email

rocky@gmail.com

Pay

Cancel

10. You will be redirected to a payment confirmation page. Click **Continue** to return to your parking portal.

Mon Apr 29 2024 4:38:47 PM

Continue

Thank you for your payment.

\$146.38

[Hide Details](#)

Total

\$146.38

Billing Information

Paid By Visa XXXX
Authorization Code: :
Transaction ID:

PO Number: UserPermit_132

11. To view your permits, click **Here** or select **My Permits** tab.



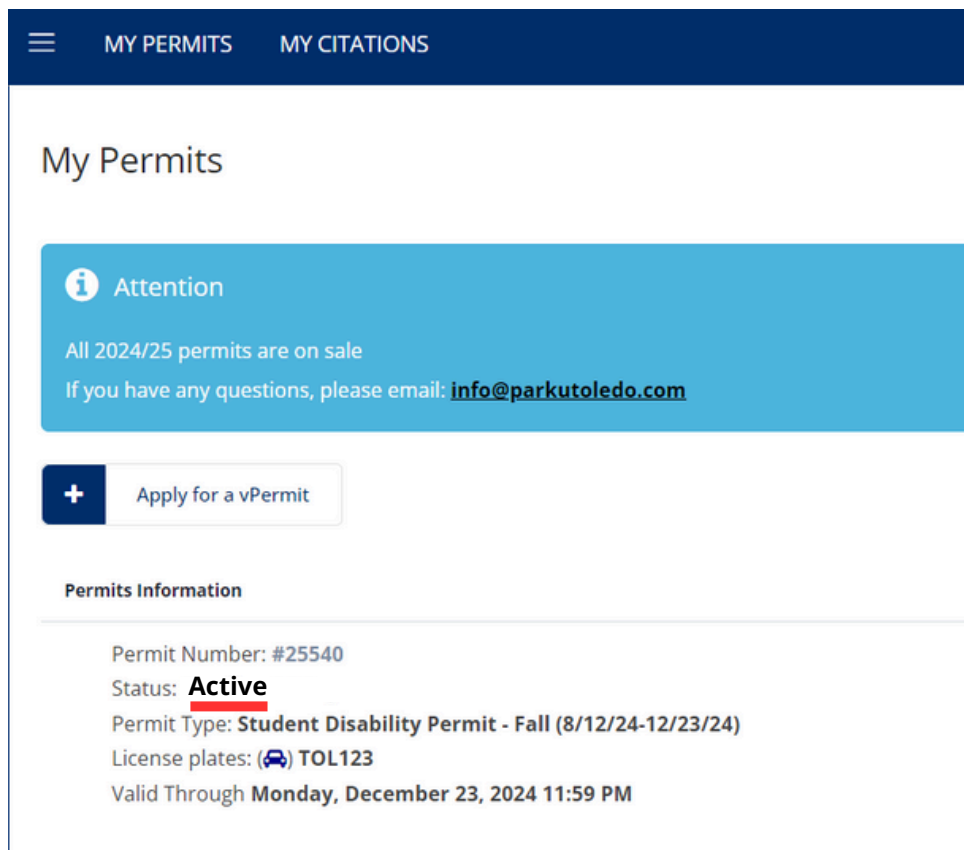
Congratulations!

Payment successful, your permit is now active and ready to use.

Click [here](#) to see your permits.



12. Verify all of your information is correct and please note the status of your permit. You may log in to your [parking.portal](#) at anytime to view or update your permit and vehicle information.



Please note that the license plate DOES serve as the vehicle's virtual permit. The information entered MUST match the license plate number physically on the vehicle. If they do not match, the vehicle will be cited.

13. Below is an example of the email you will receive once your student disability permissions are assigned to your permit. Please remember, student disability permissions allow you to park in any disability space with your ParkUToledo permit. If a disability parking space is not available, please park in the nearest NON-Reserved, NON-metered parking space. These permissions DO NOT allow you to park in the following areas:

- Reserved Spaces/Areas (Example: You may only park in the ADA spaces in Area 14- not the reserved spaces.)
- Metered Parking (without payment)
- Patient Parking
- Non-Parking Areas (including but not limited to the grass, sidewalks, loading areas, roadways, etc.)



Thank you for submitting your disability placard and registration. Student Disability Permissions are now assigned to your permit.

These permissions allow you to park in any disability space with your ParkUToledo permit. If a disability parking space is not available, please park in the nearest NON-Reserved, NON-metered parking space.

These permissions DO NOT allow you to park in the following areas:

- Reserved Spaces/Areas (Example: You may only park in the ADA spaces in Area 14 - not the reserved spaces.)
- Metered Parking - without payment
- Patient Parking
- Non-Parking Areas (included but not limited to the grass, sidewalk, loading areas, roadways, etc.)

These permissions are for the current semester only. You will need to submit your placard and its registration to the ParkUToledo office via email at the beginning of each semester.

Thank you,

ParkUToledo

[Main Campus Map](#)

[Health Science Campus Map](#)

Stay up to date with ParkUToledo on social media.

We're on [Instagram](#), [X](#) and [Facebook](#)

If you have any questions, please email: info@parkutoledo.com