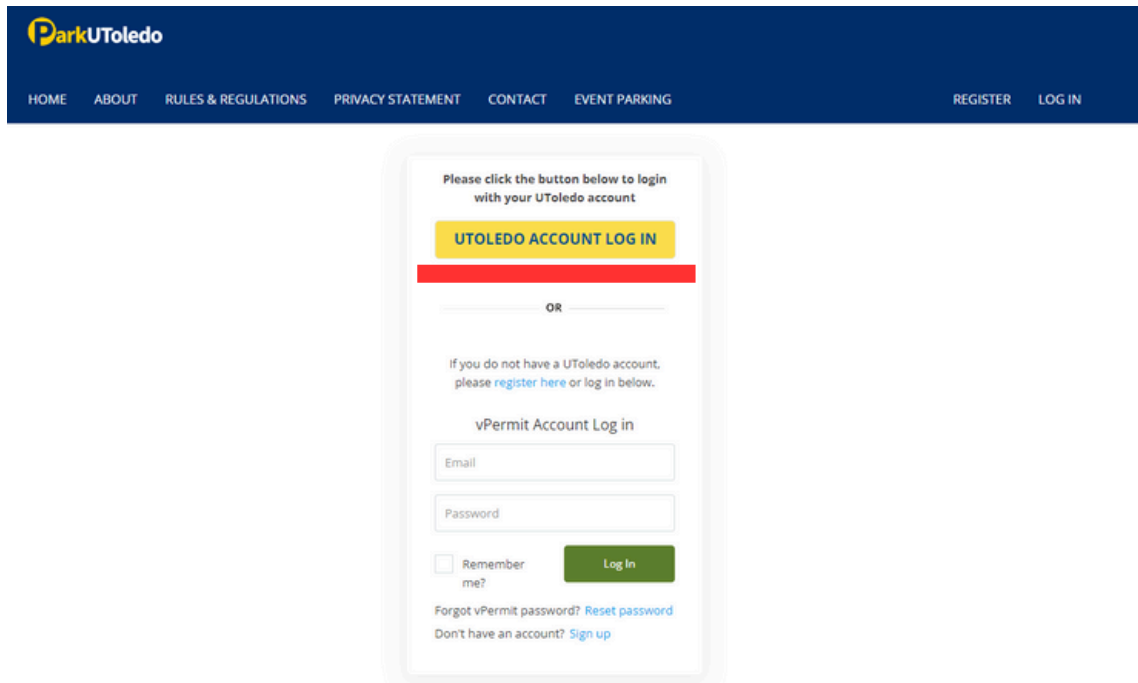
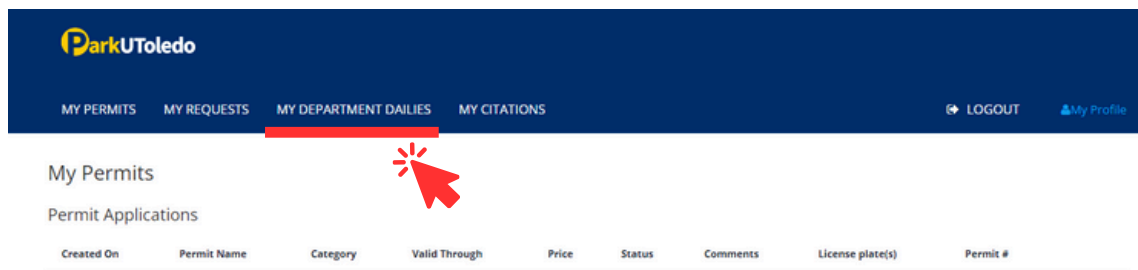


User Guide: Departmental Daily Permits

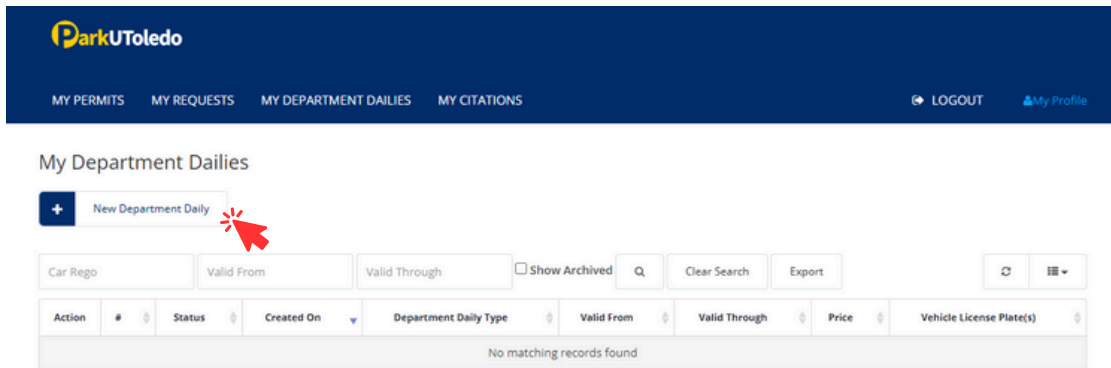
1. Log into your [Parking Portal](https://vpermit.com/parkutoledo/Account/Login) (https://vpermit.com/parkutoledo/Account/Login) by using your **UTAD username & password**.



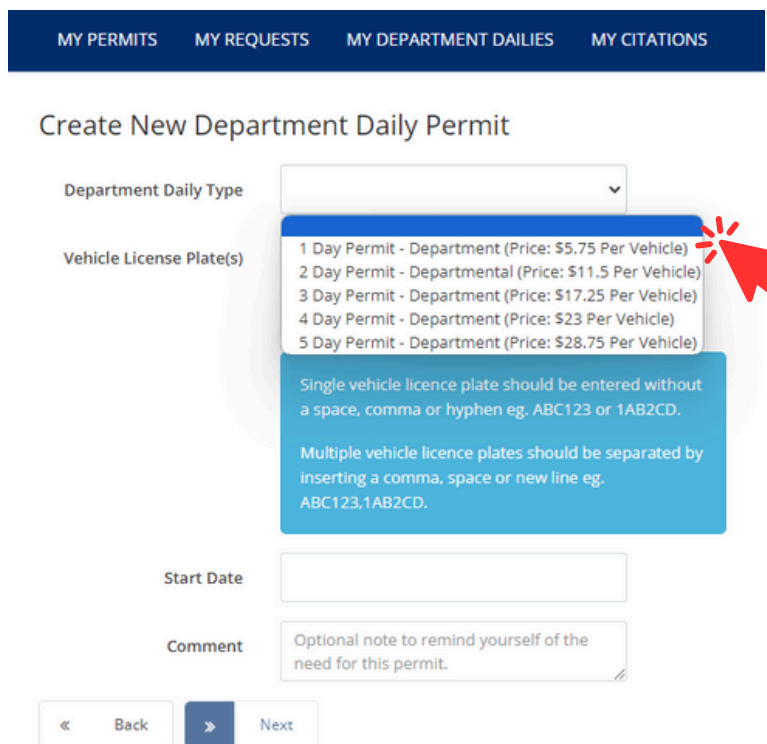
2. Once your account is granted departmental access, you will see a **Department Dailies** tab appear at the top of your portal. Select the **Department Dailies** tab to view/create/edit department daily permits.



3. To create a new daily permit, select **New Department Daily**.



4. You can buy department day permits for 1 to 5 days. Select which permit you'd like to purchase from the dropdown. **Remember, you'll pay for the number of days you choose.** So, if you select a 4-day permit, you'll be charged four times the daily rate.



5. Enter pertinent information: **License Plate, Start Date, Guest Name, your name (Authorized By), Index #** and a comment (optional). Once completed, select **Next**.

MY PERMITS MY REQUESTS MY DEPARTMENT DAILIES MY CITATIONS

Create New Department Daily Permit

Department Daily Type: 1 Day Permit - Department (Price: \$5.75)

Vehicle License Plate(s): TOL123

Single vehicle licence plate should be entered without a space, comma or hyphen eg. ABC123 or 1AB2CD.
Multiple vehicle licence plates should be separated by inserting a comma, space or new line eg. ABC123,1AB2CD.

Total Price: 1 Vehicle licence plates X \$5.75 = ~~\$5.75~~

Start Date: 5/2/2024

Issued For: John Appleseed

Authorized By: Rocky The Rocket

Index #: A123456

Comment: Permit for John Appleseed's Visit

« Back Next »

6. Verify information is entered correctly, select **Purchase**.

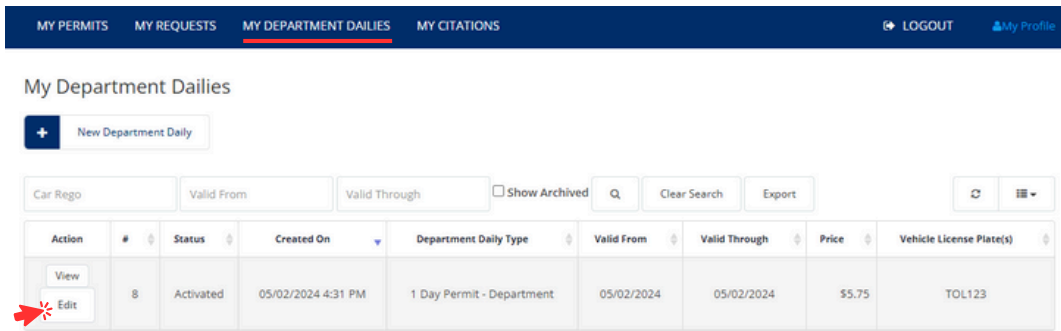
Department Daily Permit Purchase Confirmation

Permit	1 Day Permit - Department (Price: \$5.75 Per Vehicle)
Payment method	Post Charge
License Plate(s)	TOL123 (1 licence plates)
Permitted zones	Department Permit Zone
Total Price	\$5.75

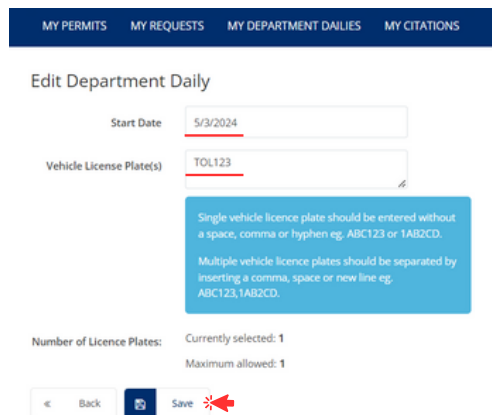
Cancel \$ Purchase

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.

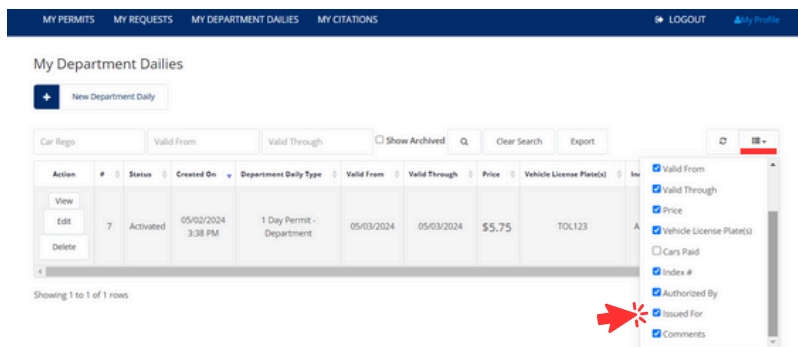
7. All department daily permits will appear under the **My Department Dailies** tab. To edit a department daily permit, select **Edit**.



8. You may edit the license plate information at any time. **You may only modify the start date before the permit takes effect.** Select **Save** to retain changes.



9. You are able to adjust the information you see on each permit. Simply click the three line column indicator on the righthand side of your screen and select the information you'd like to view (authorized by, issued for, comments etc.).



Please email info@parkutoledo.com with any questions.