

User Guide: Departmental Daily Permits

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

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HOME	ABOUT	RULES & REGULATIONS	PRIVACY STATEMENT	CONTACT	EVENT PARKING		REGISTER	LOG IN
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			If you	u do not have a ase register her	UToledo account. e or log in below.			
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			Forgot Don't h	vPermit passwo ave an account	ord? Reset password ? Sign up			

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.

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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.

MY PERMITS MY REQU	ESTS MY DEPARTMENT DAILIES MY CITATIONS
Create New Depar	tment Daily Permit
Department Daily Type	~
Vehicle License Plate(s)	1 Day Permit - Department (Price: \$5.75 Per Vehicle) 2 Day Permit - Departmental (Price: \$11.5 Per Vehicle) 3 Day Permit - Department (Price: \$17.25 Per Vehicle) 4 Day Permit - Department (Price: \$23 Per Vehicle) 5 Day Permit - Department (Price: \$28.75 Per Vehicle)
	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.
Start Date	
Comment	Optional note to remind yourself of the need for this permit.
« Back » N	ext



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

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Department Daily Type	1 Day Permit - Department (Price: \$5.75 💙
Vehicle License Plate(s)	TOL123
	Single vehicle licence plate should be entered withou a space, comma or hyphen eg. ABC123 or 1AB2CD.
	Multiple vehicle licence plates should be separated b inserting a comma, space or new line eg. ABC123,1AB2CD.
Total Price:	Multiple vehicle licence plates should be separated b inserting a comma, space or new line eg. ABC123.1AB2CD. 1 Vehicle licence plates X 55.75 = 55.75
Total Price: Start Date	Multiple vehicle licence plates should be separated b inserting a comma, space or new line eg. ABC123.1AB2CD. 1 Vehicle licence plates X 55.75 = 55.75 5/2/2024
Total Price: Start Date Issued For	Multiple vehicle licence plates should be separated b Inserting a comma, space or new line eg. ABC123.1AB2CD. 1 Vehicle licence plates X 55.75 = 55.75 5/2/2024 John Appleseed
Total Price: Start Date Issued For Authorized By	Multiple vehicle licence plates should be separated b Inserting a comma, space or new line eg. ABC123.1AB2CD. 1 Vehicle licence plates X 55.75 = 55.75 <u>5/2/2024</u> John Appleseed Rocky The Rocket
Total Price: Start Date Issued For Authorized By Index #	Multiple vehicle licence plates should be separated b inserting a comma, space or new line eg. ABC123.1AB2CD. 1 Vehicle licence plates X 55.75 = 55.75 5/2/2024 John Appleseed Rocky The Rocket A123456

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

MY PERMITS	5 MY R	EQUESTS	MY DEPARTMEN	T DAILIES	MY CITATIO	ONS							i i	AMy Profile
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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.

Edit Department l	Daily
Start Date	5/3/2024
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.

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.).

+ New	Departm	sent Daily										
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Action		Status 0	Created On 💡	Department Daily Type	Valid From 0	Valid Through	Price 0	Vehicle License Plate(s)	0 Im	Valid From		1
View Edit Delete	7	Activated	05/02/2024 3:38 PM	1 Day Permit - Department	05/03/2024	05/03/2024	\$5.75	TOL123	A	Valid Throu Valid Throu Vehicle Lice Cars Paid	igh ense Plati	e(s)

Please email info@parkutoledo.com with any questions.

