

User Guide: Purchase a Permit

 Log into your <u>Parking Portal</u> (https://vpermit.com/parkutoledo/Account/Login) by using your UTAD username & password. If you do not have a UTAD username/password, log in with your email and password, or select "Sign up" to create an account.

ParkUToledo	1							
HOME ABOUT	RULES & REGULATIONS	PRIVACY STATEMENT	CONTACT	EVENT PARKING		REGISTER	LOG IN	
		Please cl wit	lick the butt th your UTol LEDO ACCO	ton below to login edo account DUNT LOG IN	←	St and in u	udents, d affilia using U ⁻	employees tes please log Foledo SSO.
		if you di please VP	lo not have a register here Permit Acco	UToledo account. e or log in below. Dunt Log in				
		Email Passwor	rd ember	Log In		Gu sig aco	ests, pl n up to count.	ease log in or create a new
		Forgot vPe Don't have	ermit passwo e an account?	rd? Reset password ? Sign up				

2. Select Apply for a vPermit button.





3. Select permit type and click **NEXT**.

ParkUToledo	
MY PERMITS MY CITATI	ons
Select your Permit	
Permit Information	
Student/Staff ID	R09345600 - Park UToledo
Please select a permit	~
Next	A Annual Permit - 23/24 (email test) (Price: \$5) DEMO - A Annual Permit - 23/24 (Price: \$298)

4. Enter your vehicle information. Once entered, click **NEXT**.

elect your Permit Permit Information Student/Staff ID Please select a permit Please select a permit Payment method Play online (Credit Card) Vehicle 1 Vehicle 2 ED0456 Select State Vehicle 3 Optional Select State Vehicle 3 Optional Select State Vehicle 4 Vehicle 4 Optional Select State	MY PERMITS MY CITA	TIONS	
Permit Information Student/Staff ID R09345600 - Park UToledo Please select a permit DEMO - A Annual Permit - 23/24 (Price: • Payment method Pay online (Credit Card) Vehicle 1 TOL123 Select State • Vehicle 2 ED0456 Select State • Vehicle 3 Optional Select State • Vehicle 4 Gottonal Select State •	Select your Permi	t	
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Please select a permit DEMO - A Annual Permit - 23/24 (Price: Payment method Pay online (Credit Card) Vehicle 1 TOL 123 Select State Vehicle 2 EDO456 Select State Vehicle 3 Optional Select State Vehicle 4 Octional Select State Vehicle 4 Sel	Student/Staff ID	R09345600 - Pari	k UToledo
Payment method Pay online (Credit Card) Vehicle 1 TOL123 Select State Vehicle 2 ED0456 Select State Vehicle 3 Optional Select State Vehicle 4 Optional Select State Vehicle 4 Select Select State Vehicle 4 Select State Vehicle 4 Select State Vehicle 4 Select State Vehicle 4 Select Select State Vehicle 4 Select Select Select State Vehicle 4 Select Sele	Please select a permit	DEMO - A Ann	ual Permit - 23/24 (Price: 👻
Vehicle 1 TOL 123 Select State • Vehicle 2 EDO456 Select State • Vehicle 3 Optional Select State • Vehicle 4 Optional Select State •	Payment method	Pay online (Cred	iit Card)
Vehicle 2 ED0456 Select State • Vehicle 3 Optional Select State • Vehicle 4 Optional Select State •	Vehicle 1	TOL123	Select State 👻
Vehicle 3 Optional Select State v Vehicle 4 Optional Select State v	Vehicle 2	EDO456	Select State 👻
Vehicle 4 Optional Select State ¥	Vehicle 3	Optional	Select State 🗸
	Vehicle 4	Optional	Select State 🗸

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.

You may have up to four vehicles associated with one parking permit. Vehicles may NOT be on campus within three hours of each other. If two or more vehicles are scanned on campus within three hours of each other, citations will be issued. **5.** Please verify your information is correct and click **Register** to be directed to pay with your credit card.



6. Once payment information is entered, click Pay.

Order Summary			
PO Number	UserPermit_132	Total	\$ 298.00
Credit Card		Bank Account	(USA Only)
Card Number		Exp. Date •	Card Code
parku-demo@vp	permit.com	_	
	Pay	Cancel	

7. 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 Than	k you for your payment.
	Hide Deta
Total	\$ 298.00
Billing Information	
Paid By Visa XXXX Authorization Code: I Transaction ID:	PO Number: UserPermit_132



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



9. Verify all of your information is correct and please note the status of your permit. You may log in to your <u>parking portal</u> at anytime to view or update your permit and vehicle information.



SEE PAGE 5 & 6 TO ADD ADDITIONAL VEHICLES TO YOUR PREVIOUSLY PURCHASED PERMIT.





User Guide: Add a Vehicle

Log into your <u>Parking Portal</u> (<u>https://vpermit.com/parkutoledo/Account/Login</u>) by using your UTAD username & password. If you do not have a UTAD username/password, log in with your email and password, or select "Sign up" to create an account.



2. Current vehicles are listed under your permit information. To add new vehicles, select the **Manage Vehicles** button.



3. Enter your vehicle information. Once entered, click Save Vehicle(s).





4. Verify your information is entered correctly, select **Back** to return to the **My Permits** tab.

	MY CITATIONS
ehicle(s)	on DEMO - A Annual Permit - 23/24
Registere	d Vehicle(s)
ED0456	
NEW890	

5. Verify your information is accurate and please note the status of your permit.



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.

You may have up to four vehicles associated with one parking permit. Vehicles may NOT be on campus within three hours of each other. If two or more vehicles are scanned on campus within three hours of each other, citations will be issued.

SEE PAGE 7 & 8 TO ADD ADDITIONAL VEHICLES TO YOUR PREVIOUSLY PURCHASED PERMIT.



User Guide: Remove a Vehicle

1. Log into your <u>Parking Portal</u> (<u>https://vpermit.com/parkutoledo/Account/Login</u>) by using your UTAD username & password. If you do not have a UTAD username/password, log in with your email and password, or select "Sign up" to create an account.



2. Current vehicles are listed under your permit information. To add new vehicles, select the **Manage Vehicles** button.



3. Delete the license plate you'd like to remove from your permit.





4. Once the plate is removed, click Save Vehicle(s).

MY PERMITS MY CITATI	ONS
License plate(s) on	DEMO - A Appual Permit - 23/2
License plate(s) on	DEMO - A Annual Permit - 23/2
Registered License	Plate(s)
License Plate1	TOL123
License Plate2	EDO456
License Plate3	
License Plate4	

5. Verify your information is entered correctly, select **Back** to return to the **My Permits** tab.

ParkUToledo				
MY PERMITS	MY CITATIONS			
Vehicle(s) o	on DEMO - A Annual Permit - 23/24			
Registered	Vehicle(s)			
EDO456				
TOL123				
« Back	Z Edit Vehide(s)			

6. Verify your information is accurate and please note the status of your permit.



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.

You may have up to four vehicles associated with one parking permit. Vehicles may NOT be on campus within three hours of each other. If two or more vehicles are scanned on campus within three hours of each other, citations will be issued.