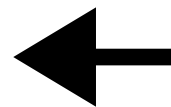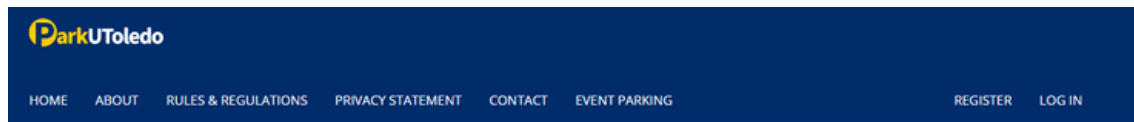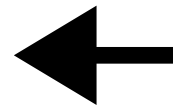# User Guide: Purchase a Permit

1. Log into your [Parking Portal](https://vpermit.com/parkutoledo/Account/Login) (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.*
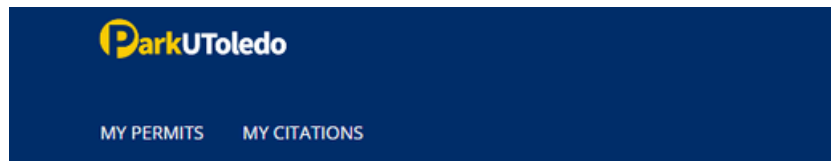

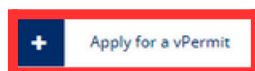 Students, employees and affiliates please log in using UToledo SSO.

Guests, please log in or sign up to create a new account.

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

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

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

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.
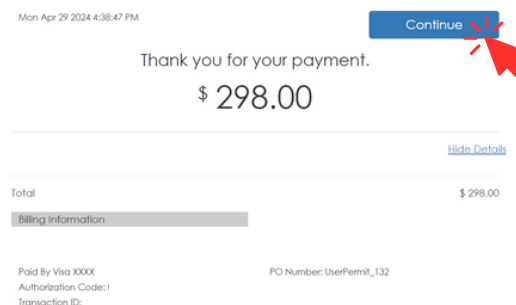
5. Please verify your information is correct and click **Register** to be directed to pay with your credit card.
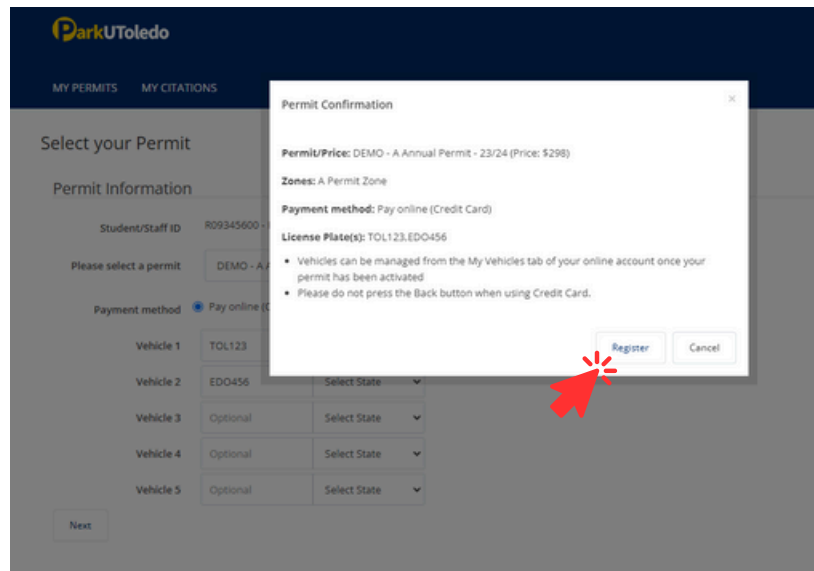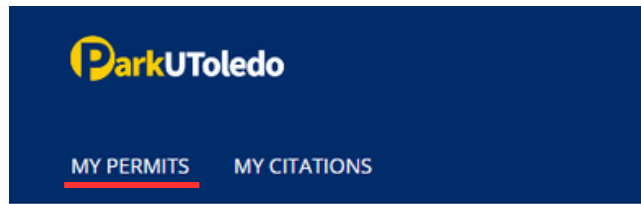

6. Once payment information is entered, click **Pay**.
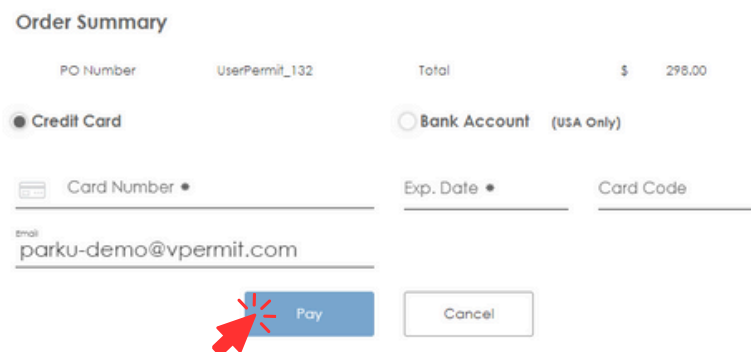
7. You will be redirected to a payment confirmation page. Click **Continue** to return to your parking portal.

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 **parking portal** at anytime to view or update your permit and vehicle information.
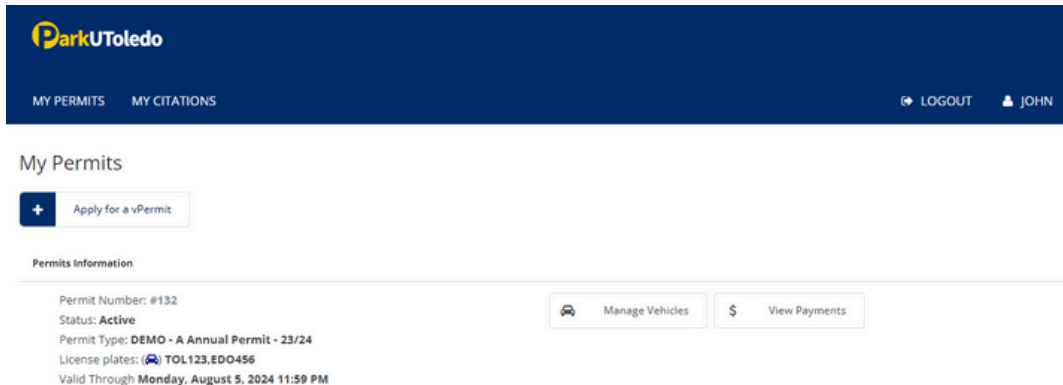

SEE PAGE 5 & 6 TO ADD ADDITIONAL VEHICLES TO YOUR PREVIOUSLY PURCHASED PERMIT.

User Guide: Add a Vehicle

1. Log into your Parking Portal (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.*
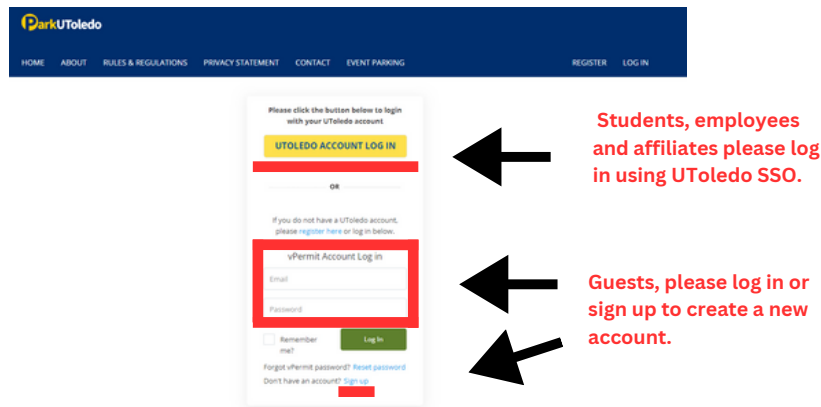
2. Current vehicles are listed under your permit information. To add new vehicles, select the **Manage Vehicles** button.
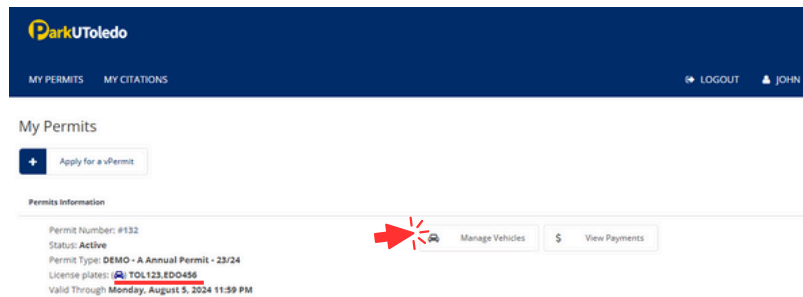
3. Enter your vehicle information. Once entered, click **Save Vehicle(s)**.
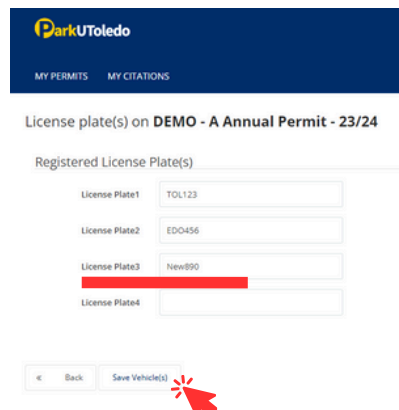
4. Verify your information is entered correctly, select **Back** to return to the **My Permits** tab.

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.
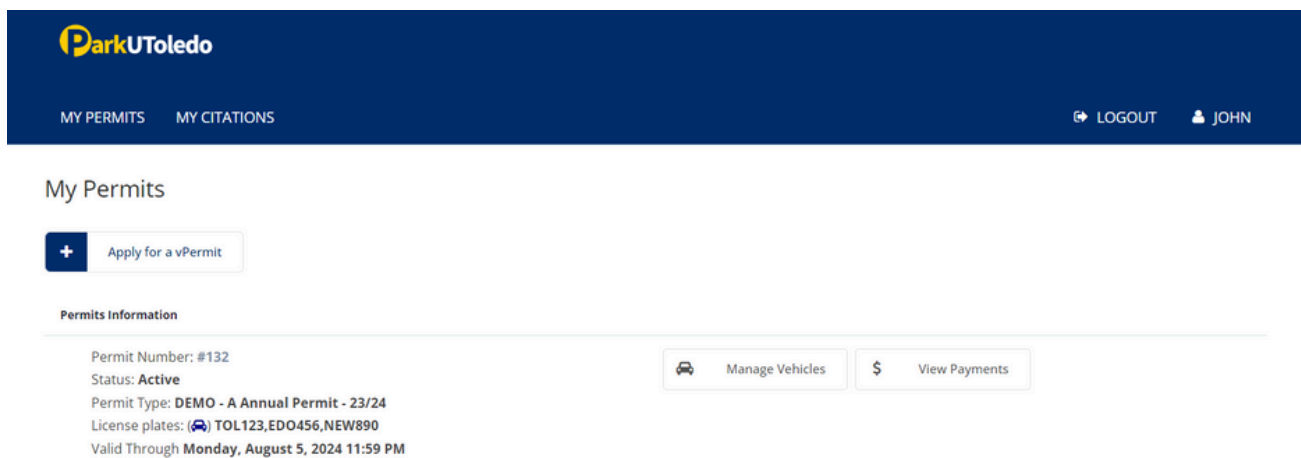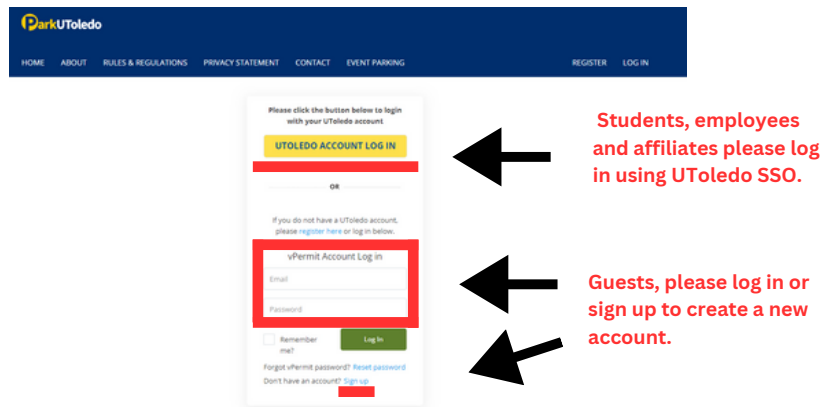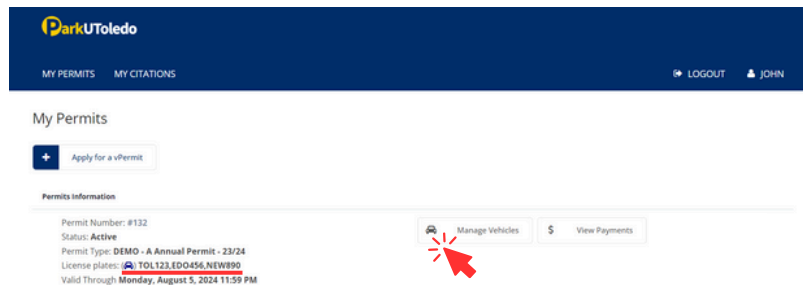
User Guide: Remove a Vehicle

1. Log into your Parking Portal (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.*

Students, employees and affiliates please log in using UToledo SSO.

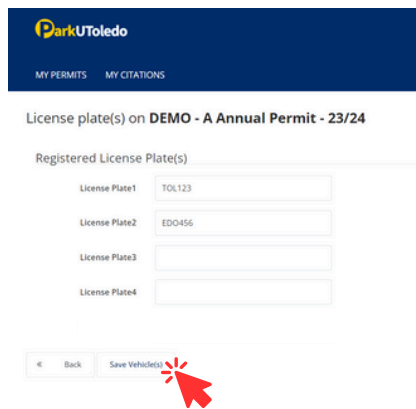Guests, please log in or sign up to create a new account.

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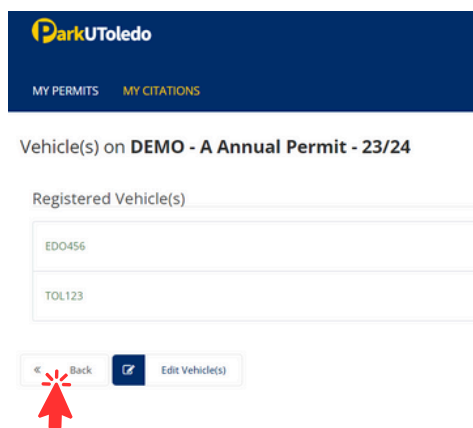

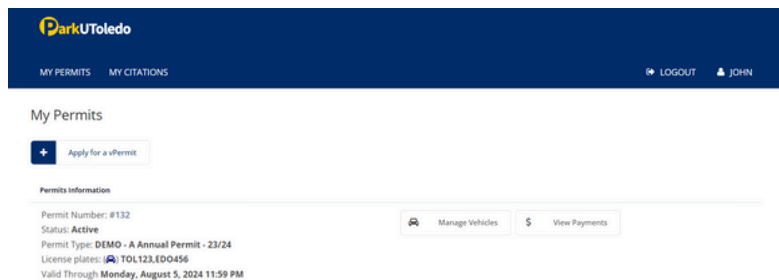**3.** Delete the license plate you'd like to remove from your permit.
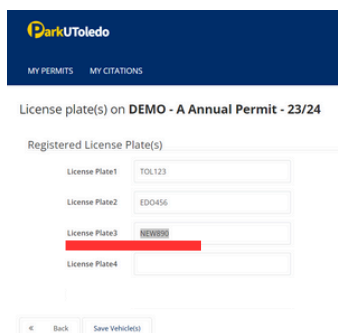
4. Once the plate is removed, click **Save Vehicle(s)**.

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

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.