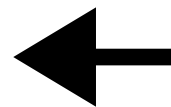
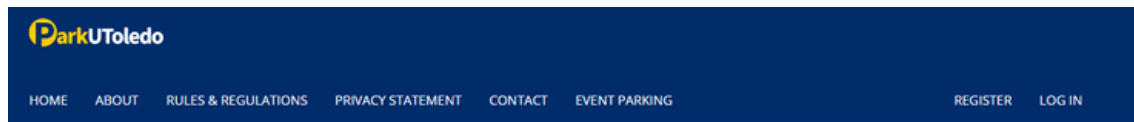
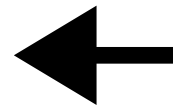


User Guide: Purchase a Permit

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.*



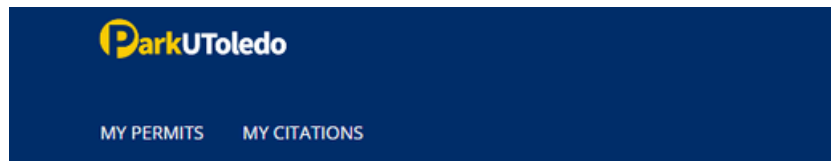
Students, employees and affiliates please log in using UToledo SSO.



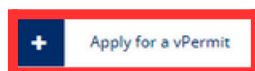
Guests, please log in or sign up to create a new account.



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



My Permits



Permits Information

⚠ You do not have any permits.

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

ParkUToledo

MY PERMITS MY CITATIONS

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**.

ParkUToledo

MY PERMITS MY CITATIONS

Select your Permit

Permit Information

Student/Staff ID R09345600 - Park UToledo

Please select a permit DEMO - A Annual Permit - 23/24 (Price: \$298)

Payment method Pay online (Credit Card)

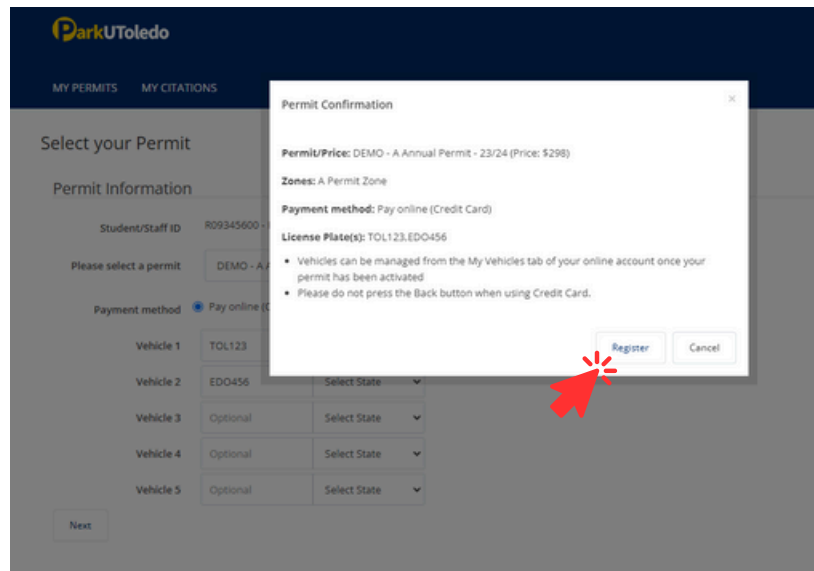
Vehicle 1	TOL123	Select State
Vehicle 2	EDO456	Select State
Vehicle 3	Optional	Select State
Vehicle 4	Optional	Select State

Next

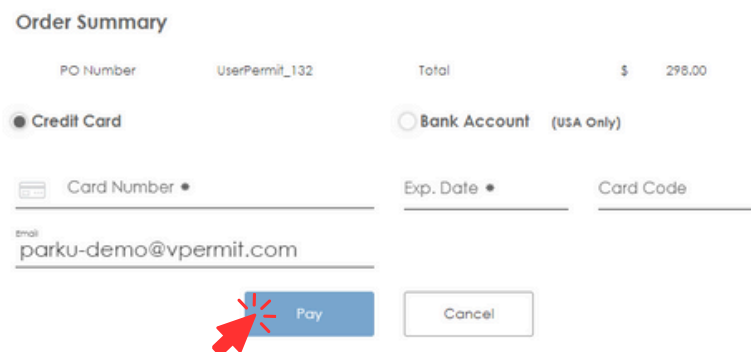
Please note that the license plate DOES serve as the vehicle's virtual permit. The information entered MUST match the license plate number physically on the vehicle. If they do not match, the vehicle will be cited.

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.

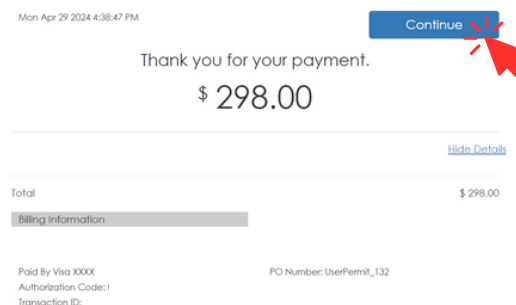
5. Please verify your information is correct and click **Register** to be directed to pay with your credit card.



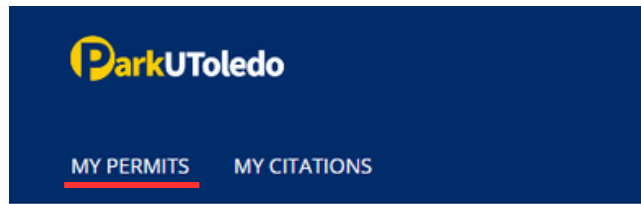
6. Once payment information is entered, click **Pay**.



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.



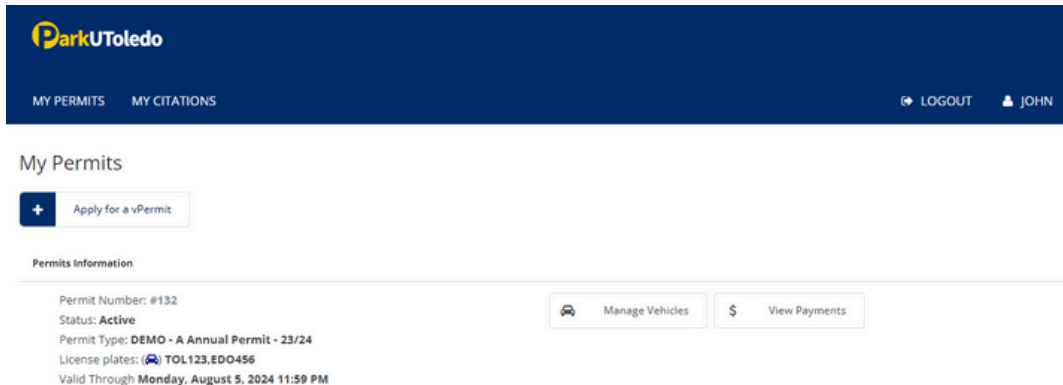
Congratulations!

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

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



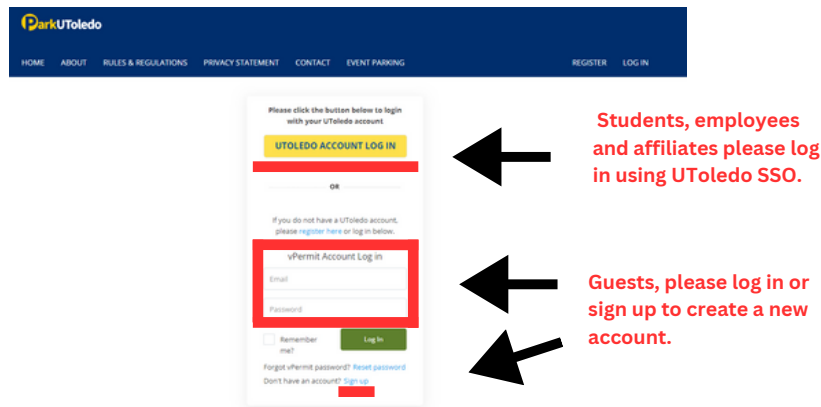
9. Verify all of your information is correct and please note the status of your permit. You may log in to your **parking.portal** at anytime to view or update your permit and vehicle information.



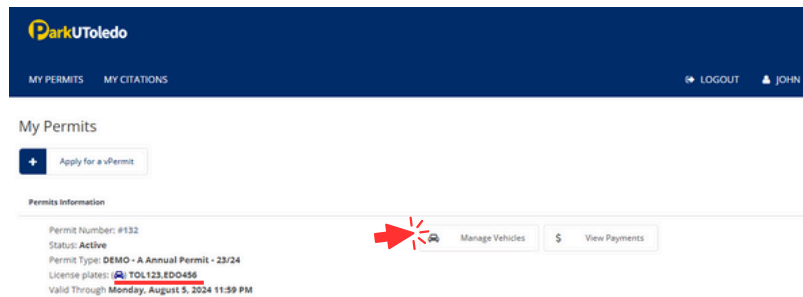
SEE PAGE 5 & 6 TO ADD ADDITIONAL VEHICLES TO YOUR PREVIOUSLY PURCHASED PERMIT.

User Guide: Add a Vehicle

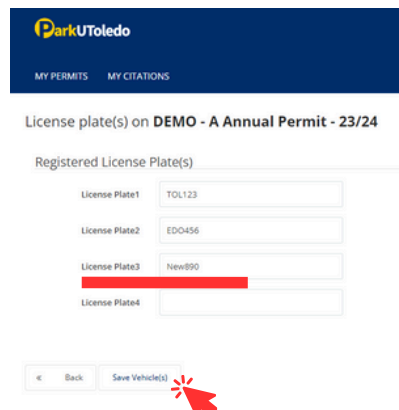
1. Log into your [Parking Portal](https://vpermit.com/parkutoledo/Account/Login) (<https://vpermit.com/parkutoledo/Account/Login>) by using your **UTAD username & password**. *If you do not have a UTAD username/password, log in with your email and password, or select “Sign up” to create an account.*



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



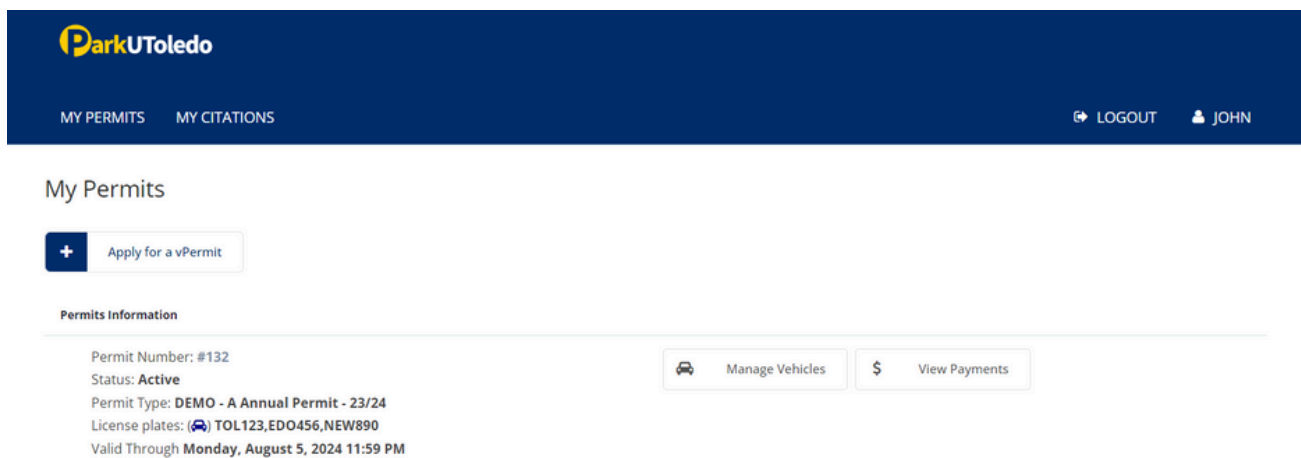
3. Enter your vehicle information. Once entered, click **Save Vehicle(s)**.



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.



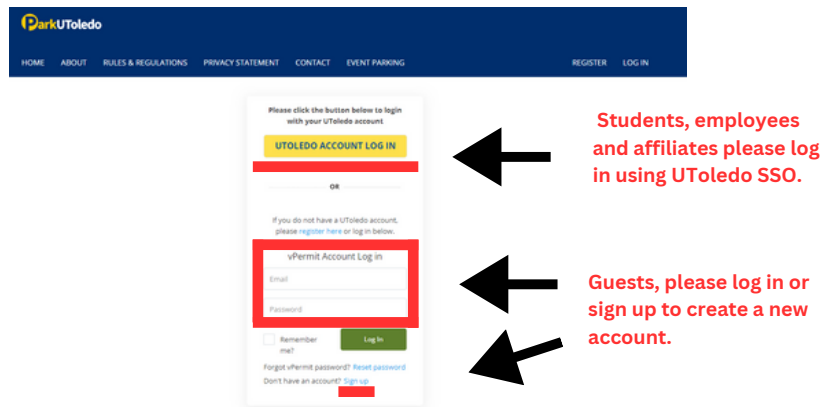
Please note that the license plate DOES serve as the vehicle's virtual permit. The information entered MUST match the license plate number physically on the vehicle. If they do not match, the vehicle will be cited.

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.

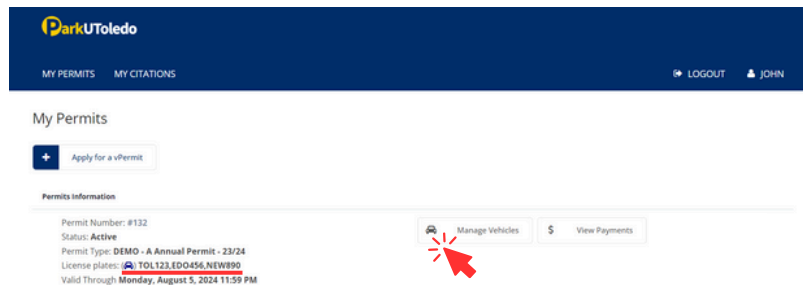
SEE PAGE 7 & 8 TO ADD ADDITIONAL VEHICLES TO YOUR PREVIOUSLY PURCHASED PERMIT.

User Guide: Remove a Vehicle

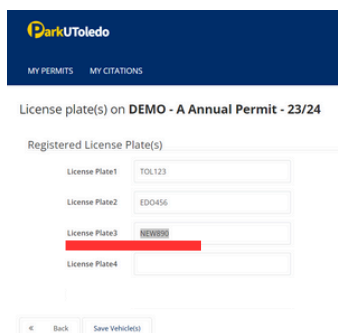
1. Log into your [Parking Portal](https://vpermit.com/parkutoledo/Account/Login) (<https://vpermit.com/parkutoledo/Account/Login>) by using your **UTAD username & password**. *If you do not have a UTAD username/password, log in with your email and password, or select “Sign up” to create an account.*



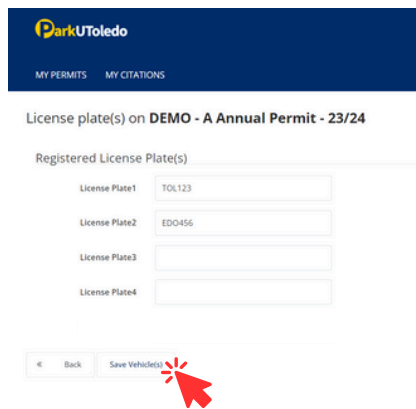
2. Current vehicles are listed under your permit information. To add new vehicles, select the **Manage Vehicles** button.



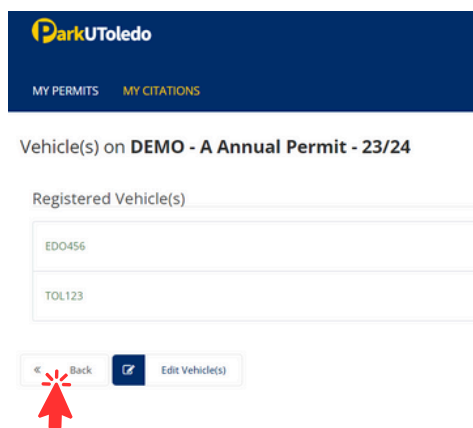
3. Delete the license plate you'd like to remove from your permit.



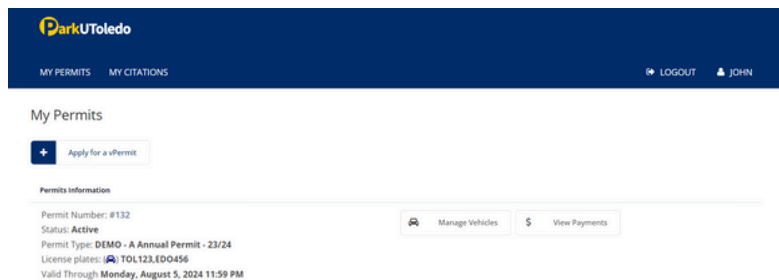
4. Once the plate is removed, click **Save Vehicle(s)**.



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.