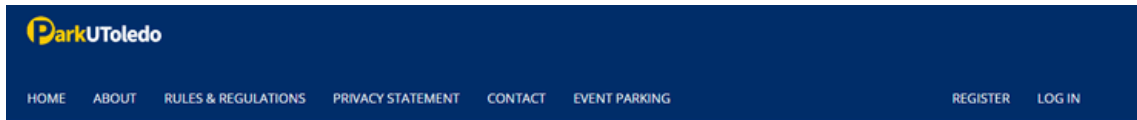


# User Guide: Text Message Opt In

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 **your name** in the top right hand corner.



## My Permits

**Attention**  
All 2024/25 permits are on sale  
If you have any questions, please email: [info@parkutoledo.com](mailto:info@parkutoledo.com)

[+ Apply for a vPermit](#)

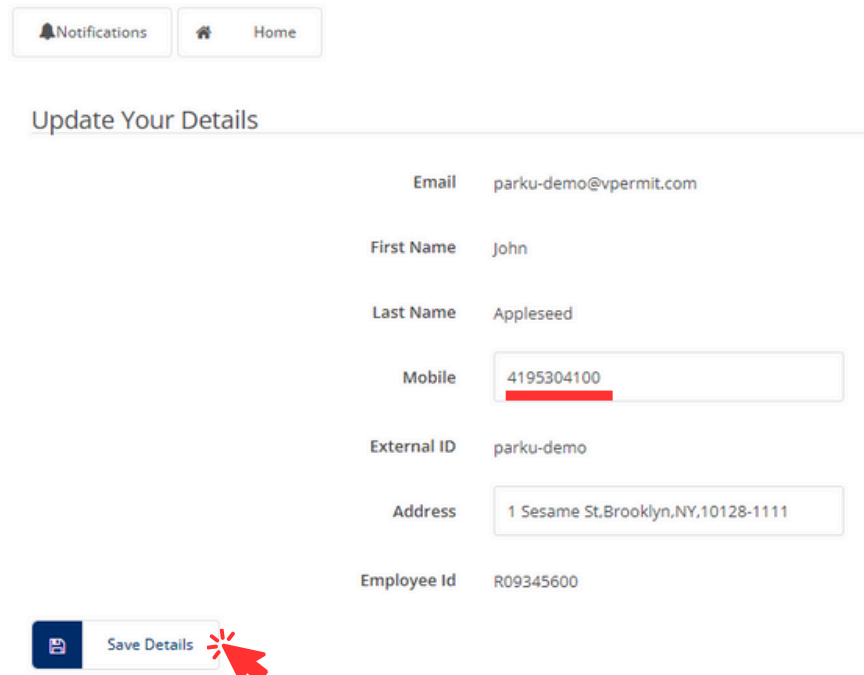
### Permits Information

Permit Number: #23703  
Status: **Active**  
Permit Type: A Annual Permit (7/19/24-8/1/25) - ParkUToledo

Manage Vehicles

View Payments

3. Please add your mobile number to your account. If a number is already listed, please verify your mobile number is accurate, then click **Save Details**.

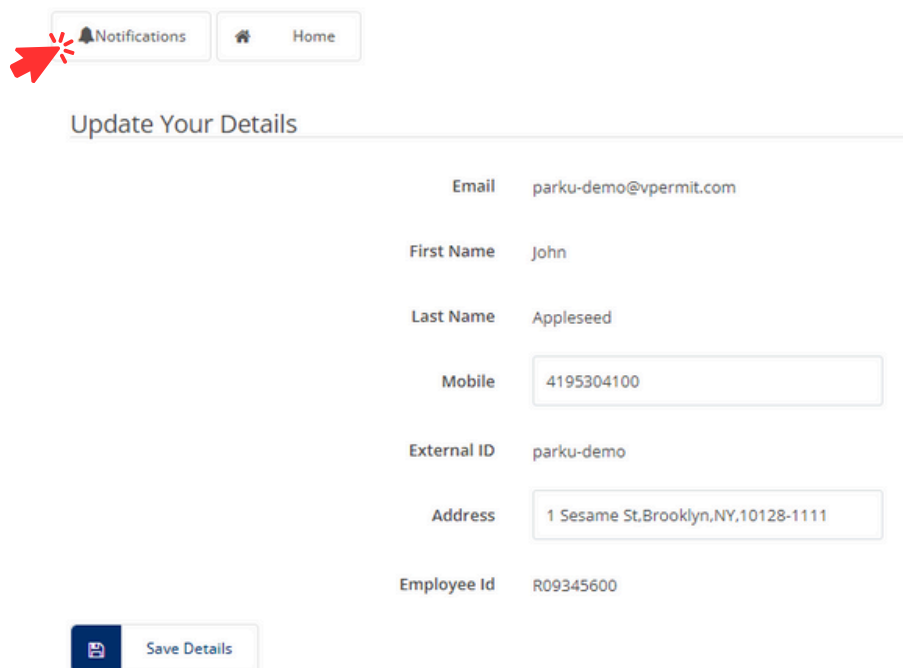


The screenshot shows a user profile page titled "Update Your Details". At the top, there are two buttons: "Notifications" (with a bell icon) and "Home" (with a house icon). Below the title, the user's information is displayed in a list format:

- Email: parku-demo@vpermit.com
- First Name: John
- Last Name: Appleseed
- Mobile: 4195304100 (highlighted with a red underline)
- External ID: parku-demo
- Address: 1 Sesame St. Brooklyn, NY, 10128-1111
- Employee Id: R09345600

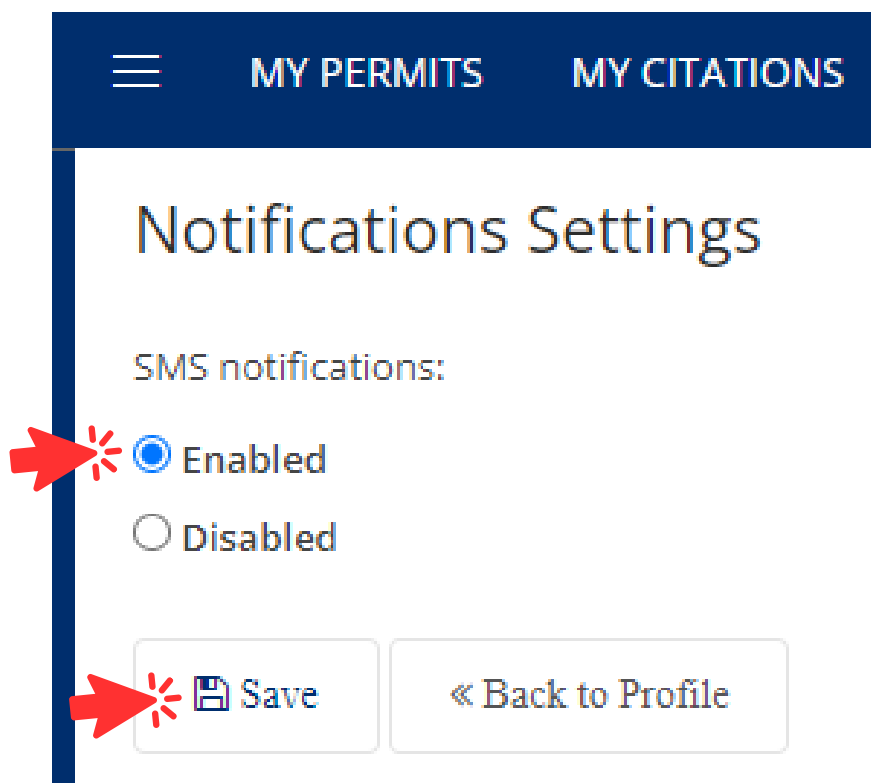
At the bottom left, there is a "Save Details" button with a document icon. A red arrow points to this button.

4. Once your mobile number is saved, select **Notifications**.

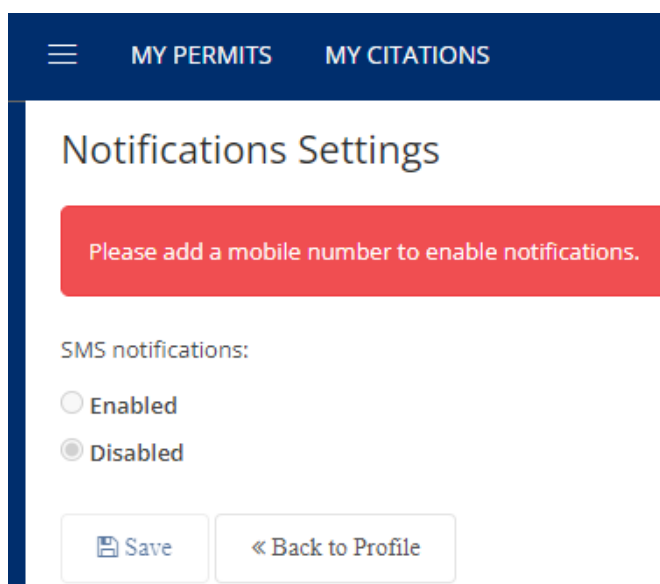


This screenshot is identical to the one above, showing the "Update Your Details" form. However, a red arrow now points to the "Notifications" button at the top left of the page.

5. To opt in to receive important text communications from ParkUToledo, select **Enabled**, then click **Save**. You may update your text message preferences at any time.



6. If you do not have a mobile number saved to your account, you will see this error message. In order to opt in, please return to step 3.



If you have any questions, please email [info@parkutoledo.com](mailto:info@parkutoledo.com).