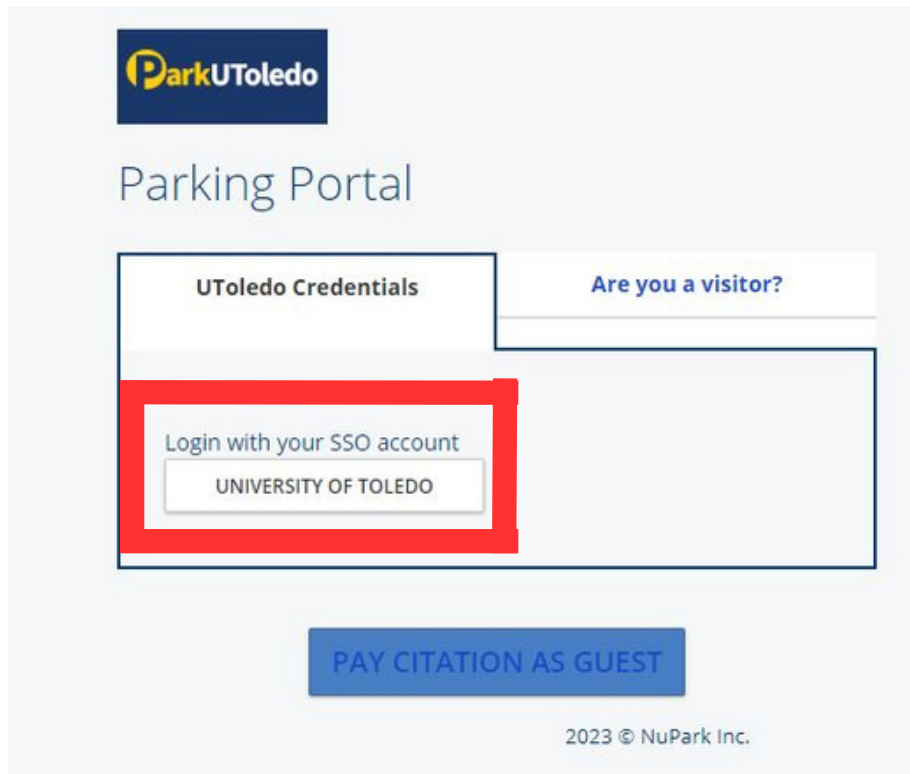


User Guide: Departmental Portal

Purchasing Daily Permits:

1. Log into your [Parking Portal](#) using your **UTAD username & password**:



2. Select **My Department** on the blue bar at the top of the screen:



3. Under **Available Permits** tab, select **+Purchase More**:

The screenshot shows the ParkUToledo application interface. At the top is a dark blue navigation bar with links: Home, Vehicles, Permits, Citations, Appeals, and My Department. Below this is a light blue header area with tabs: Summary, Vehicles, Assigned Permits, **Available Permits** (highlighted with a red box), and Assigned Permits History. On the right of the header is a dropdown menu for 'Organization *' showing 'ParkUToledo Demo (Department)'. Below the header is a white box containing a 'PERMITS' section with a search bar and a '+ PURCHASE MORE' button (highlighted with a red box). Below this is a table with columns: Number, Series, Registered Owner, Effective, Expires, Permissions, Due, and Vehicles.

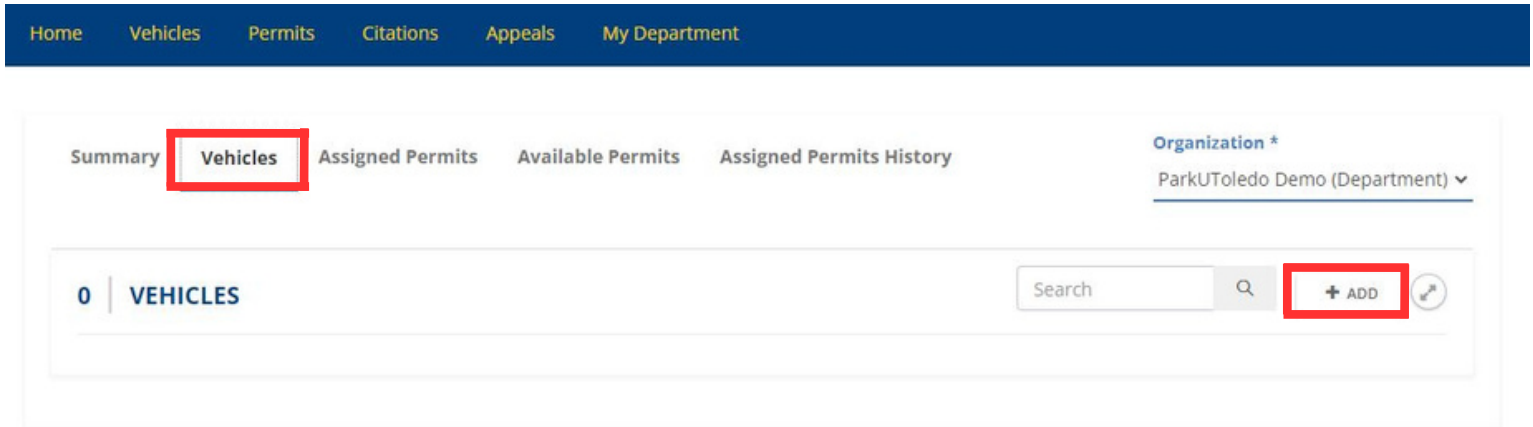
4. Enter dates and times desired for permit (for entire day, select 12:00:00am on **Start Date** and 11:59:59pm for **End Date**). Once dates & times entered, **save** permit:

The screenshot shows the 'YOU ARE PURCHASING DAY PERMITS' form. At the top, it says 'YOU ARE PURCHASING DAY PERMITS'. Below this is a table with two columns: 'Permit' and 'Cost'. The first row shows 'Department' under 'Permit' and '\$0.00' under 'Cost'. Below the table is a 'SELECT DATES' section. It has two input fields: 'Start Date *' and 'End Date *'. The 'Start Date *' field contains '02/25/2023 12:00:00 AM' and the 'End Date *' field contains '02/25/2023 11:59:59 PM'. Both fields have calendar and clock icons. At the bottom right of the form are two buttons: 'CANCEL' and a red 'SAVE' button (highlighted with a red box).

SEE PAGE 3-5 TO ADD VEHICLE TO PERMIT

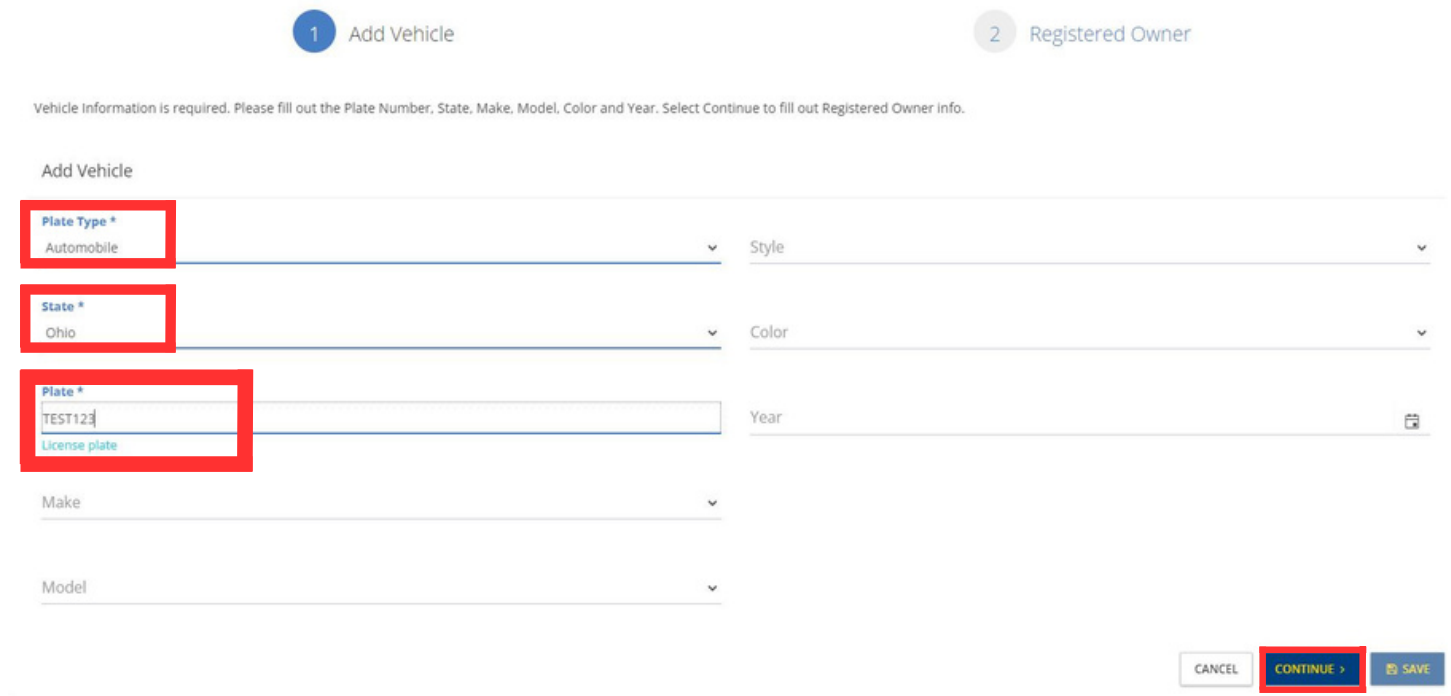
Add Vehicle to Permits:

1. Under **Vehicles** tab, select **+Add**:



The screenshot shows the top navigation bar with links: Home, Vehicles, Permits, Citations, Appeals, and My Department. Below this is a sub-navigation bar with tabs: Summary, Vehicles (highlighted with a red box), Assigned Permits, Available Permits, and Assigned Permits History. On the right, there's a dropdown for Organization * set to ParkUToledo Demo (Department). Below the tabs, there's a header area with '0 VEHICLES', a search bar, and a '+ ADD' button (highlighted with a red box).

2. Enter **Plate Type**, **State** and **Plate #**. Once information is entered, select **Continue**:



The screenshot shows the 'Add Vehicle' form. At the top, there are two steps: '1 Add Vehicle' (active) and '2 Registered Owner'. Below the steps, a message states: 'Vehicle Information is required. Please fill out the Plate Number, State, Make, Model, Color and Year. Select Continue to fill out Registered Owner Info.' The form fields are: 'Plate Type *' (dropdown, 'Automobile' selected, highlighted with a red box), 'State *' (dropdown, 'Ohio' selected, highlighted with a red box), 'Plate #' (text input, 'TEST123' entered, highlighted with a red box), 'Style' (dropdown), 'Color' (dropdown), 'Year' (text input with a calendar icon), 'Make' (dropdown), and 'Model' (dropdown). At the bottom right, there are three buttons: 'CANCEL', 'CONTINUE >' (highlighted with a red box), and 'SAVE'.

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

3. Enter **Name** and valid **Email** of registered owner. Once information is entered, select **Save**:

1 Add Vehicle 2 Registered Owner

Vehicle Information is required. Please fill out the Plate Number, State, Make, Model, Color and Year. Select Continue to fill out Registered Owner info.

Registered Owner

Name*
ParkUToledo

Constituent ID

Email*
info@parkutoledo.com
Registered owner's email address

☐ Reserved Space Indicator

CANCEL CONTINUE > **SAVE**

Note: Must provide valid email - do NOT enter @noreply email address.





4. Vehicle is currently added to account, but not to a permit.
To add the vehicle to a permit, select the "assign button" (circled in red) to add to an existing permit.

Summary **Vehicles** Assigned Permits Available Permits Assigned Permits History

Organization *
ParkUToledo Demo (Department) ▼

1 | VEHICLES

Search [] [] + ADD []

	Plate	State	Registered Owner	Type	Make	Color	Style	Permit
   	TEST123	Ohio	ParkUToledo ParkUToledo	Automobile				

Note: If the vehicle is attached to a permit, the icon on the left will be green and there will also be a permit emblem under the permit column.

5. Select desired permit from list of available permits and enter dates and times for the vehicle to utilize the permit (for entire day, select 12:00:00am on **Start Date Time** and 11:59:59pm for **End Date Time**). Once dates & times entered, **Save** permit:

Selected Vehicle: - TEST123

1 | AVAILABLE PERMITS

Number	Series	Effective	Expires	Permissions
DD00374785	Departmental Day	2/25/23 12:00 AM	2/25/23 11:59 PM	Department

Start Date Time:

End Date Time:

6. **Verify vehicle is correctly attached to permit:**



Under **Assigned Permits** tab, select vehicle icon (circled in red) to verify desired vehicle is assigned to correct permit for desired time and date (Effective & Expires).

Summary Vehicles **Assigned Permits** Available Permits Assigned Permits History

Organization *
ParkUToledo Demo (Department) ▼

1 | PERMITS

Search

Number	Series	Registered Owner	Effective	Expires	Permissions	Due	Vehicles
DD00374785	Departmental Day	ParkUToledo ParkUToledo	2/25/23 12:00 AM	2/25/23 11:59 PM	Department	\$0.00	 <input type="button" value="+"/>
State	License Plate	Make	Color	Effective	Expires		
✕ 	Ohio	TEST123		2/25/23 12:00 AM	2/25/23 11:59 PM		

SEE PAGE 6 & 7 TO ADD A VEHICLE TO AN ANNUAL PERMIT

Assign Vehicle to an Annual Permit:

1. View all current permits under **Available Permits** tab. Note permit type under **Series** column:

Summary Vehicles Assigned Permits Available Permits Assigned Permits History Organization *
ParkUToledo Demo (Department) ▼

2 | PERMITS

Search

Q

+ PURCHASE MORE

	Number	Series	Registered Owner	Effective	Expires	Permissions	Due	Vehicles
	DA00361245	Department Annual		7/18/22 12:00 AM	8/4/23 11:59 PM	A	\$0.00	
	DD00374873	Departmental Day		2/28/23 12:00 AM	2/28/23 11:59 PM	Department	\$0.00	

2. Under **Vehicles** tab, select the "assign button" (circled in red) to add the vehicle to an existing annual permit.

Summary

Vehicles

Assigned Permits

Available Permits

Assigned Permits History

Organization *

ParkUToledo Demo (Department) ▼

1 | VEHICLES

Search

Q

+ ADD

	Plate	State	Registered Owner	Type	Make	Color	Style	Permit
<div><div></div><div></div><div></div><div></div><div></div></div>	TEST123	Ohio	ParkUToledo ParkUToledo	Automobile				

3. Select desired permit from list of available permits and enter dates and times for the vehicle to utilize the permit (for entire day, select 12:00:00am on **Start Date Time** and 11:59:59pm for **End Date Time**). Once dates & times entered, **Save** permit:

Selected Vehicle: - TEST123

2 | AVAILABLE PERMITS

Number	Series	Effective	Expires	Permissions
DA00361245	Department Annual	7/18/22 12:00 AM	8/4/23 11:59 PM	A
DD00374873	Departmental Day	2/28/23 12:00 AM	2/28/23 11:59 PM	Department

Start Date Time:

2/27/2023 4:47 PM

End Date Time:

8/4/2023 11:59 PM

CANCEL

SAVE

4. Verify vehicle is correctly attached to permit:

Under **Assigned Permits** tab, select vehicle icon (circled in red) to verify desired vehicle is assigned to correct permit for desired time and date (**Effective & Expires**).

Summary Vehicles **Assigned Permits** Available Permits Assigned Permits History

Organization *



ParkUToledo Demo (Department) ▼

1 | PERMITS

Search



+ PURCHASE MORE

Number	Series	Registered Owner		Effective	Expires	Permissions	Due	Vehicles
DA00361245	Department Annual	ParkUToledo	ParkUToledo	7/18/22 12:00 AM	8/4/23 11:59 PM	A	\$0.00	 +
	State	License Plate		Make	Color	Effective	Expires	
	Ohio	TEST123				2/25/23 12:00 AM	8/4/23 11:59 PM	



SEE PAGE 8 & 9 TO ADD ADDITIONAL VEHICLE TO AN ANNUAL PERMIT

Assign Additional Vehicle to an Annual Permit:

1. View all current permits under **Available Permits** tab. Note permit type under **Series** column:

Summary Vehicles Assigned Permits Available Permits Assigned Permits History

Organization *
ParkUToledo Demo (Department) ▼

2 | PERMITS

	Number	Series	Registered Owner	Effective	Expires	Permissions	Due	Vehicles
	DA00361245	Department Annual		7/18/22 12:00 AM	8/4/23 11:59 PM	A	\$0.00	
	DD00374873	Departmental Day		2/28/23 12:00 AM	2/28/23 11:59 PM	Department	\$0.00	

2. Under **Assigned Permits** tab, view current vehicles on your annual permit by selecting the vehicle icon (circled in red).

Summary

Vehicles

Assigned Permits

Available Permits

Assigned Permits History

Organization *

ParkUTOledo Demo (Department) ▼

1 | PERMITS

Search

Q

+ PURCHASE MORE

	Number	Series	Registered Owner	Effective	Expires	Permissions	Due	Vehicles
	DA00361245	Department Annual	ParkUTOledo ParkUTOledo	7/18/22 12:00 AM	8/4/23 11:59 PM	A	\$0.00	+

3. Select the "+" icon (circled in red) to add additional vehicle to annual permit.

Summary

Vehicles

Assigned Permits

Available Permits

Assigned Permits History

Organization *

ParkUTOledo Demo (Department) ▼

1 | PERMITS

Search

Q

+ PURCHASE MORE

	Number	Series	Registered Owner		Effective	Expires	Permissions	Due	Vehicles
	DA00361245	Department Annual	ParkUTOledo	ParkUTOledo	7/18/22 12:00 AM	8/4/23 11:59 PM	A	\$0.00	
	State	License Plate	Make	Color	Effective	Expires			
	Ohio	TEST123			3/6/23 12:00 AM	3/6/23 11:59 PM			

4. Select desired vehicle and enter dates for the vehicle to utilize the permit. Once dates are entered, **Save** permit:

Selected Permit: DA00361245

SELECT VEHICLE

Plate	State	Type	Make	Color	Style
TEST123	Ohio	Automobile			
FROSTY	Ohio	Automobile			

Start Date Time:






End Date Time:

5. **Verify vehicle is correctly attached to permit:**

Under **Assigned Permits** tab, select vehicle icon (circled in red) to verify desired vehicle is assigned to correct permit for desired time and date (**Effective & Expires**).

Summary Vehicles **Assigned Permits** Available Permits Assigned Permits History Organization * ParkUToledo Demo (Department) ▼

1 | **PERMITS**

Number	Series	Registered Owner	Effective	Expires	Permissions	Due	Vehicles
DA00361245	Department Annual	ParkUToledo ParkUToledo	7/18/22 12:00 AM	8/4/23 11:59 PM	A	\$0.00	 <input type="button" value="+"/>
	State	License Plate	Make	Color	Effective	Expires	
 	Ohio	FROSTY			3/7/23 12:00 AM	3/7/23 11:59 PM	
 	Ohio	TEST123			3/6/23 12:00 AM	3/6/23 11:59 PM	