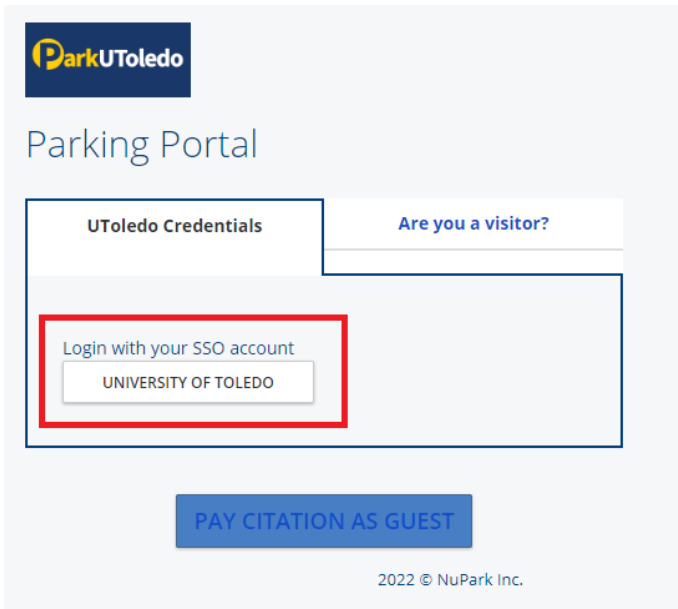


How to Purchase a Parking Permit

1.) Log In

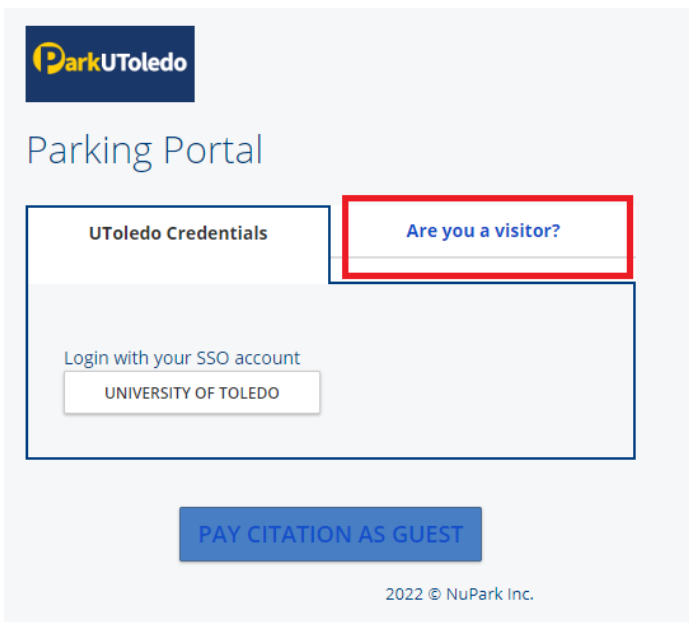
- Go to myparking.utoledo.edu

If you have a UT username and password click here:



The screenshot shows the 'Parking Portal' login interface. At the top left is the 'ParkUToledo' logo. Below it is the title 'Parking Portal'. There are two tabs: 'UToledo Credentials' (selected) and 'Are you a visitor?'. Under the 'UToledo Credentials' tab, there is a section for 'Login with your SSO account' which contains a button labeled 'UNIVERSITY OF TOLEDO'. This button is highlighted with a red rectangular border. Below this section is a blue button labeled 'PAY CITATION AS GUEST'. At the bottom right, there is a copyright notice: '2022 © NuPark Inc.'

If you are visiting campus and do not have a UT username or password click here to create an account with us:



This screenshot is identical to the one above, showing the 'Parking Portal' login interface. However, in this version, the 'Are you a visitor?' tab is highlighted with a red rectangular border, indicating the path for visitors to create an account.

2.) Purchase A Permit

- On the Home page you will see **Vehicles** and under that **Permits**. Click the **+Purchase** button.

The screenshot shows the ParkU Toledo website interface. At the top left is the ParkU Toledo logo. A dark blue navigation bar contains links for Home, Vehicles, Permits, Citations, Appeals, My Department, and CMS. Below this, there are tabs for Summary, Appeals, and Receipts. The main content area features three sections: 'VEHICLES' with a '+ ADD' button, 'PERMITS' with a '+ PURCHASE' button highlighted by a red rectangle, and 'CITATIONS' with a refresh icon. On the right side, a user profile for Jane Doe is visible, showing her name, title 'Student Commuter Upper', a balance due of \$0.00 with a 'View History' link, and her address: 3828 Piermont Drive, Albuquerque, New Mexico.

- Purchasing a permit is a 10-step process.

Step One: Select a Term

- The fixed term option will show you if a semester or annual permit is available to you.
- Daily and monthly options are available to anyone with an account.

The screenshot displays a 10-step process for purchasing a permit. The steps are: 1. TERM, 2. SELECTION, 3. DOCS, 4. VEHICLE, 5. ALERTS, 6. RULES, 7. PAYMENT METHOD INFORMATION, 8. PAYMENT, 9. CONFIRM, and 10. RECEIPT. Step 1, 'Select a Term', is currently active. It includes a 'NEXT' button in the top right corner. Below the step title, there is a sub-instruction: 'Start by selecting which term you want to park a vehicle.' Three radio button options are shown: 'Fixed' (selected and highlighted with a red box), 'Daily', and 'Monthly'. Under the 'Fixed' option, a blue box displays 'SUMMER SEMESTER (22)' with the following dates: 'START: 5/7/22 12:00 AM' and 'END: 8/28/22 11:59 PM'. At the bottom left is a 'CANCEL' button, and at the bottom right is another 'NEXT' button.

Step Two: Select a Parking Permit

- Click on the parking permit you want to purchase then click **Next**. The permit option and its associated cost is dependent upon your student, employee, or affiliate status.



Step 2 of 10: **Select a Parking Permit** BACK NEXT

Select a permit by clicking on a box below. Your selection will be highlighted. Typically only one option will be available. Credit Card option includes credit card processing fees.

Campus Parking Maps

- Main Campus Map
- Health Science Campus Map
- Where Should I Park?

C PERMIT - CREDIT CARD

TOTAL: \$132.99

VALID: 7/13/22 12:23 PM - 8/28/22 11:58 PM

CANCEL BACK NEXT

Step Three: Placards and Associated Registration

- If you do not have a disability placard, you can click **Next** on this step.
- If you do have a disability placard and are a student, please email info@parkutoledo.com after you purchase your parking permit to have additional permissions added to your active permit.

Step Four: Vehicle Selection

- To add a new license plate to the account click the **+Add** button.



Step 4 of 10: Vehicle Selection BACK NEXT

This is the vehicle that will be associated with the purchased permit.
 Vehicle license plate must be facing the drive aisle in which the vehicle is parked. Backing in or pulling through a parking space is prohibited if the vehicle does not have a front plate.

0 | VEHICLES + ADD

Plate	State	Type	Make	Color	Style	Permit
-------	-------	------	------	-------	-------	--------

CANCEL BACK NEXT

- Fill out vehicle information and click **Save**. We only require the plate type, state, and license plate number.

It is important that you enter your full and valid license plate number correctly, as your license plate will serve as your virtual parking permit. If the license plate number is mistyped, citations can be issued.

Add Vehicle

Plate Type *
 Automobile

State *
 Ohio

Plate *
 TEST

License plate

Style

Color

Year

Rental Vehicle *

Make

Model

CANCEL SAVE

- Click on the vehicle and click **Next**. If the license plate is already listed, click on it before clicking **Next**.



Step 4 of 10: Vehicle Selection

This is the vehicle that will be associated with the purchased permit.
Vehicle license plate must be facing the drive aisle in which the vehicle is parked. Backing in or pulling through a parking space is prohibited if the vehicle does not have a front plate.

1 | VEHICLES + ADD

Plate	State	Type	Make	Color	Style	Permit
TEST	Ohio	Automobile				

CANCEL BACK NEXT

Step Five: Parking Alert Signup

- If you want to receive text alerts anytime there is an important change with parking, enter your phone number, select the provider, check the I agree statement box, and click **Next** otherwise, click on **Skip**.



Step 5 of 10: Parking Alert Signup

Enter your phone number and service provider to receive FREE parking alerts. Standard message & data rates may apply

Mobile Phone

Phone Provider *
Verizon
Cell phone provider

I agree to receive the alerts.

CANCEL BACK SKIP NEXT

Step Six: Rules and Regulations

- Click the link to review the rules and regulations then check the “I agree” statement box and click on **Next**. The box must be checked to acknowledge the rules were reviewed in order to proceed with the purchase.



Step 6 of 10: **Rules and Regulations** BACK NEXT

Click on the link below to review ParkUToledo's Rules and Regulations.

Permit Enforcement Hours: Monday-Friday 7AM-10PM. Saturday/Sunday 9AM-5PM. Permits are required every day including between semesters with the exception of University holidays.

Please click on the link below to read the Rules and Regulations.

[ParkUToledo Rules and Regulations](#)

I have reviewed and agree to the above conditions.

CANCEL BACK NEXT

Step Seven: Payment Method Terms

- Read over the screen and then click on the “I agree” box. Then click **Next**.



Step 7 of 10: **Payment Method Terms**

Student:
Payment options include credit card or e-check/e-savings.
 Student permits need to be purchased for each semester; Fall, Spring, and Summer.
 Processing fees have been added to the permit price.

Employees:
 By selecting the credit card payment, you are electing to pay for your permit in one lump sum. Processing fees have been added to the permit price. Upon the expiration of your permit, you can elect to purchase a new permit.
 By selecting the payroll deduction option, you are electing to make tax-free payments for the duration of your permit. Your permit will automatically renew each academic year; with the exception of semester-based permits.
 The University of Toledo's PCard is not an acceptable form of payment for this purchase.

I have read and agree to the terms * I agree

BACK NEXT

Step Eight: Payment Method

- If you do not have a payment method listed at all please clear the history and cache of your web browser or try using a different browser all together.



Step 8 of 10: Payment Method

BACK NEXT

Select your payment method. If there is no payment option, please log out, clear your browser history, and log back in to complete the transaction. If further problems occur, please contact info@parkutoledo.com

Credit Card/eCheck

CANCEL

BACK NEXT

Step Nine: Confirm

- Review this information thoroughly and be sure you check the dates the permit is valid for as well as the license plate number you entered.

Step 9 of 10:

Almost done! Please verify **LICENSE PLATE, DATES** and all other information is correct and continue with payment.

BACK CHECKOUT

Contact Information

Name [REDACTED]
Email [REDACTED]

Vehicle

License Plate [REDACTED]
Vehicle Description [REDACTED]

Payment and Delivery

Payment Method **Credit Card/eCheck**
Shipping Method You will be given an ePermit, no permit or decal will be mailed.

Permit

Permit Series **C Permit - Credit Card**
Valid **8/15/22 2:16 PM - 12/23/22 11:58 PM**
Cost **\$137.11**
Sales Tax **\$0.00**

CANCEL

BACK CHECKOUT

Step Ten: Redirect to Payment

- Click the “redirect to credit card payment site” within the allotted time and put in payment information.

Please be sure to enter the correct billing address for the credit/debit card you are using. Failure to do so will result in the transaction being declined.