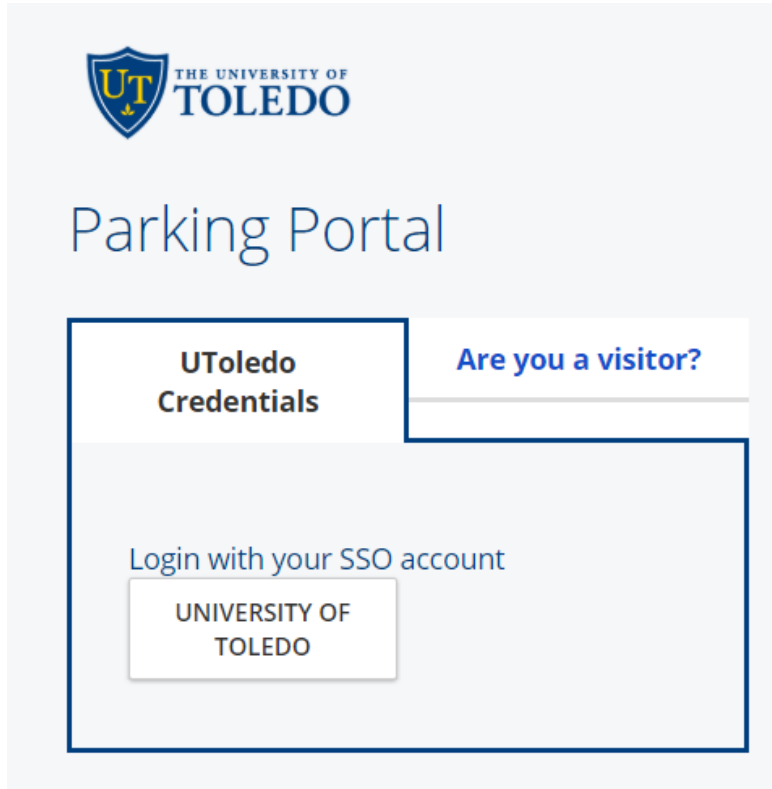
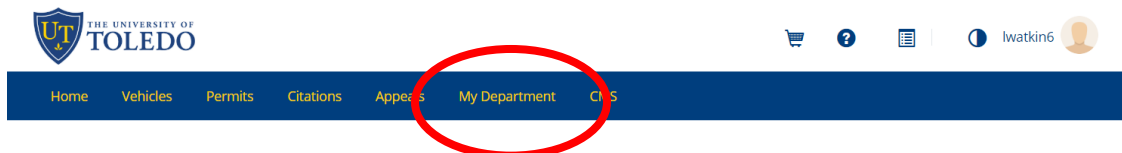


# User Guide: Purchasing a Departmental Permit

1. Log into Nupark using your UTAD username and password:



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



3. Select **Vehicles** tab:



4. Select the **+Add** to enter the **1** vehicle's information:

Home Vehicles Permits Citations Appeals My Department CMS

Summary **Vehicles** Assigned Permits Available Permits Assigned Permits History Organization \* Parking Services

27 | VEHICLES Search + ADD

	Plate	State	Registered Owner	Type	Make	Color	Style	Permit
	zone11	Ohio		Automobile				
	TESTROCKY	Ohio	Rockey Test	Automobile	Acura	Beige	Four Door	

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.

Add Vehicle

Plate Type \*  
Automobile Style

State \*  
Ohio Color

Plate \*  
Test428 Year

Make

Model

CANCEL CONTINUE > SAVE

5. Select **CONTINUE**

6. Enter the **2** Registered Owner information and select **SAVE**: Note: a valid email must be entered; if no email is provided, enter the owner's first name then the last name @noreply.com :

**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\***  
John Doe Constituent ID










**Email\***  
John.Doe@noreply.com  Reserved Space Indicator

7. Select the Vehicle that is entered and select the **Shopping Cart**:

Home Vehicles Permits Citations Appeals My Department CMS

Summary **Vehicles** Assigned Permits Available Permits Assigned Permits History Organization \*  
Parking Services

27 | VEHICLES Search

	Plate	State	Registered Owner	Type	Make	Color	Style	Permit
   	zone11	Ohio		Automobile				
   	TESTROCKY	Ohio	Rockey Test 	Automobile	Acura	Belge	Four Door	

8. Click on permit so it is highlighted.
9. Select the start date/time on the calendar and clock to purchase a permit; select **SAVE**: Note: Cannot predate the start date/time:

YOU ARE PURCHASING DAY PERMITS

Permit	Cost
A	\$0.00

**SELECT DATES**

Start Date \*  
6/29/2020 9:37 AM

End Date \*  
6/29/2020 11:59 PM

**BATCH SETUP**

Sell Batch \*

CANCEL SAVE

10. The **Vehicles** tab and the **Assigned Permits** tab will indicate a teal light when the vehicle has been issued a permit:

Summary **Vehicles** Assigned Permits Available Permits Assigned Permits History Organization \* Parking Services

27 | VEHICLES

	Plate	State	Registered Owner	Type	Make	Color	Style	Permit
	zone11	Ohio		Automobile				
	TESTROCKY	Ohio	Rockey Test	Automobile	Acura	Beige	Four Door	

Home Vehicles Permits Citations Appeals My Department CMS

Summary Vehicles **Assigned Permits** Available Permits Assigned Permits History Organization \* Parking Services

5 | PERMITS

	Number	Series	Registered Owner	Effective	Expires	Permissions	Due	Vehicles
	DA00360929	Department Annual	Floats Hope	8/3/19 12:00 AM	8/7/20 12:00 AM	A	\$0.00	
	DA00360930	Department Annual	Skolmowski Chris	8/3/19 12:00 AM	8/7/20 12:00 AM	A	\$0.00	
	DA00360939	Department Annual	Skolmowski Chris	8/3/19 12:00 AM	8/7/20 12:00 AM	A	\$0.00	
	DA00360942	Department Annual	Skolmowski Chris	8/3/19 12:00 AM	8/7/20 12:00 AM	A	\$0.00	
	LD00354955	Departmental Day	Rockey Test	6/29/20 9:37 AM	6/29/20 11:59 PM	A	\$0.00	

## User Guide: Alternate Purchasing a Departmental Permit

1. Select the **Available Permits** tab and select **+Purchase**
2. Select A Permit, set the time and day, and select **SAVE**
3. Select the **Vehicles** tab and click **ASSIGN**, select the available Department Permit and select **SAVE**.
4. The teal indicator lights 'active' when permit is assigned.