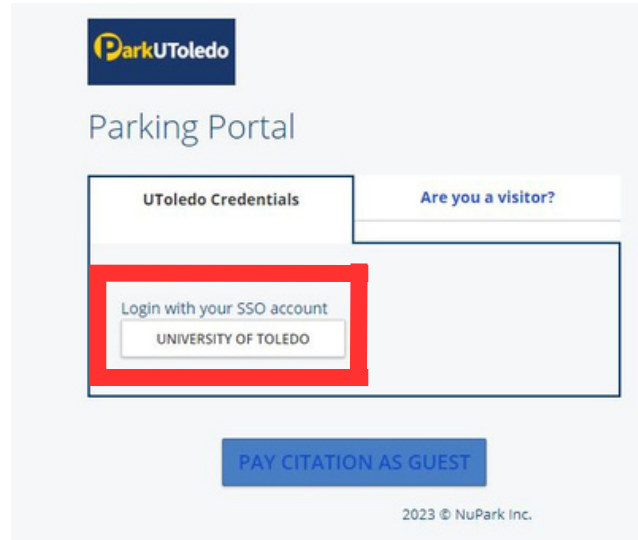
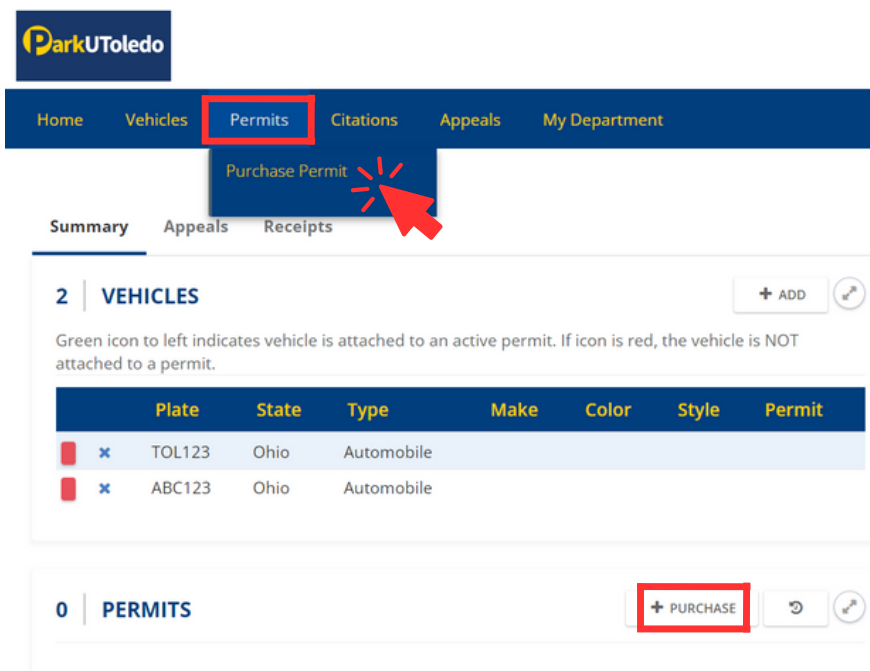


# User Guide: Purchase a Parking Permit

1. Log into your [Parking Portal](https://utoledo.nupark.com/v2/Portal/Login) (utoledo.nupark.com/v2/Portal/Login) by using your **UTAD username & password**. *If you do not have a UTAD username/password, select "Are you a visitor" tab.*



2. Select **Permits** on the blue bar at the top of the screen and click on **Purchase Permits**. You may also click on **+PURCHASE** under your permit summary.



**3. Select a Term** - Select which type of permit you'd like to purchase (daily, monthly or fixed term), then select your desired permit type (Semester, Fall/Spring, Annual etc.) click **NEXT**.

Step 1 of 10: **Select a Term**

Start by selecting which term you want to park a vehicle.

Please remember, if you have any outstanding balances on your account, you will NOT be permitted to purchase a new permit until your balance is paid in full. Short term parking permits can be purchased through the ParkMobile App.

**Fixed** Daily Monthly

**ANNUAL (24) - CREDIT CARD**

START: 7/17/23 12:00 AM  
END: 8/2/24 11:59 PM

**ANNUAL (24) - PAYROLL DEDUCTION**

START: 7/17/23 12:00 AM  
END: 7/15/24 11:59 PM

CANCEL NEXT

**4. Select a Parking Permit** - Select the parking permit you'd like to purchase and then click **NEXT**. The permit options that appear in your portal are determined by your student/employee/affiliate status.

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

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?

**"A" PERMIT CREDIT CARD**

TOTAL: \$307.06

VALID: 8/7/23 12:10 PM - 8/2/24 11:59 PM

CANCEL BACK NEXT

**5. Placard and Associated Registration** - *If you do not have a disability placard please click **NEXT** to skip this step.* Students, please email a picture of your disability placard and placard registration form to [info@parkutoledo.com](mailto:info@parkutoledo.com).

Step 3 of 10: **Placard and Associated Registration**

**Students:** Please email [info@parkutoledo.com](mailto:info@parkutoledo.com) with a picture of your disability placard and registration form for the placard. Once confirmed with the state, additional permissions will be added to your active permit and you will be notified by email. This will need to be done every time a permit is purchased.

SELECT FILES...

UPLOAD

CANCEL BACK NEXT

## 6. Vehicle Selection - Select the vehicle(s) you'd like added to your permit. Once desired vehicles selected, click **NEXT**.

Step 4 of 10: **Vehicle Selection** BACK NEXT

Once vehicles are entered, SELECT ALL VEHICLES YOU WISH TO ADD TO THIS PERMIT.

License plate serves your permit and must face the drive aisle when parking - backing in or pulling through a parking space is prohibited if the vehicle does not have a front plate.

You may enter up to four vehicles on your permit.  
Only one vehicle permitted on campus at a time within three hours of another.

**\*LICENSE PLATES MUST BE ENTERED CORRECTLY\***

2 | VEHICLES

+ ADD

Green icon to left indicates vehicle is attached to an active permit. If icon is red, the vehicle is NOT attached to a permit.

	Plate	State	Type	Make	Color	Style	Permit
<input checked="" type="checkbox"/>	TOL123	Ohio	Automobile				
<input type="checkbox"/>	ABC123	Ohio	Automobile				

CANCEL

BACK

NEXT

### Adding a License Plate

- To add a new license plate, click **+ ADD** and fill out the vehicle information. Click **SAVE** then select the vehicle(s) prior to clicking **NEXT**.

Once vehicles are entered, SELECT ALL VEHICLES YOU WISH TO ADD TO THIS PERMIT.

License plate serves your permit and must face the drive aisle when parking - backing in or pulling through a parking space is prohibited if the vehicle does not have a front plate.

You may enter up to four vehicles on your permit.  
Only one vehicle permitted on campus at a time within three hours of another.

**\*LICENSE PLATES MUST BE ENTERED CORRECTLY\***

2 | VEHICLES

+ ADD

Green icon to left indicates vehicle is attached to an active permit. If icon is red, the vehicle is NOT attached to a permit.

	Plate	State	Type	Make	Color	Style	Permit
<input checked="" type="checkbox"/>	TOL123	Ohio	Automobile				
<input type="checkbox"/>	ABC123	Ohio	Automobile				

CANCEL

BACK

NEXT

Add Vehicle

Vehicles \*

Plate Type \*

Automobile

State \*

Ohio

Plate \*

XYZ789

Make

Model

Style

Color

Year

☐ Rental Vehicle \*

CANCEL

SAVE

**7. Parking Alert Signup** - To receive text alerts, enter your phone number, select your provider and check the I agree statement box prior to clicking **NEXT**.



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 419.867.5309 Phone Provider \* Verizon

☒ I agree to receive the alerts.

CANCEL BACK SKIP NEXT

**8. Rules and Regulations** - Click the link to review the rules and regulations, check the box to agree then click **NEXT**. *You must check box to acknowledge the rules were reviewed in order to purchase a permit.*



Step 6 of 10: Rules and Regulations

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

## 9. Payment Method Terms - Review and acknowledge you've read the payment method terms by checking the box then click **NEXT**.



### Step 7 of 10: Payment Method Terms

#### Student:

**Payment options include credit or debit card.**

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

## 10. Payment Method - Select payment method and click **NEXT**.



### 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](mailto:info@parkutoledo.com)

☒ Credit Card/eCheck

CANCEL

BACK

NEXT

**11. Review and Confirm** - Please review and confirm that all of your information is correct, then select **CHECKOUT**.

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** [Edit](#) **Vehicle**

Name	ParkUToledo Demo	License Plate	Ohio - TOL123
Email	parkutoledo@gmail.com	Vehicle Description	

**Payment and Delivery** **Permit**

Payment Method	Credit Card/eCheck	Permit Series	"A" Permit Credit Card
Shipping Method	You will be given an ePermit, no permit or decal will be mailed. A receipt will be emailed once the permit is purchased, confirming you obtained a valid parking permit.	Valid	8/7/23 2:42 PM - 8/2/24 11:59 PM
Cost	\$307.06		
Sales Tax	\$0.00		

[CANCEL](#) [BACK](#) [CHECKOUT](#)

**12. Checkout** - Select payment method, then click on **REDIRECT TO CREDIT CARD PAYMENT SITE** to make your payment.

Order Details - Select your payment method; If there is no payment option, please contact the parking office to verify.

9m 38s Remaining to Complete Checkout

Item Description	Amount	Total
✖ Purchase Permit "A" Permit Credit Card (08/07/2023 02:42 PM - 08/02/2024 11:59 PM) - Ohio-TOL123	\$307.06	\$307.06
<b>Total</b>		<b>\$307.06</b>

Payment Method

☒ Credit Card/eCheck

[REDIRECT TO CREDIT CARD PAYMENT SITE](#)

**13. Receipt** - Once your payment is complete, you will be redirected to your parking portal to view your receipt. The receipt will be emailed to you and added to the account receipt summary page for you to view/print at any time.