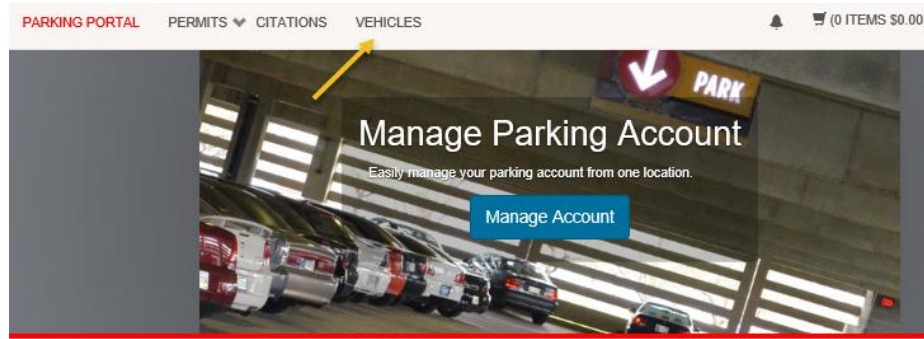


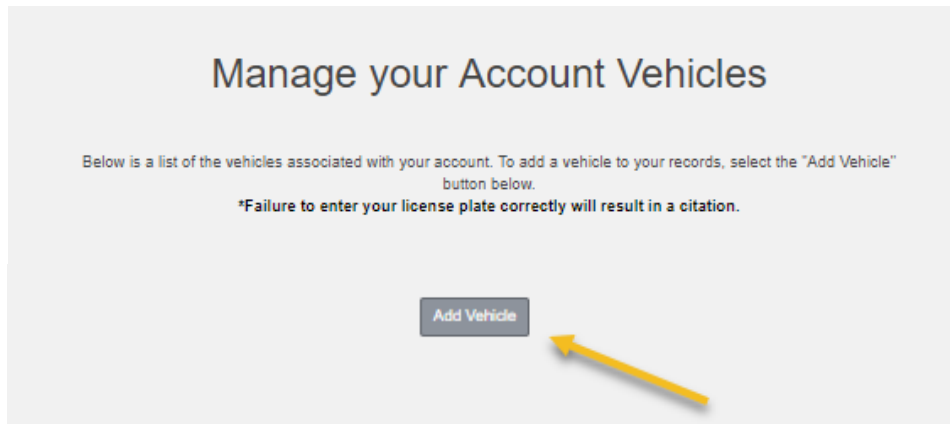
How To Link Permits and Vehicles in the SDSU Parking Portal

Please contact Parking & Transportation Services with any questions: 619-594-6671

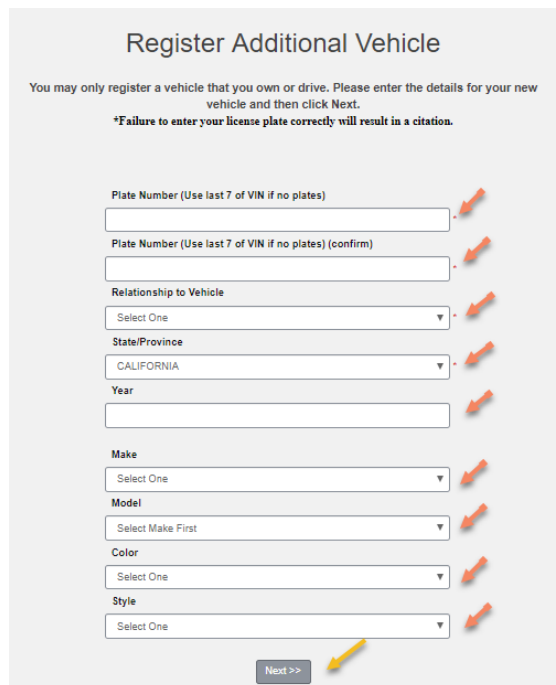
1. Once logged in, the first step is to add your vehicle(s). From the homepage, click **Vehicles**.



2. Click **Add Vehicle**.



3. Enter your vehicle information. Click **Next**. *Please only add vehicles that you are the owner or regular driver of, and are not associated with any other parking permits.*



Register Additional Vehicle

You may only register a vehicle that you own or drive. Please enter the details for your new vehicle and then click Next.
***Failure to enter your license plate correctly will result in a citation.**

Plate Number (Use last 7 of VIN if no plates)

Plate Number (Use last 7 of VIN if no plates) (confirm)

Relationship to Vehicle

State/Province

Year

Make

Model

Color

Style

- Your vehicle will appear on your account. To add additional vehicles, follow steps 2-3.

Manage your Account Vehicles

Below is a list of the vehicles associated with your account. To add a vehicle to your records, select the "Add Vehicle" button below.
***Failure to enter your license plate correctly will result in a citation.**

| Rel. Type | Plate Number | Plate State | Year | Vehicle Make | Vehicle Model | Vehicle Color | Registration Exp |
|-----------|----------------|-------------|------|--------------|---------------|---------------|------------------|
| Owner | <u>123TEST</u> | CALIFORNIA | 2019 | Honda | Accord | White | |

- Permits are now virtual and will be linked to your license plate(s). After you have added your vehicle, you will need to link it to your parking permit.
Click **Permits** at the top of the screen. Then click **View Your Permits**.

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00)

View Your Permits
Get Permits

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

- Click on the link below your **Permit Number**.

View Your Account Permits

Permits associated with your account are listed below. You may click on the permit for additional details and to add or remove vehicles to your virtual permit.

| Permit Number | Type | Status | Issue Date | Effective Date | Expiration Date |
|----------------|----------|--------|------------|----------------|-----------------|
| <u>12-1234</u> | 12 Month | Active | 05/17/2019 | 05/16/2019 | 05/16/2099 |

1

7. Click Add **Vehicles to Permit**.

Your Permit Details


Below are the details for your Permit.

Permit Nun 12-1234
Type 12 Month
Amount Due \$0.00
Status Active
Issue Date 05/17/2019
Effective Date 05/18/2019
Expiration Date 05/18/2099

Associated Receipts

| Receipt Number | Description | Permit Amount | Date | Payment Method |
|----------------|----------------------------|---------------|----------------------|----------------|
| 123456 | Payment - Permit (12-1234) | \$0.00 | 5/17/2019 9:18:39 PM | No Charge |

No contract profiles were found on this record.
No space overages were found on this record.

 [Add Vehicles To Permit](#) [Print Permit](#)


8. Check the box for the vehicle you would like to add. Click **Add the selected vehicle**.

Add Vehicle to Your Permit

Choose the vehicle(s) you wish to add to your permit.

This permit is currently associated with 1 vehicles.

| Select | Plate Number | Make | Model | Color |
|-------------------------------------|--------------|-------|--------|-------|
| <input checked="" type="checkbox"/> | 123TEST | Honda | Accord | White |

 [Add the selected vehicle](#) [Add a new vehicle](#)