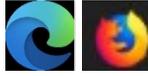
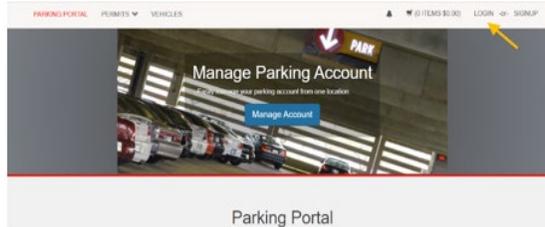


## How to Purchase a Virtual Permit in the SDSU Parking Portal

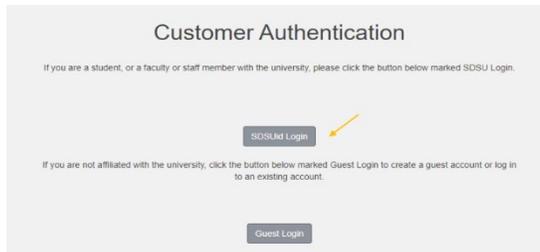
1. Go to <https://aztecs.t2hosted.com/Account/Portal> using Microsoft Edge or Firefox.



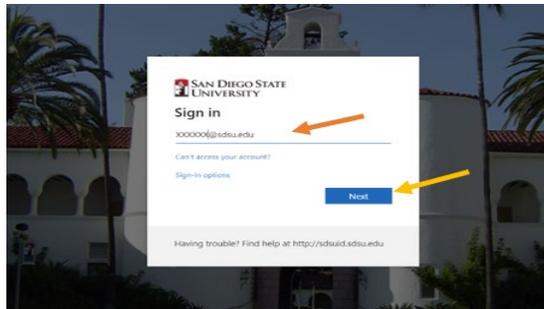
2. Click **LOGIN** in the upper right-hand corner.



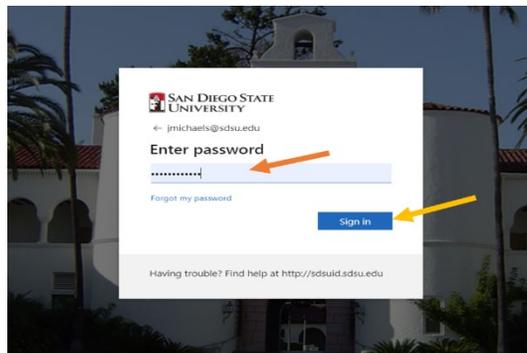
3. Click **SDSUID Login**.



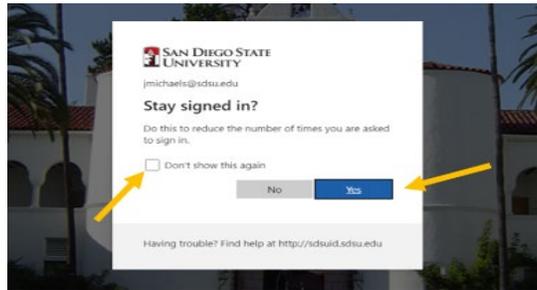
4. Enter/verify your SDSU email address is correct. Click **Next**.



5. Your password should automatically populate. If it is blank, enter your SDSUID password. Click **Sign in**.



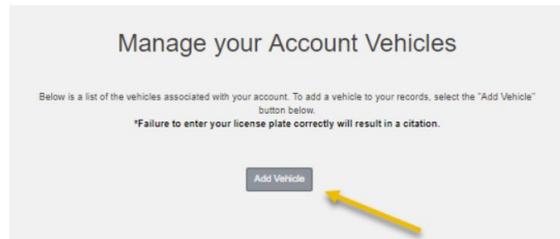
6. If you would like to automatically stay signed in under your SDSU user ID, check the box and Click **Yes**. If not, check the box and click **No**.



7. If you need to add any cars to your account, click **VEHICLES**. If not, skip to Step 11.



8. Click **Add Vehicle**.



9. Enter your vehicle information. **Email Parking Services if you have temporary license plates or if you have a rental car.** Click **Next**. Please only add vehicles that you are the owner or regular driver of, and vehicles that are not associated with any other parking permits.

A screenshot of the 'Register Additional Vehicle' form. The title is 'Register Additional Vehicle'. Below the title is a note: 'You may only register a vehicle that you own or drive. Failure to enter your license plate correctly will result in a citation. Please contact Parking Services immediately to change your license plate number - or for assistance with temporary plates or rental cars.' The form contains several input fields: 'Plate Number', 'Plate Number (confirm)', 'State/Province' (with a dropdown menu showing 'CALIFORNIA'), 'Year', 'Make' (with a dropdown menu), 'Model' (with a dropdown menu), 'Color' (with a dropdown menu), and 'Style' (with a dropdown menu). At the bottom of the form is a button labeled 'Next >', which is highlighted with a yellow arrow.

10. Your vehicle will appear on your account. To add additional vehicles, follow steps 7-9.

### Manage your Account Vehicles

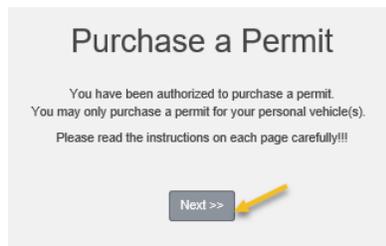
Below is a list of the vehicles associated with your account. To add a vehicle to your records, select the "Add Vehicle" button below.  
\*Failure to enter your license plate correctly will result in a citation.

Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp
Owner	123TEST	CALIFORNIA	2019	Honda	Accord	White	

11. Next, click **PERMITS**, and then click **Get Permits** to purchase a permit.



12. Click **Next**.



13. Select the bubble next to the permit you would like to purchase. Check the boxes agreeing to the terms. Click **Next**.

**Parking Permits**

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$7.00 / day	Daily Faculty/Staff / F/S Permit	-select-	-select-
<input type="radio"/>	1	\$174.00	Faculty/Staff Fall 2020 / F/S Permit Semester	08/16/2020	01/02/2021
<input checked="" type="radio"/>	1	\$40.00 / month	Monthly Faculty/Staff / F/S Permit	-select-	-select-
<input type="radio"/>	1	\$37.00	Motorcycle Fall 2020 / F/S and Student	08/16/2020	01/02/2021
<input type="radio"/>	1	\$15.00 / week	Weekly Faculty/Staff / F/S Permit	-select-	-select-

I agree that my permit may not be shared or transferred to another user

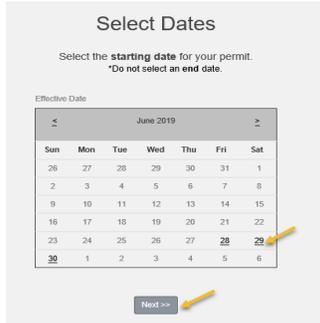
I understand permits are virtual and must be linked to my license plate

I understand that I am responsible for knowing when my permits will expire

I agree to abide by parking rules and regulations, such as having only one of my vehicles on campus at a time

I agree that my parking rights may be revoked at any time

14. If you are purchasing a daily/weekly/monthly permit, select the date you would like the permit to start. **Do not select an end date.** Click **Next**.



**Select Dates**

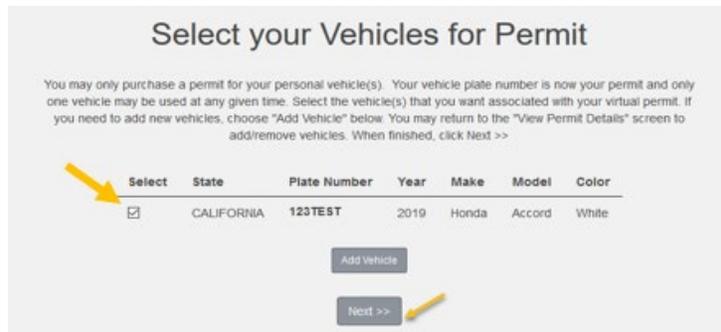
Select the **starting date** for your permit.  
\*Do not select an **end date**.

Effective Date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	<b>28</b>	<b>29</b>
<b>30</b>	1	2	3	4	5	6

**Next >>**

15. Check the box(es) for any vehicles you wish to add to the permit. Click **Next**.



### Select your Vehicles for Permit

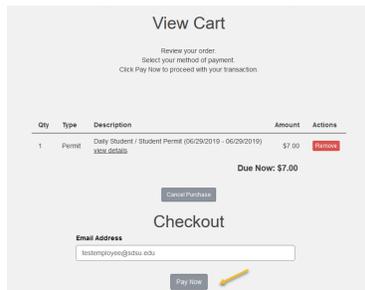
You may only purchase a permit for your personal vehicle(s). Your vehicle plate number is now your permit and only one vehicle may be used at any given time. Select the vehicle(s) that you want associated with your virtual permit. If you need to add new vehicles, choose "Add Vehicle" below. You may return to the "View Permit Details" screen to add/remove vehicles. When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	CALIFORNIA	123TEST	2019	Honda	Accord	White

**Add Vehicle**

**Next >>**

16. Review your cart and email address that you would like your receipt sent to. Click **Pay Now**.



### View Cart

Review your order.  
Select your method of payment.  
Click Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	Daily Student / Student Permit (06/29/2019 - 06/29/2019) <a href="#">view details</a>	\$7.00	<b>Remove</b>

**Due Now: \$7.00**

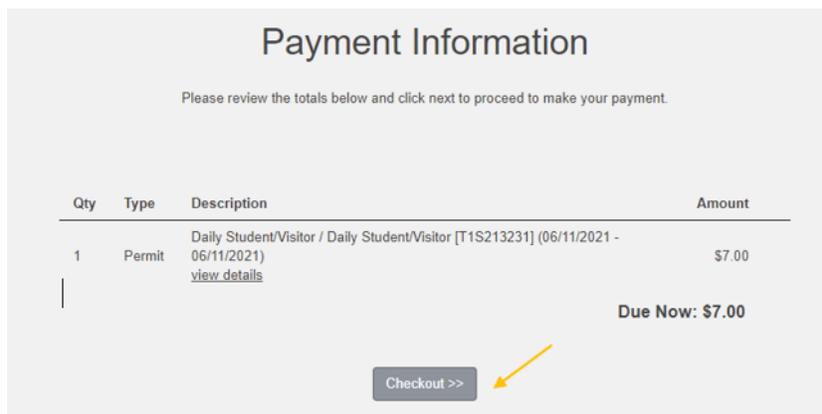
**Cancel Purchase**

### Checkout

**Email Address**

**Pay Now**

17. Your permit number and total will be displayed again. Click **Checkout**.



## Payment Information

Please review the totals below and click next to proceed to make your payment.

Qty	Type	Description	Amount
1	Permit	Daily Student/Visitor / Daily Student/Visitor [T1S213231] (06/11/2021 - 06/11/2021) <a href="#">view details</a>	\$7.00

**Due Now: \$7.00**

**Checkout >>**

18. Select your Method of Payment. Click **Continue Checkout**. For electronic checks, *skip to step 21*.

Select Method of Payment

New Payment Methods

Credit Card

Electronic Check

Continue Checkout

19. Fill in all required fields. Click **Pay Now**.

Card Number

CVV/CVC

Required Field

Expiration Date

Select C Select C \* Required Field Required Field

Do sure to enter the following exactly as it appears on your credit card statement

Full Name

Required Field

Street Address

Required Field

City

Required Field

State/Province

CALIFORNIA

Postal Code

Required Field

Phone

Required Field

\* indicates a required field

Pay Now

20. Review your payment information. Click **Pay Now**.

Payment Confirmation

Review the information below and click Next to proceed or Back to go back and correct your submission.

Card Number

Total

Expiration Date

Full Name

Street Address

City

State/Province

Postal Code

Phone

Pressing the "Submit Payment" button more than once could result in your credit card being double-billed

Please be patient. Your transaction could take a few moments to process.

Do not use the back button on your web browser during this time!

If you find that your credit card has been double-billed, please contact the Parking Office at 888-555-1212. Contacting your credit card company may take longer to refund your money.

Pay Now

21. Fill in all required fields. Click **Continue Checkout**.

Total Amount: \$7.00

**Enter check information**

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number  \*

Confirm Bank Account Number  \*

Account Type\*  Checking  Savings

Routing Transit Number  \* [What are my Routing Transit and Account Numbers?](#)

Account Holder Name  \*

Email Address  \*

(You'll have a chance to review this order before it's final.)

22. Check I agree and click **Submit Payment**.

[Continue Checkout](#)

**ACH Payment Authorization**

**Please read and indicate your agreement to the following terms and conditions by checking the box below.**

By checking the box below, you authorize San Diego State University to withdraw payment for the amount indicated from your account. You represent you have authority to withdraw funds from the deposit account selected. Because this is an electronic transaction (also called an ACH transaction), the payment funds may be withdrawn from your account on the payment date.

\* I agree

You should print this page and the above disclosures and keep them for your records.

[View Agreement](#)

[Submit Payment](#)

23. You will see a receipt when the payment was successful. You will also receive a confirmation email.

**Payment Receipt**

Your transaction is complete. Please print the page for your records.

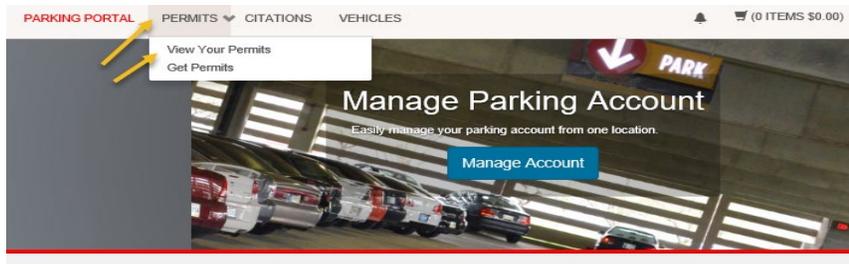
Purchased permits no longer need to be displayed in the vehicle. Instead, ensure the vehicle's plate number added during the sale is correct and matches the vehicle that will be driven to campus. To update the vehicle on your permit navigate to Permits > View Your Permits and then click on the Permit number for which you wish to add or remove vehicles from the permit.

**Purchased Items**

Qty	Type	Description	Amount
1	Permit	Daily Student / Student Permit [T1S1903762] (06/29/2019 - 06/29/2019) <a href="#">view details</a>	\$7.00

Total Paid: \$7.00

24. **Permits are virtual and must be linked to your license plate(s)**. Please make sure that your permits are linked to all of the vehicles needed. You may link multiple cars, but may park only one car on campus at a time. To review, click **PERMITS** at the top of the screen. Then click **View Your Permits**.



25. To ensure the permit is linked to your vehicle(s), click 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
<a href="#">12-1234</a>	12 Month	Active	05/17/2019	05/16/2019	05/16/2099

1

26. You should see any previously added vehicles. To add more, click **Add Vehicles To Permit**.

**Your Permit Details**

Below are the details for your Permit.

**Permit Number** 12-1234  
**Type** 12 Month  
**Amount Due** \$0.00  
**Status** Active  
**Issue Date** 05/17/2019  
**Effective Date** 05/16/2019  
**Expiration Date** 05/16/2099

**Associated Receipts**

Receipt Number	Description	Permit Amount	Date	Payment Method
123456	Payment - Permit (12-1234)	\$0.00	5/17/2019 9:16:39 PM	No Charge

No contract profiles were found on this record.

No space overages were found on this record.




27. 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




Please email [parking@sdsu.edu](mailto:parking@sdsu.edu) with any questions or issues.