How to Purchase Permits as a Visitor in the SDSU Aztec Parking Portal

1. Go to https://aztecs.t2hosted.com/Account/Portal using Microsoft Edge or Chrome.
2. Click on SIGNUP.

3. Enter your email address twice, first and last name, phone number, and password twice. Passwords must be 9-20 characters - and contain at least one uppercase letter, one lowercase letter, one numeric value and one special character. Click Create Account.

4. After successfully creating your account, click Proceed to log in to your new account.
5. Enter your email address and password that you created. Click Log In.

6. Click VEHICLES in the upper left corner.

7. Click Add Vehicle.
8. Enter your vehicle information. Email parking@sdsu.edu if you have a rental car. If you’ve added a temporary license plate and your permanent plate has been issued, please complete the License Plate Change Request Form. 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.

![Register Additional Vehicle Form]

9. Your vehicle will appear on your account. To add additional vehicles, follow steps 6-8.

![Manage your Account Vehicles]

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

![Manage Parking Account]

11. Click Next.

![Purchase a Permit]

12. Select the bubble next to the permit you would like to purchase. Check the boxes agreeing to the terms. Click Next.
13. Select the date you would like the permit to start. **Do not select an end date.** Click **Next**.

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

15. Review your cart and email address that you would like your receipt sent to. Click **Pay Now**.
16. Your permit number and total will be displayed again. Click **Checkout**.

17. Select your Method of Payment. Click **Continue Checkout**. For electronic checks, *skip to step 20.*

18. Fill in all required fields. Click **Pay Now**.
19. Review your payment information. Click **Pay Now**.

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

21. Check I agree and click **Submit Payment**.
22. You will see a receipt when the payment was successful. You will also receive a confirmation email.

23. **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**.

24. To ensure the permit is linked to your vehicle(s), click the link below your **Permit Number**.

25. You should see any previously added vehicles. To add more, click **Add Vehicles To Permit**.
26. Check the box for the vehicle you would like to add. Click **Add the selected vehicle**.

Please email parking@sdsu.edu with any questions or issues.