

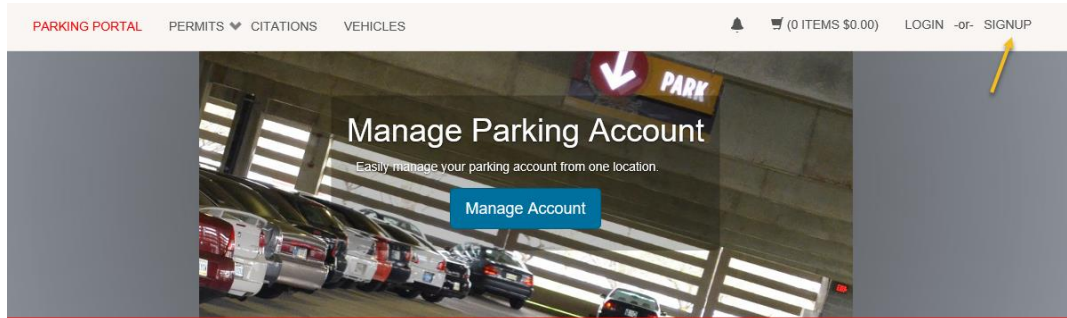
How To Purchase Permits as a Visitor in the SDSU Parking Portal

Please email Parking & Transportation Services at parking@sdsu.edu with any questions or issues.

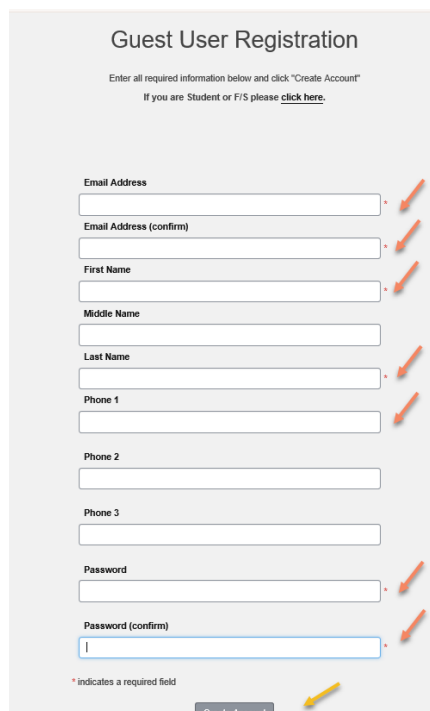
1. Open Internet Explorer or Mozilla Firefox. Go to <https://aztecs.t2hosted.com/Account/Portal>.



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**.



Guest User Registration

Enter all required information below and click "Create Account"
If you are Student or F/S please [click here](#).

Email Address

Email Address (confirm)

First Name

Middle Name

Last Name

Phone 1

Phone 2

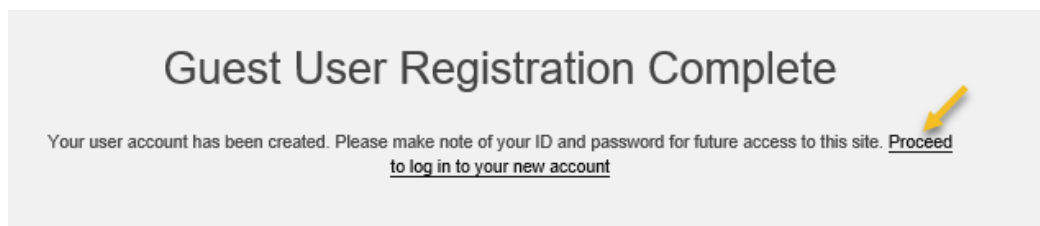
Phone 3

Password

Password (confirm)

* indicates a required field

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. To purchase a permit, click **Permits** and then **Get Permits**.



7. Click **Next**.

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

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input checked="" type="radio"/>	1	\$7.00 / day	Daily Student / Student Permit	-select-	-select-
<input type="radio"/>	1	\$39.00 / month	Monthly Student / Student Permit	-select-	-select-
<input type="radio"/>	1	\$60.00 / month	Monthly Student Day/Overnight / Student Day/ON Permit	-select-	-select-
<input type="radio"/>	1	\$181.00	STU DAY/NIGHT SUM 2019 / Student/Night Zone	05/25/2019	08/17/2019
<input type="radio"/>	1	\$114.00	STU SUMMER 2019 / Student Zone	05/25/2019	08/17/2019
<input type="radio"/>	1	\$84.00	STUDENT S1 SUM 2019 / Student S1 Zone	05/28/2019	07/08/2019
<input type="radio"/>	1	\$84.00	STUDENT S2 SUM 2019 / Student S1 Zone	07/09/2019	08/17/2019
<input type="radio"/>	1	\$15.00 / week	Weekly Student / Student Permit	-select-	-select-
<input type="radio"/>	1	\$23.00 / week	Weekly Student Day/Overnight / Student Day/ON Permit	-select-	-select-

I agree to abide by parking rules and regulations
 I agree that my permit may not be shared or transferred to another user
 I agree that my parking rights may be revoked at any time

9. 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

June 2019						
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	28	29
30	1	2	3	4	5	6

10. Permits are now virtual and will be linked to your license plate(s). Please make sure to enter your license plate correctly, and only add vehicles that you are the owner or regular driver of. Click **Add Vehicle**.

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.**

11. Enter your vehicle information. Click **Next**. Click **Next**. **Email Parking Services if you do not have permanent license plates.** 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.
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.

Plate Number

Plate Number (confirm)

State/Province
CALIFORNIA

Year

Make
Select One

Model
Select Make First

Color
Select One

Style
Select One

12. 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

13. Review your cart. 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) View Details	\$7.00	<input type="button" value="Remove"/>

Due Now: \$7.00

Checkout

Email Address

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

Card Number

CVV/CVC

Required Field

Expiration Date
 * **Required Field Required Field**

Be 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

Postal Code

Required Field

Phone


Required Field

* indicates a required field

15. 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.



16. You will see a receipt when the payment was successful.

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) view details	\$7.00

Total Paid: \$7.00