Parking and Visitor Services

New Parking User – Step 1

Parking Permit Renewals/Purchases

All Student groups (new permits and permit renewals) and Western Faculty/Staff requiring a permit for the first time (new purchases only, not renewals) - can now purchase permits for September in person at the Parking Office.

Staff requiring renewal of a current permit will be notified of renewal dates. The deadline for September renewals has been extended through September 23rd.

We appreciate your patience as we transition to our new system.
Manage Parking Account

If you have purchased a Western Parking permit in the past, you will already have an online account with Parking & Visitor Services. Log in to your account to:

- Pay Infractions
- Update your addresses
- Add/drop vehicles on your account

Login to manage my Parking Account
Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

CITATIONS

Citation Number

-OR-

State

Plate Number

Search Citations

PERMITS

Request Permits
Customer Authentication

If you have an existing Parking Account and are a student or staff member with the university, please click the button below marked Western University Login.

Western University Login

If you do not have an existing Parking Account with Western University, please click the "Guest Login" button below to create a new, or to log in with an existing Guest account.

Guest Login
Guest User Registration

Enter all required information below and click "Create Account"

Email Address - Please use a Western @uwo.ca address if you have one.

Email Address - Please use a Western @uwo.ca address if you have one. (confirm)

Western University ID (From Western ONE card)

First Name

Middle Name

Last Name

Phone number where you can be reached during business hours (Required)

Enter Western Password

Password

Password (confirm)

* Indicates a required field

Create Account
Add Account Information

And then Select “Vehicles” to Add your Vehicle Information
Manage your Account Vehicles

Below is a list of the vehicles associated with your account. To add a vehicle to your records, click the "Add Vehicle" button below.
Register an Additional Vehicle(s)

Please enter the details for your new vehicle and then click "Next".

Please Note: You must bring Vehicle Ownership into our office when registering a new vehicle.

- **Plate Number**
- **Plate Number (confirm)**
- **Relationship to Vehicle**
  - Select One
- **Province/State**
  - ONTARIO
- **Make**
  - Select One
- **Model**
  - Select Make First
- **Color**
  - Select One
- **Style**
  - Select One

[Next >>]
Manage your Account Vehicles

Below is a list of the vehicles associated with your account. To add a vehicle to your records, click the "Add Vehicle" button below.

<table>
<thead>
<tr>
<th>Rel. Type</th>
<th>Plate Number</th>
<th>Plate State</th>
<th>Year</th>
<th>Vehicle Make</th>
<th>Vehicle Model</th>
<th>Vehicle Color</th>
<th>Registration Exp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>A8CE1234</td>
<td>ONTARIO</td>
<td></td>
<td>Chevrolet</td>
<td>Camaro</td>
<td>Black</td>
<td></td>
</tr>
</tbody>
</table>

1
Parking Request

Please make a selection from the options below.

**Type of Parking Permit**

- New Parking Account Set Up

Please read each of the statements below. Check the box indicating you have read and agree to these terms and conditions.

- I have read and agree to abide by Western University’s Parking Rules and Regulations.
- I agree that my permit may not be transferred to another user.
- I understand that my parking rights may be revoked at any time.

Next >>
In the text box below, please provide:
- Affiliation (Faculty, Staff, Graduate Student, Undergraduate, etc.)
- Start and End date of the Permit requested

Once you have submitted your application, you can speed up processing of your request by clicking on the "Manage Account" button above and updating your Vehicle, address, phone and email information.

Please note that missing information will delay your application.

Undergraduate
Sept 1 2016 - April 30 2017

Email
myemail@uwo.ca

* indicates a required field

Submit
Parking Request Confirmation

Thank you for your parking permit request. You have requested the following permit:

Undergrad NonReserved

An email has been sent to myemail@uwo.ca confirming your request. You will receive an email from Parking and Visitor Services when your request has been processed.

Thank you,

Parking and Visitor Services
New Parking User – Step 2

Purchase your Permit AFTER you have received a 2nd email from Parking saying that your Account setup is completed.
Manage Parking Account

Easily manage your parking account from one location.

Manage Account

Purchase a Permit

The following screen will display the permits available for you to purchase online. Other permits that require Parking Office approval, or are waitlisted, can be found under 'Request Permits'.

Edit this page

Next >>
# Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click 'Next >>' button.

## Edit this page

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Permit Fee</th>
<th>Permit Description</th>
<th>Permit Effective</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>1</td>
<td>$91.33/m</td>
<td>UNDERGRAD NON RESERVED / 17GNR 1 MONTH</td>
<td>-select-</td>
<td>-select-</td>
</tr>
<tr>
<td>☐</td>
<td>1</td>
<td>$407.21</td>
<td>UNDERGRAD NON RESERVED / 17GNR ANNUAL</td>
<td>2016/09/01</td>
<td>2017/06/31</td>
</tr>
<tr>
<td>☐</td>
<td>1</td>
<td>$118.36</td>
<td>UNDERGRAD NON RESERVED / 17GNR SUMMER</td>
<td>2017/05/01</td>
<td>2017/06/31</td>
</tr>
<tr>
<td>☐</td>
<td>1</td>
<td>$224.47</td>
<td>UNDERGRAD NON RESERVED / 17GNR TERM 1</td>
<td>2016/09/01</td>
<td>2016/12/31</td>
</tr>
<tr>
<td>☐</td>
<td>1</td>
<td>$224.47</td>
<td>UNDERGRAD NON RESERVED / 17GNR TERM 2</td>
<td>2017/01/01</td>
<td>2017/04/30</td>
</tr>
<tr>
<td>☐</td>
<td>1</td>
<td>$342.83</td>
<td>UNDERGRAD NON RESERVED / 17GNR 2+SUMMER</td>
<td>2017/01/01</td>
<td>2017/06/31</td>
</tr>
</tbody>
</table>

Please read each of the statements below. Check the box indicating you have read and agree to these terms and conditions.

- [ ] I have read and agree to abide by Western University's parking rules and regulations.
- [ ] I agree that my permit may not be transferred to another user.
- [ ] I understand that my parking rights may be revoked at any time.

[Next >>]
### Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

<table>
<thead>
<tr>
<th>Select</th>
<th>State</th>
<th>Plate Number</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>ONTARIO</td>
<td>ABCD123</td>
<td></td>
<td>Honda</td>
<td>Civic</td>
<td>Gray</td>
</tr>
</tbody>
</table>

[Add Vehicle]

[Next >>]
Below are the items in your cart. Currently, we only accept VISA, MasterCard and American Express. Click "Next" at the bottom of the screen to proceed with your payment or click to add more infringement(s) to your cart. Returning customers may also log into their account by clicking the 'Log in' button.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permit</td>
<td>UNDERGRAD NON RESERVED / 17NR ANNUAL [GNNR1700512] (2016/09/01 - 2017/08/31)</td>
<td>$407.21</td>
<td>Remove</td>
</tr>
<tr>
<td>1</td>
<td>Tax</td>
<td>HST</td>
<td>$52.94</td>
<td></td>
</tr>
</tbody>
</table>

Due Now: $460.15

Change: Western Email Address
Payment Information

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

<table>
<thead>
<tr>
<th>Qty</th>
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<th>Amount</th>
<th>Actions</th>
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<tbody>
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<td>Permit</td>
<td>UNDERGRAD NON RESERVED / 17GIR ANNUAL [GIR1700512] (2016/09/01 - 2017/08/31)</td>
<td>$407.21</td>
<td>Remove</td>
</tr>
<tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Tax</td>
<td>HST</td>
<td>$52.94</td>
<td></td>
</tr>
</tbody>
</table>

Due Now: $460.15

Next >>
Mandatory fields marked by *

Payment Details

Transaction Amount: $460.15 (CAD)
Order ID: 123456789

Please complete the following details exactly as they appear on your card.
*Do not put spaces or hyphens in the card number.*

Cardholder Name*: 
Card Number*: 
Expiry Date (MMYY)*: 
Card Security Code*: 

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction
If you need a new hang tag, please proceed to Parking & Visitor Services. Please remember to bring your Western ID and vehicle registration.

Location and Hours are on the Parking & Visitor Services web page. http://www.uwo.ca/parking/