Purchasing a Permit – Faculty & Staff

Once you have selected the zone where you want to park, and required permit type (refer to 'Selecting a Parking Zone and Permit' found in the 'Need Help' section), you can purchase the permit online using a credit card. If you want to pay by cash or debit card, you may do so at the **Parking Services office*.**

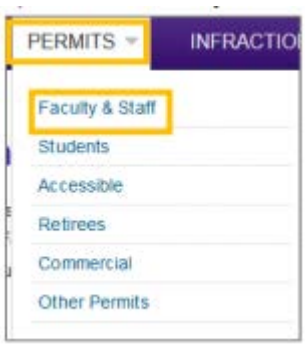
Note: For reserved parking and parking in core lots please email wparking@uwo.ca

Follow the steps below to purchase a permit online.

1) Go to https://www.uwo.ca/parking

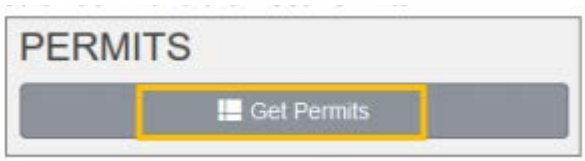
   TIP: the recommended web browser is Microsoft Edge.

2) Hover over **'Permits'** from the menu at the top, and select 'Faculty & Staff' from the drop-down menu.



3) Click **'Purchase / Renew Parking Permit'**

4) Scroll down and click **'Get Permits'**



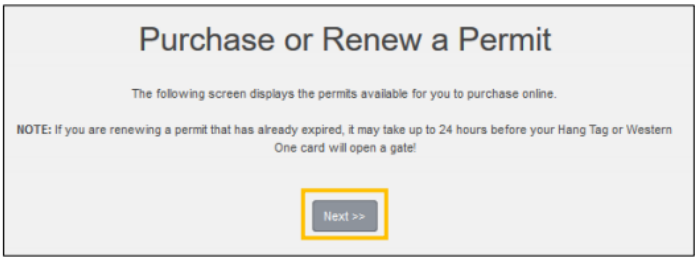
5) Click **'Western University Login'** from the middle of the screen.

6) Enter your Western **'User ID'** and **'Password'**, this is the same information you used to login to My HR.

TIP: Your Western User ID is the first part of your Western email. For example, if your email is parktest@uwo.ca, the Western User ID is 'parktest'.

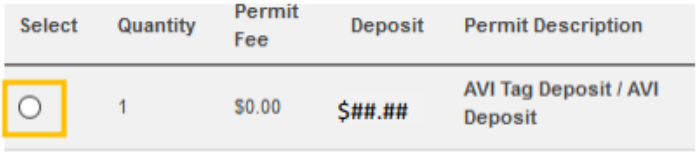
TIP: If you click 'Log In' and the system returns you to the 'Customer Authentication' page this means that your employee information has not transferred over from HR to the Parking System yet and you need to set up your account before continuing. Please refer to the instructions for **'Setting up a Parking Account'** found in the 'Need Help' section on the website.

7) Click **'Next'** to continue.



8) Select **'AVI Tag Deposit'** to purchase your Hang Tag if you do not already have one.

TIP: The hang tag is the physical permit you will hang in your vehicle which will activate the parking gates when you have a paid virtual parking permit. Your hang tag will need to be picked up; see your permit receipt for pick up instructions.

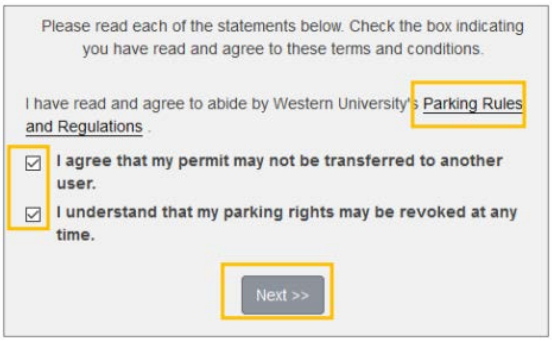


Select	Quantity	Permit Fee	Deposit	Permit Description
○	1	$0.00	$##.##	AVI Tag Deposit / AVI Deposit

9) Select the **'Permit Description'** that matches the zone where you would like to park.

○	1	$##.##	$0.00	Perimeter non-reserved / PNR Continuous Monthly Payroll Deduction

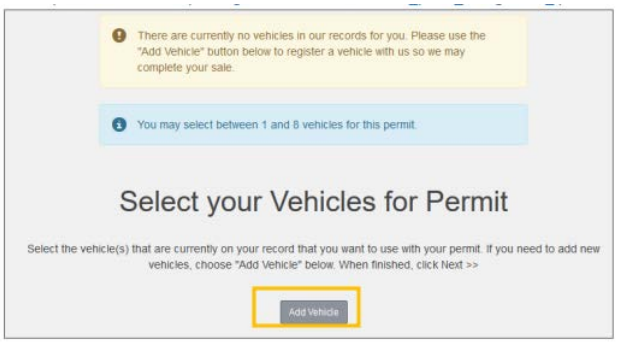
10) Click the **check boxes** to agree to the Rules and Regulations.
    a. To review the rules and regulations click **'Parking Rules and Regulations'**
    b. Click **'Next'** to continue



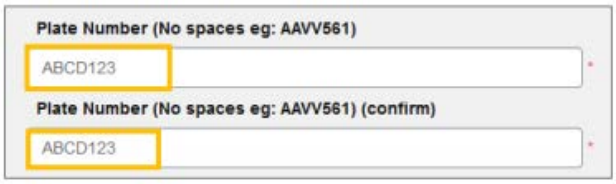
11) Click **'Add Vehicle'** to add your vehicle information to your permit.

TIP: Western uses License Plate Recognition (LPR) to verify which vehicles are authorized and registered to park on campus. It is important to keep your vehicle information up to date to avoid being ticketed.

For more information about Licence Plate recognition, go to:
https://www.uwo.ca/parking/modernization/license_plate_recognition_lpr.html



12) Enter the **'License Plate Number'** for the first vehicle you plan to park on campus.



13) Continue selecting your vehicle properties using the drop-down arrows.

a) Select your **'Relationship to vehicle.'**

b) Select the **'Province/State'** of your vehicle.

c) Select the **'Make'** of your vehicle.

d) Select the **'Model'** of your vehicle. a) If your model is not available, leave it blank.

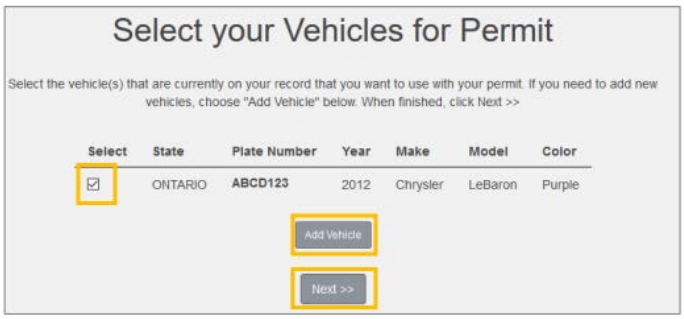
e) Select the **'Colour'** of your vehicle.

f) Select the **'Style'** of your vehicle.

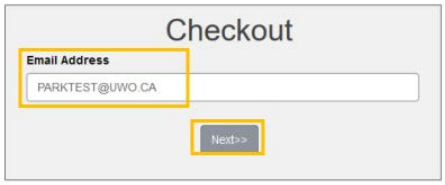
Once all the vehicle properties have been selected, click **'Next'**.

14) Click **'Add another vehicle'**, if applicable, OR

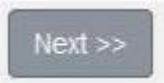
a) Select the vehicle you just added and click **'Next'** to continue. This attaches the vehicle to your permit and authorizes it to park in campus lots.



15) View your purchase details and confirm your **'Email Address'**, and then click **'Next'** to complete the purchase.

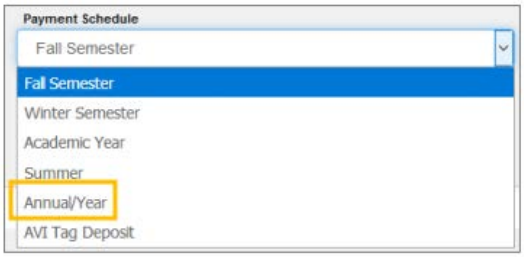


16) Review the 'Payment Information', and then click **'Next'** to finalize the purchase.

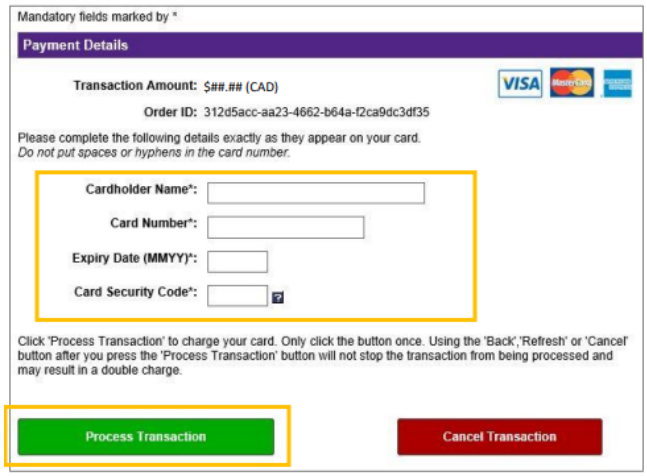


17) If you are paying by <u>payroll deduction</u>, you will be prompted to:

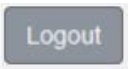
a) Click the **'Payment Schedule'** drop down arrow and select the payment period.
b) For payroll deduction select Annual/Year. This will automatically set up payroll and renew the permit each year.



18) If you are paying by credit card you will be prompted to enter your billing information. Enter the credit card information and click **'Process Transaction.'**



19) Review the Receipt information and then click **'Logout'** to exit the Parking Portal



***For Parking Services location and hours of operation please visit https://www.uwo.ca/parking/**