

## Purchasing a Permit – Students

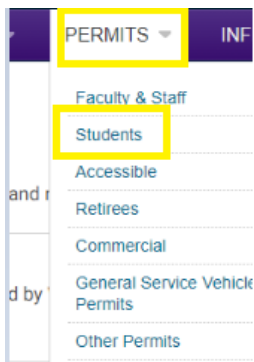
Students will have a Green Non-Reserved permit; refer to ‘Selecting a Parking Zone and Permit’ for lot locations and further details. You can purchase the permit online using a credit card, however if you want to pay by cash or debit card, go to the Parking Services office. Check the Parking Services website for location and hours of operation at <https://www.uwo.ca/parking>

**TIP:** the recommended browser using the Parking Portal is Microsoft Edge.

**Note:** If you have not already setup an online Parking Account, follow the steps found in ‘Setting up a Parking Account’ prior to purchasing a permit.

Follow the steps below to purchase a permit online.

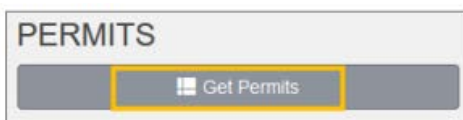
1) Go to <https://www.uwo.ca/parking> a) Hover over ‘Permits’ from the menu at the top and then a) Click on ‘Students’ from the drop down menu



2) Click ‘Purchase / Renew Parking Permit’



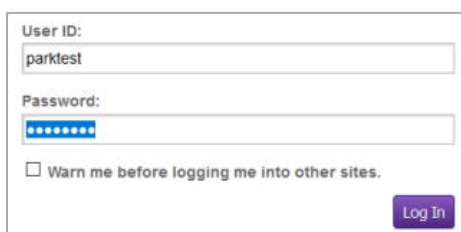
4) Scroll down and click ‘Get Permits’.



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 use to login to Student Center and then a) Click ‘Log In’.

A screenshot of a login form. It has two input fields: 'User ID:' with the text 'parktest' entered, and 'Password:' with a series of blue dots. Below the password field is a checkbox labeled 'Warn me before logging me into other sites.' and a purple 'Log In' button.

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



8) Select **'AVI Tag Deposit'** to purchase your Hang Tag (\$30) a) You will need to pick up your hang tag in person. Information on hang tag pick up will show on your receipt after you have paid.

Select	Quantity	Permit Fee	Deposit	Permit Description
<input type="radio"/>	1	\$0.00	###.##	AVI Tag Deposit / AVI Deposit

9) Select the 'Permit Description' that matches the time frame when you would like to park. a) i.e. **'Student Non-reserved / GNR Summer ending Aug 31'**

**TIP:** an annual permit begins on Sept 1 and expires on Aug 31, regardless of when it is purchased. If Green Student permits are sold out then you will see a message indicating that 'account is not eligible to purchase a permit'. If this occurs, email [wparking@uwo.ca](mailto:wparking@uwo.ca) for available options.

<input type="radio"/>	1	###.##	\$0.00	Student Non-reserved / GNR Summer ending Aug 31	2019/05/01	2019/08/31
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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

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 >>**

11) Click **'Add Vehicle'** to add your vehicle information. a) If your vehicle has been previously added, go to step #14.

**TIP:** Western uses Licence Plate Recognition (LPR) to verify that only authorized and registered vehicles are using campus lots. It is important to keep your vehicle information up to date to avoid getting a parking ticket. For more information about Licence Plate recognition, go to:

[https://www.uwo.ca/parking/modernization/license\\_plate\\_recognition\\_lpr.html](https://www.uwo.ca/parking/modernization/license_plate_recognition_lpr.html)

 There are currently no vehicles in our records for you. Please use the "Add Vehicle" button below to register a vehicle with us so we may complete your sale.

 You may select between 1 and 8 vehicles for this permit.

## 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 >>

12) Enter the **'License Plate Number'** for the first vehicle you may be parking on campus.

**Plate Number (No spaces eg: AAVV561)**

ABCD123 \*

**Plate Number (No spaces eg: AAVV561) (confirm)**

ABCD123 \*

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 yet available, leave it blank.
- e) Select the **'Colour'** of your vehicle.
- f) Select the **'Style'** of your vehicle.

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

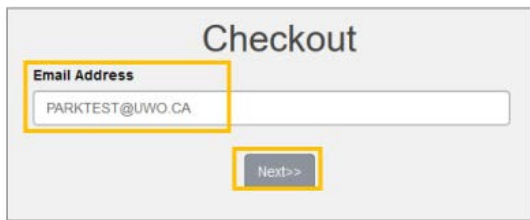
14) Click **'Add another vehicle'**, if applicable, OR a) Select the vehicle you just added and click **'Next'** to continue. This attaches the vehicle to your permit and authorizes it to park in campus lots.

## 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 >>

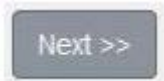
Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	ONTARIO	ABCD123	2012	Chrysler	LeBaron	Purple

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



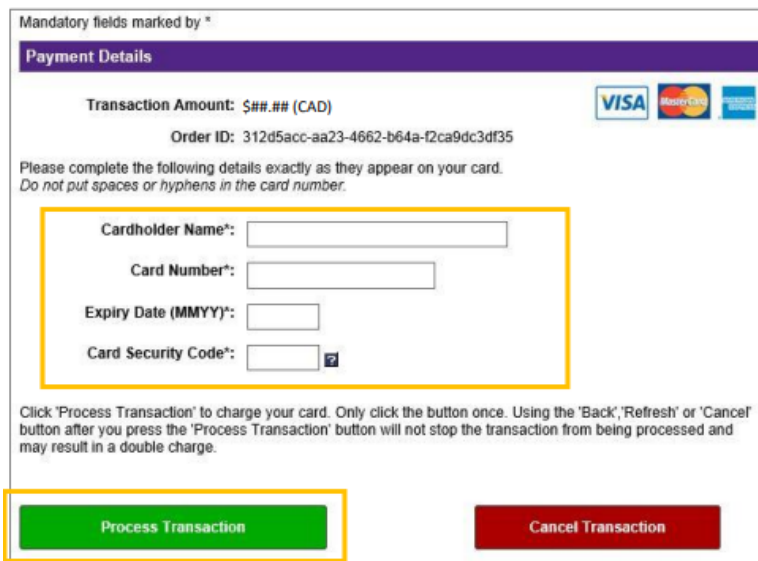
The screenshot shows a checkout form with the title "Checkout". There is a text input field labeled "Email Address" containing the text "PARKTEST@UWO.CA". Below the input field is a button labeled "Next>>".

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



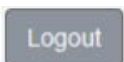
A rectangular button with a grey background and the text "Next >>" in a dark font.

17) Enter the credit card information and a) Click **'Process Transaction'**



The screenshot shows a "Payment Details" form. At the top, it says "Mandatory fields marked by \*". Below that, it displays "Transaction Amount: \$##.## (CAD)" and "Order ID: 312d5acc-aa23-4662-b64a-f2ca9dc3df35". There are logos for VISA, MasterCard, and American Express. A note says "Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number." The form contains four input fields: "Cardholder Name\*", "Card Number\*", "Expiry Date (MMYY)", and "Card Security Code\*". At the bottom, there are two buttons: a green "Process Transaction" button and a red "Cancel Transaction" button.

18) Review the Receipt information and then a) Click **'Logout'** to exit the Parking Portal



A rectangular button with a grey background and the text "Logout" in a dark font.

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