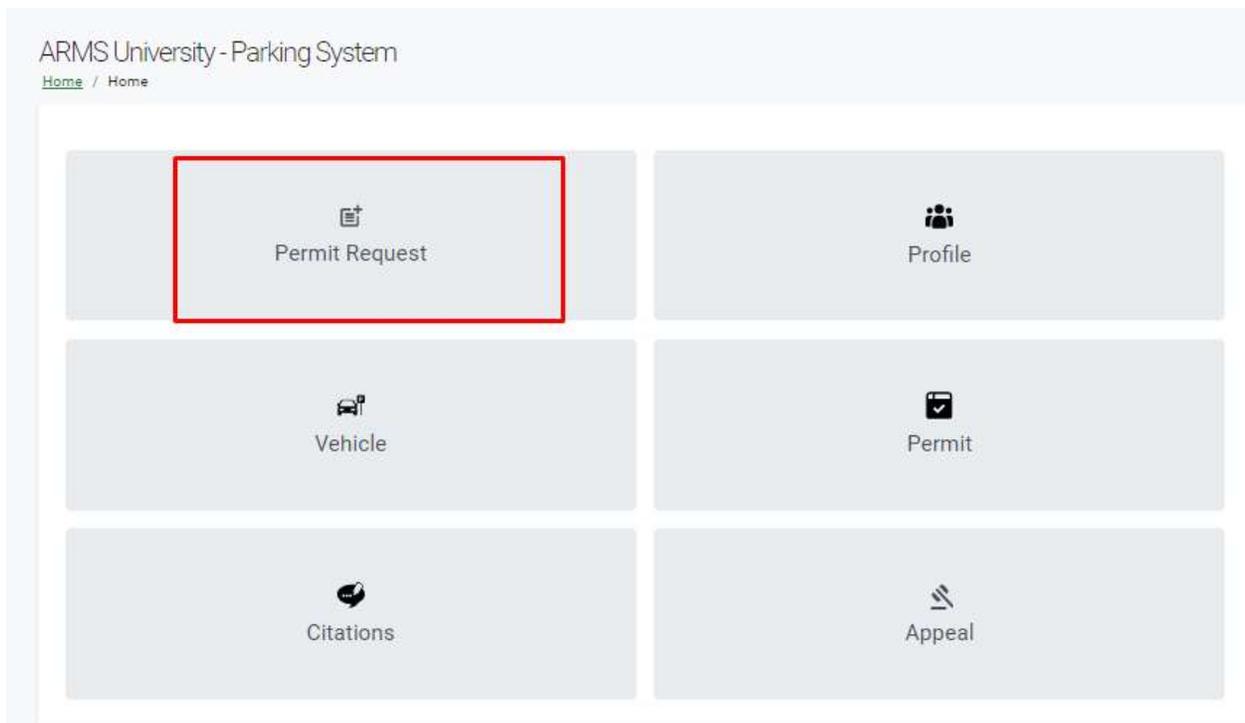


Permit Request

This section allows users to request a new Permit.



Generate new Permit Request

Step 1 – Select the Request Permit button on the home page. The user will then need to confirm their mailing address for the permit before moving to the next section.

PERMIT REQUEST X

1 Confirm Shipping Address — 2 Select Vehicle and Permit Type — 3 Summary — 4 Permit

Please, review and confirm that the mailing address below appears as it should on a shipping label.

I wish to pick up the permit at 1234 Main Street.

FOWLER DEVIN
879 ABASCUS STREET
ATLANTA, GA - 30033

Click Next, if the address is correct, or Go to [Profile](#) if changes are to be made.

[Next](#)

Step 2 – The user needs to select a vehicle and a Permit Request type. It will display the User Type, Issue Amount, Additional Amount, and Total Amount for the selected Permit Request.

Please note - Some agencies may require approvals for permits. In that case, the user can view their permit request in the Pending for Approval section.

PERMIT REQUEST X

1 Confirm Shipping Address — 2 Select Vehicle and Permit Type — 3 Summary — 4 Permit

Please select the vehicle(s) you may bring onto campus. If the vehicle(s) are not available for selection in the list, please [click here](#) to add vehicle.

| <input checked="" type="checkbox"/> | LICENSE | STATE | YEAR | MAKE | MODEL | COLOR |
|-------------------------------------|----------|-------|------|-------|--------|-------|
| <input checked="" type="checkbox"/> | ABC14846 | GA | 2016 | EAGLE | SUMMIT | BLACK |

Permit Type: 23BLU-BLUE PARKING L...

User Type: CSTU - COMMUTER STUDENT Issue Amount: \$100.00
 Additional Amount: \$0.00 Total Amount: \$100.00

[Back](#) [Next](#)

Step 3 – This section allows the user to review all the information for the permit request before submitting it. If changes are needed, they can use the Back button or cancel the request.

Click the Submit button if no change is required.

PERMIT REQUEST



1 Confirm Shipping Address — 2 Select Vehicle and Permit Type — **3 Summary** — 4 Permit

Name & Contact Info:

Billing ID: 12341111

Name: DEVIN, FOWLER

DOB(mm/dd/yyyy): 11/12/1991

Email: devinfowler@yopmail.com

Cell Phone: (998) 855-6644

Cell Phone: (998) 844-5566

Cell Phone: (994) 488-5661

Cell Phone: (992) 254-6111

Cell Phone: (123) 456-7890

Pickup Address Info:

Address: 1234 Main Street

| LICENSE | YEAR | MAKE | MODEL | COLOR |
|----------|------|-------|--------|-------|
| ABC14846 | 2016 | EAGLE | SUMMIT | BLACK |

Permit Type: 23BLU-BLUE PARKING LOT

User Type: CSTU - COMMUTER STUDENT

Issue Amount: \$100.00

Additional Amount: \$0.00

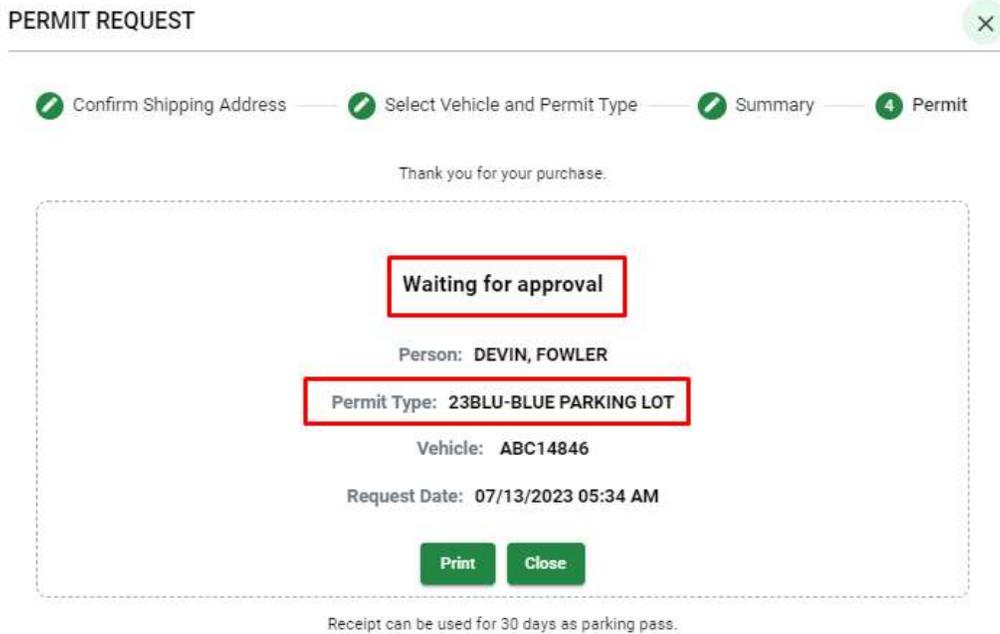
Total Amount: \$100.00

Back

Submit

Step 4 – A Receipt is generated in this step and can be used as a parking pass for 30 days. Users can print this by clicking on the Print button.

If the selected permit type requires approval, it will display with the “Waiting for approval” message in the receipt.



If the selected permit type does not require approval, it will display the permit number in the receipt.

