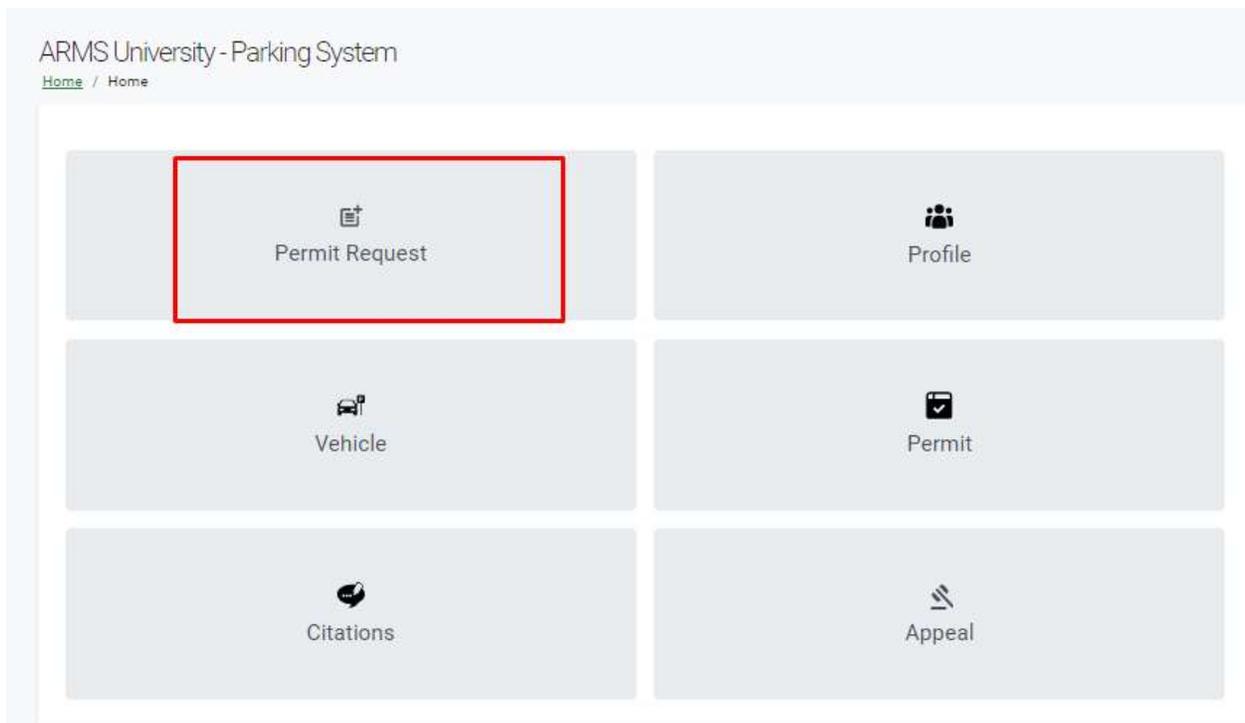# Permit Request

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.

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.

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 ✕

✓ Confirm Shipping Address ——— ✓ 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
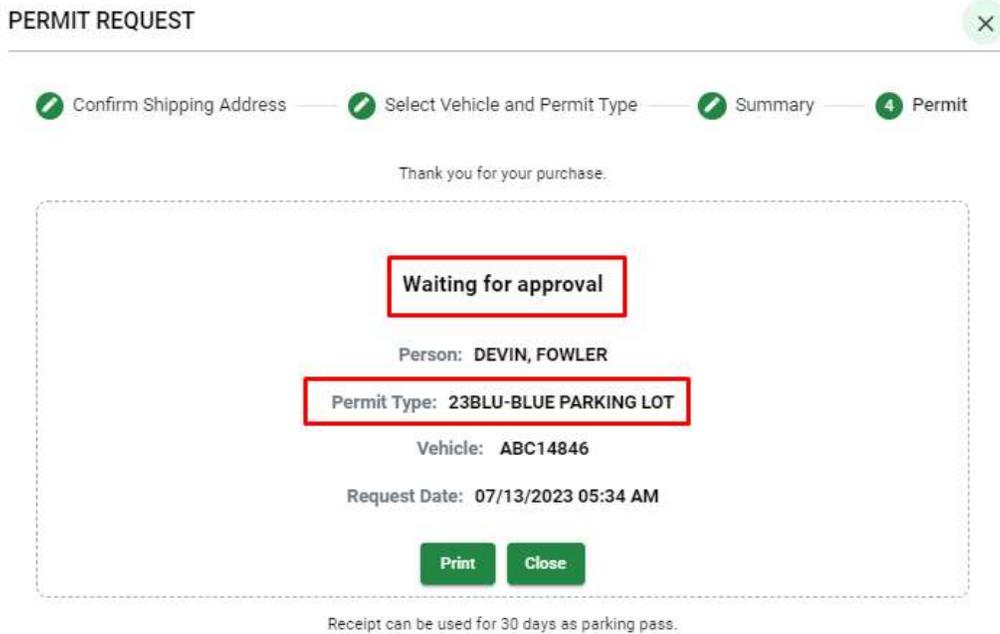
Total Amount: $100.00

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.