

How to Secure a Daily Guest Permit

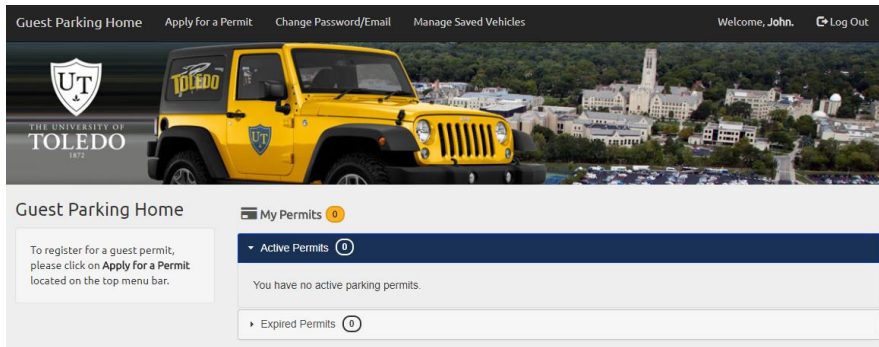
1. Click on "Create an Account" in the top left. You will need to use a non-UT email.

The screenshot shows the 'Guest Parking Login' interface. On the left, there is a heading 'Guest Parking Login' followed by a paragraph: 'To purchase daily parking permits, you must first create an account using a non-UT email address. Once you have a guest account, please login.' Below this text is a button labeled 'Back to MyParking Home'. On the right, there is a dark blue header with a white arrow icon and the word 'Login'. Below the header are two input fields: 'Email Address' and 'Password'. At the bottom of the form is a button labeled 'Login'.

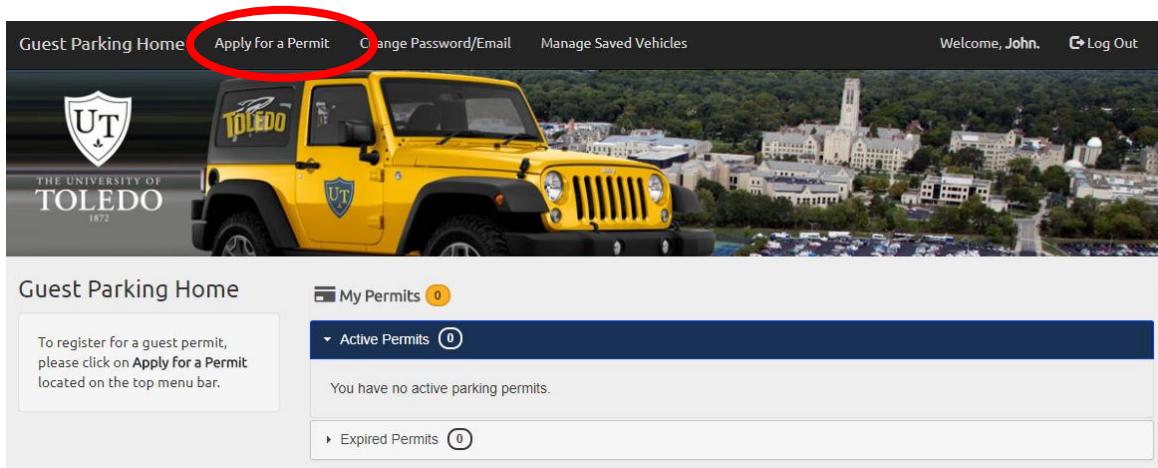
2. Complete the form in its entirety using a non-UT issued email address.

The screenshot shows the 'Create New Account' form. On the left, there is a heading 'New Account' followed by a box containing instructions: 'To create an account in the system, you will need to complete this form. Your email address will also be used as your login name. Passwords must be at least 6 characters in length and must include one number.' Below this box is a button labeled 'Back to Login Screen'. On the right, there is a dark blue header with a white person icon and the text 'Create New Account'. Below the header are several input fields: 'Email:', 'Desired Password:', 'Confirm Password:', 'First Name:', 'Last Name:', 'Date of Birth:' (with a placeholder 'mm/dd/yyyy'), 'Street Address:', 'Street Address 2:', 'City:', 'State:' (with a dropdown menu showing 'Choose State...'), and 'Zip Code:'. At the bottom of the form is a button labeled 'Create Account'.

3. Login to your guest account using the email address and password that you just created.
 - a. You should see this screen.



4. Click on "Apply for a Permit" located on the top bar of the screen.



5. Select the "C Daily Guest Permit" and press 'Continue'.

The screenshot shows the 'Apply for a Permit' form. On the left, there is a text box: 'Please select the type of guest permit you would like, then click Continue.' On the right, there is a section titled 'Select a Guest Permit Type' with a car icon. Below the title, it says: 'Please have your vehicle registration in front of you before you continue.' There is a dropdown menu for 'Guest Permit Type:*' with the selected option 'C Daily Guest Permit (Fee: \$3.00)'. At the bottom right, there is a 'Continue' button.

6. To continue, please review and agree to the Terms and Conditions for a Guest Parking Permit. You must select "I Agree" or "I disagree" and then "Continue."

Terms and Conditions for a Guest Parking Permit

All guests are encouraged to review their permit information by logging onto guestparking.utoledo.edu.

Customer (hereinafter, "you") agrees to and accepts the following terms and conditions:

- Fees:
- Payment Options:
- Where to Park:
- Payment Refunds:
- Requirements & Regulations:
- Enforcement:
- Definitions:
- MegaBus:

I Agree
 I Do Not Agree

You acknowledge all terms and conditions by selecting "I agree."

7. Complete the information requested below, in its entirety.
 - a. Select the dates in which you will be parking on campus.

Vehicle Information Form

Please verify that the information below exactly matches the vehicle's registration. Incorrect information may lead to a ticket.

Vehicle Make

Vehicle Model

Vehicle Year

License Plate Number

License Plate State

Vehicle Color

Driver/Guest Full Name

What days will you be parking on campus? [maximum range is 5 days.]

Permit Start Date

Permit End Date

8. Select "Continue."

- The amount owed for the daily guest permit(s) will be shown. If this calculation is incorrect, hit the “back” arrow of your browser to re-enter the dates you would like. The permits are \$3 a day.

Online Payment Required

A payment of \$3.00 is required for the permit.

This permit requires you to make a payment online. You will now be sent to a payment screen where you can submit your payment.

- Press “Continue” to be directed to the payment screen.
- Select your payment option of Credit Card or E-Check from the drop-down menu.

Please select a payment method and enter an amount

* Indicates required information

Pay Now: \$ 3.00

* Payment method:

- Please enter your Credit Card or E-Check information as well as the billing address and select “Continue”.

Please enter your credit card information

Total: \$3.00

* Indicates required information

* Credit Card Type:

* Account Number:

* Expiration Date: |

* Security Code:

* Name on Card:

Billing Address of Credit Card

* Street Address 1:

Street Address 2:

* City:

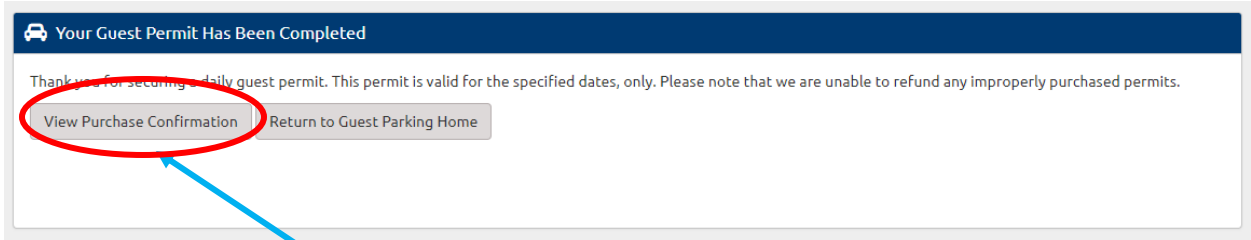
* State:

* ZIP Code:

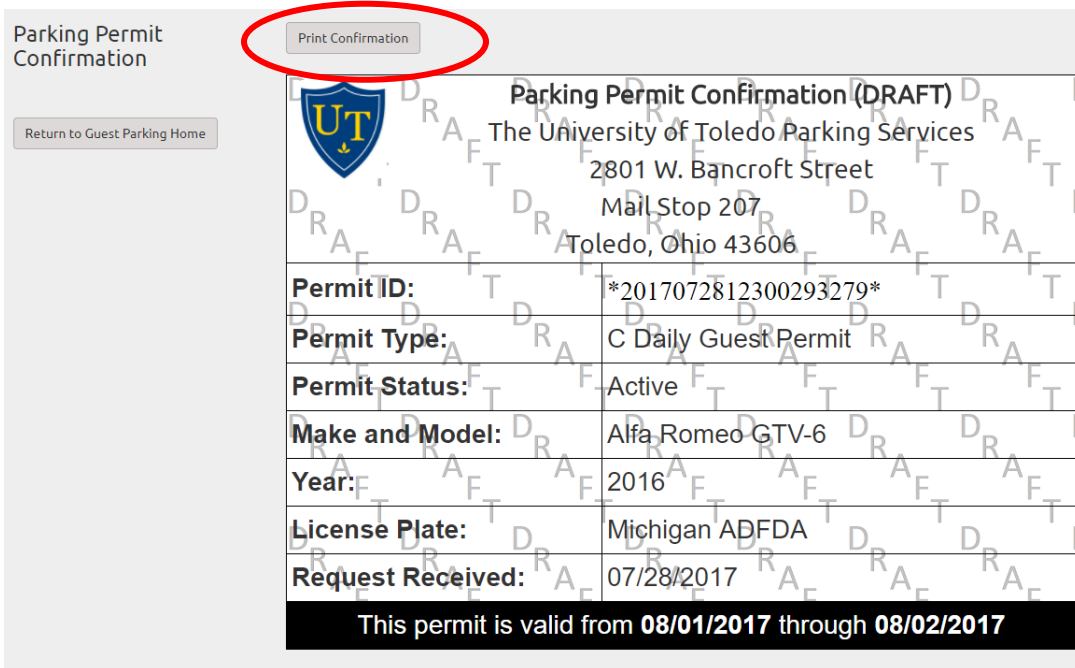
* Country:

Email:

13. Upon completion, you should receive the following message:



14. Please select “View Purchase Confirmation.”



15. Please select “Print Confirmation” and place this sheet on your dashboard when parking.

16. Please click on the link below to view a map of campus. Permit is valid in “C” permitted lots with white lined parking spaces only. License plate must be facing the drive aisle you are parked in. Parking meters must still be paid even with a UT permit.

<http://www.utoledo.edu/parkingservices/parking-permits/docs/where-to-park.pdf>