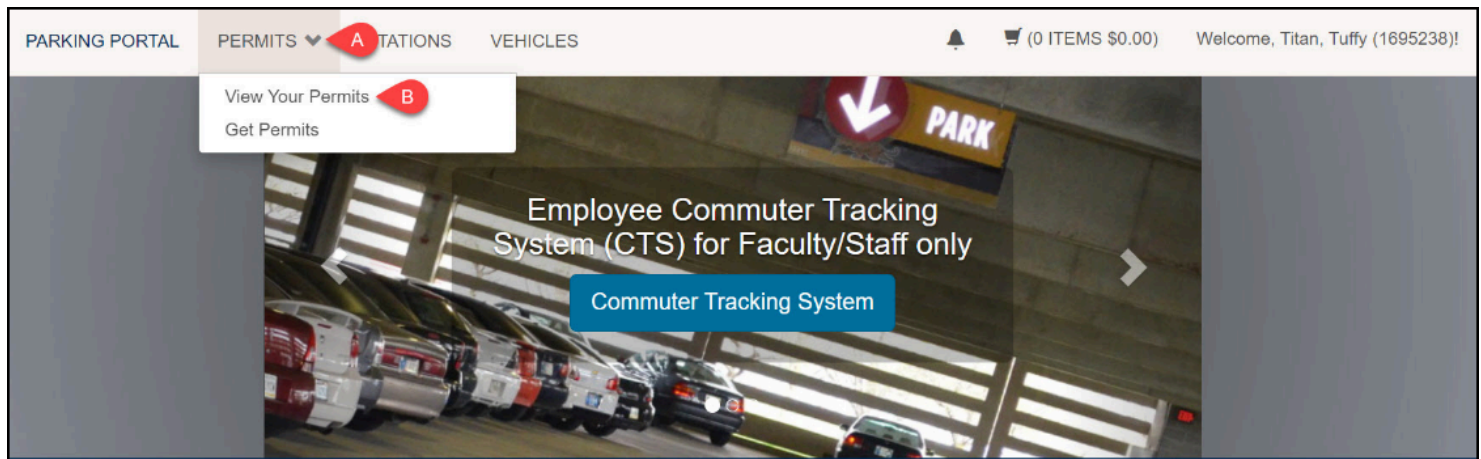


# Faculty/Staff: Adding a Vehicle to Your Parking Permit

This article goes over how faculty and staff can attach vehicles to their parking permit.

Under the License Plate Recognition (LPR) system, no placards or stickers will be needed. The system will scan license plate information to verify if the vehicle is associated with a valid permit.

## 1. Select Permits from the menu bar at the top of the page. Then, click View Your Permits.



- A. Click **Permits**.
- B. Click **View Your Permits**.

## 2. Select the parking permit by clicking on the Permit Number.



The new Payroll Deduction LPR permits start with **26PD**.

### View Your Account Permits

Below is a list of the permits you have purchased in the past.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
<u>23PDS10302</u>	23PDS Staff Payroll Deduction Unit 2,5,7,9	Active	09/29/2021	05/22/2021	12/31/2023
<u>26PDS10002</u>	26PDS Staff Payroll Deduction Unit 2,5,7,9	Issued	09/28/2023	01/01/2024	12/31/2026

### 3. Click Add Vehicles to Permit.

## Your Permit Details

Below are the details for your Permit.

<b>Permit Number</b>	26PDS10002
<b>Type</b>	26PDS Staff Payroll Deduction Unit 2,5,7,9
<b>Amount Due</b>	\$0.00
<b>Status</b>	Active
<b>Issue Date</b>	04/06/2023
<b>Effective Date</b>	01/01/2024
<b>Expiration Date</b>	12/31/2026

No vehicles were found on this record.

**Associated Receipts**

Receipt Number	Description	Permit Amount	Date	Payment Method
1967886	Payment - Permit (26PDS10002)	\$15.36	4/6/2023 1:54:11 PM	Cash


No contract profiles were found on this record.

No space overages were found on this record.

Add Vehicles To Permit

←

### 4. Select the vehicle(s) that you want to add to your permit. Then, click Add the selected vehicle.



Only one vehicle is valid on campus per day. Additional vehicles parked on campus associated with the virtual permit may be subject to a violation.

## Add Vehicle to Your Permit

Choose the vehicle(s) you wish to add to your permit.

This permit is currently associated with 1 vehicles.

Select	Plate Number	Make	Model	Color
<input checked="" type="checkbox"/>	CATBUS	Daihatsu		Brown
<input checked="" type="checkbox"/>	OUTATIME	DELOREAN		Silver
<input type="checkbox"/>	ECTO1	Cadillac		White
<input type="checkbox"/>	MACH5	Toyota		CREAM


**A**
**B**
**C**

Add the selected vehicle
Add a new vehicle

Return to Permit

- A. Place a checkmark next to the vehicle(s) that you want to add to your permit.
- B. Click **Add the selected vehicle**.
- C. If you have not added any vehicles to your account yet or if the vehicle you want to add to your permit isn't on your vehicle list, click **Add a new vehicle**. [View instructions on how to add a vehicle to your account.](#)

## 5. To remove a vehicle from your permit, click the Delete button.

 Removing a vehicle from your permit does not remove it from your account. To remove a vehicle from your account, contact Parking and Transportation Services by submitting a [Parking Inquiry Form](#).

## Your Permit Details

Below are the details for your Permit.

**Permit Number** 26PDS10002

**Type** 26PDS Staff Payroll Deduction Unit 2,5,7,9

**Amount Due** \$0.00

**Status** Active

**Issue Date** 04/06/2023

**Effective Date** 01/01/2024

**Expiration Date** 12/31/2026

**Associated Vehicles**

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions
<u>CATBUS</u>	CALIFORNIA	Daihatsu		Brown	<div>Delete</div>
<u>OUTATIME</u>	CALIFORNIA	DELOREAN		Silver	<div>Delete</div>

**Associated Receipts**

Receipt Number	Description	Permit Amount	Date	Payment Method
1967886	Payment - Permit (26PDS10002)	\$15.36	4/6/2023 1:54:11 PM	Cash

No contract profiles were found on this record.

No space overages were found on this record.

## Need More Help?

[Parking and Transportation License Plate Recognition \(LPR\) webpage](#)

Contact Parking and Transportation Services by submitting a [Parking Inquiry Form](#).