How to Apply for an Employee Permit

1. Log in to your myparking account (https://myparking.utoledo.edu) using your UTAD username and password.

2. Once logged in, click on “Apply for a Permit” located at the top of the screen.
3. Select the appropriate permit application from the drop-down menu. Then select ‘Next.’

4. Review all of the Terms and Conditions of your permit in their entirety. Select “I Agree” or “I Do Not Agree” and “Next” to continue.

5. Enter your vehicle information as instructed OR select from one of your “Saved Vehicles.”
6. Once completed, select “Finalize.”
7. You will be prompted to finalize your permit application once more.

8. Select the Payment Option you wish to use to pay for your permit.
   a. If you selected a “CWA/AFSCME” permit, your permit application will automatically deduct from your paycheck in accordance with your Union Contract. You will not see the option to pay with a credit card.
   
   ![Permit Payment Options](image1)

   b. If “Payroll Deduction” is selected, you will see this screen:

   ![Application Complete](image2)
c. Click on “View Purchase Confirmation.”

d. Click on “Print Confirmation.”

9. If you selected the “Pay with Credit Card” option, please select Credit Card of E-Check from the drop down menu.

10. If “Credit Card” is selected, please click on the “Continue” button.
11. Please enter your credit card information as prompted, then select “Continue.”

12. Upon completion, you should see the below receipt.

13. Click on “View Purchase Confirmation.”

14. Click on “Print Confirmation.”

15. Please print this confirmation and place it on your dashboard.