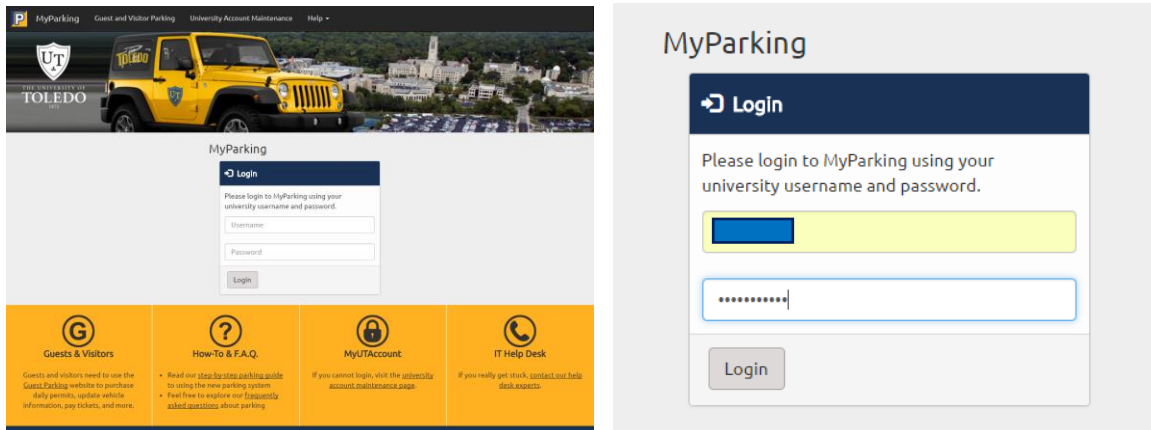
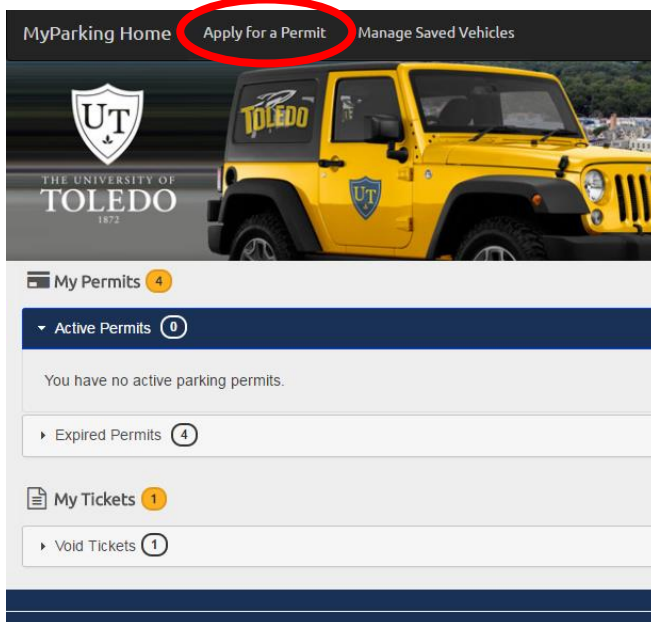


How to Apply for an Employee Permit

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.'

MyParking Home Apply for a Permit Manage Saved Vehicles

UT
THE UNIVERSITY OF
TOLEDO
1872

Apply for a Permit

Please have your vehicle registration in front of you before you continue. Select a permit application type to begin.

Permit Application

Application Type:
A Employee (Fee: \$150.00)

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.

Accept Terms and Conditions

All Faculty/staff are encouraged to review their permit information by logging into myut.utoledo.edu.

Terms and Conditions for an Employee Parking Permit

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

- ▶ Fees:
- ▶ Permit Assignment:
- ▶ Where to Park:
- ▶ Payment Options:
- ▶ Payment Refunds
- ▶ Requirements & Regulations:
- ▶ Enforcement:
- ▶ Definitions:

Acknowledge all terms and conditions by selecting "I Agree":

I Agree I Do Not Agree

Next

5. Enter your vehicle information as instructed OR select from one of your "Saved Vehicles."

Vehicle Information

Add Saved Vehicle to Permit (optional)

Create Permit from Saved Vehicle Information

Tap a Saved Vehicle below to apply it to your permit.

My Dream 2016 Indian Scout
Winter mobile 2016 Subaru Outback

Vehicle Information Form

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

Vehicle Make
Toyota

Vehicle Model
4Runner

Vehicle Year
2016

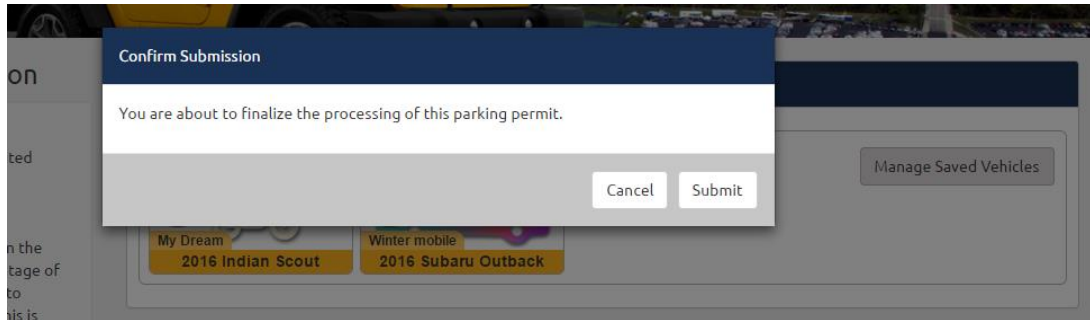
License Plate Number
ADVNTR1

License Plate State
Washington

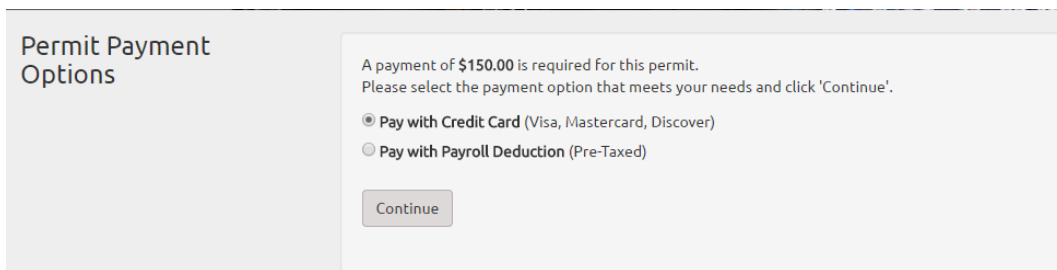
Vehicle Color
by Palette Silver

Finalize

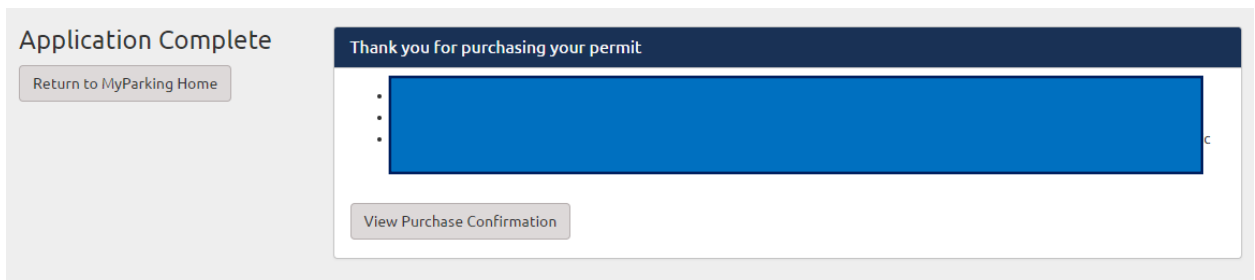
6. Once completed, select “Finalize.”
7. You will be prompted to finalize your permit application once more.



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.



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



- c. Click on “View Purchase Confirmation.”
- d. Click on “Print Confirmation.”

Parking Permit Confirmation

[Return to MyParking Home](#)


[Print Confirmation](#)

Parking Permit Confirmation (DRAFT)
 The University of Toledo Parking Service
 2801 W. Bancroft Street
 Mail Stop 287
 Toledo, Ohio 43606

Permit ID:	*2017071902164519502*
Permit Type:	A Employee
Permit Status:	Active
Make and Model:	Subaru Outback
Year:	2016
License Plate:	Washington ADVN1UR
Request Received:	07/19/2017

This permit is valid from 07/19/2017 through 08/04/2017

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



Please select a payment method and enter an amount

* Indicates required information

Pay Now: \$ 150.00

* Payment method: Select a Payment Method ▼

Continue Cancel

- 10. If “Credit Card” is selected, please click on the “Continue” button.

Please select a payment method and enter an amount

* Indicates required information

Pay Now: \$ 150.00

* Payment method: Credit Card ▼

Continue Cancel

11. Please enter your credit card information as prompted, then select "Continue."

Please enter your credit card information

Total: \$150.00

* Indicates required information

* Credit Card Type: MasterCard

* Account Number: [Redacted]

* Expiration Date: [Redacted]

* Security Code: (View example)

* Name on Card: University of Toledo

Billing Address of Credit Card

* Street Address 1: 2801 W. Bancroft St

Street Address 2: [Redacted]



* City: Toledo

* State: Ohio

* ZIP Code: 43606

* Country: United States

Email: [Redacted]

Continue Cancel

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

Payment Receipt

Print this page as your receipt.

Receipt Number: 20170719000001

Date Stamp of Transaction: 07/19/2017 02:18 PM

Amount: \$150.00

ID: [Redacted]

View Purchase Confirmation

13. Click on "View Purchase Confirmation."

14. Click on "Print Confirmation."

Parking Permit Confirmation

Print Confirmation

Return to MyParking Home

Parking Permit Confirmation (DRAFT)

The University of Toledo Parking Service
2801 W. Bancroft Street
Mail Stop 207
Toledo, Ohio 43606

Permit ID:	*2017071902164519502*
Permit Type:	A Employee
Permit Status:	Active
Make and Model:	Subaru Outback
Year:	2016
License Plate:	Washington ADVN1UR
Request Received:	07/19/2017

This permit is valid from 07/19/2017 through 08/04/2017

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