Parking Permit On-Line Request –
Guest Parking Permit Manual

Before you begin the process, please make sure you know your vehicle:

- Make
- Model
- Year
- License Plate information (It is critical that you type the information as it appears on your plate)

**Step 1: Log In**
1. Log into the UT Guest site at: [http://guestparking.utoledo.edu](http://guestparking.utoledo.edu)
2. You will be required to create an account by click here
   a. If you already have created an account complete the information
   b. If you have forgotten your password, click here

**Step 2: Click on “Register for a Guest Permit”**

**Step 3: Select the permit in which you wish to secure**
On the Permit Application screen you will see the permit(s) in which you are eligible to acquire;
1. Select the permit
2. Click “Next”

**Step 4: Read the Agreement, click “I agree” then “Next”**
The next screen is the Agreement screen – this screen provides you with a summary of the University's Parking Rules and Regulations. It also provides you with links to all of the rules and regulations.
Step 5: Fill in your vehicle information then click “Continue”

The Permit Application Screen is where you type in your vehicle information. Please pay special attention to the State and License Plate Number – these are critical.

Step 6: The payment process. Please note that we do not take “Visa” at this time.
Enter your Credit Card or Checking information – then click “Continue Checkout”

Click “Submit Payment”

You should now see your receipt and the ability to print. You will also have a receipt sent to the email address you entered.