

The University of Toledo

How To Purchase A Permit



1. Log In

- Go to myparking.utoledo.edu

UToledo Email	Non-UToledo Email	For Guest/Visitor To Create an Account
Select The University of Toledo Button and log in.	Select Are you a visitor? Enter your email and password to log in.	Click Are you a visitor? and then select Create Account .

 THE UNIVERSITY OF TOLEDO

Parking Portal

UToledo Credentials | **Are you a visitor?**

UNIVERSITY OF TOLEDO

PAY CITATION AS GUEST

2019 © NuPark Inc.



Parking Portal

UToledo Credentials

Are you a visitor?

Visitors that create a parking account can easily and quickly obtain a temporary parking pass for future visits. Visitor parking accounts are intended solely for individuals not associated with the University. Student, Faculty and Staff members are required to use their university login.

User name or email

admin

[Forgot username?](#)

Password

.....

[Forgot password?](#)

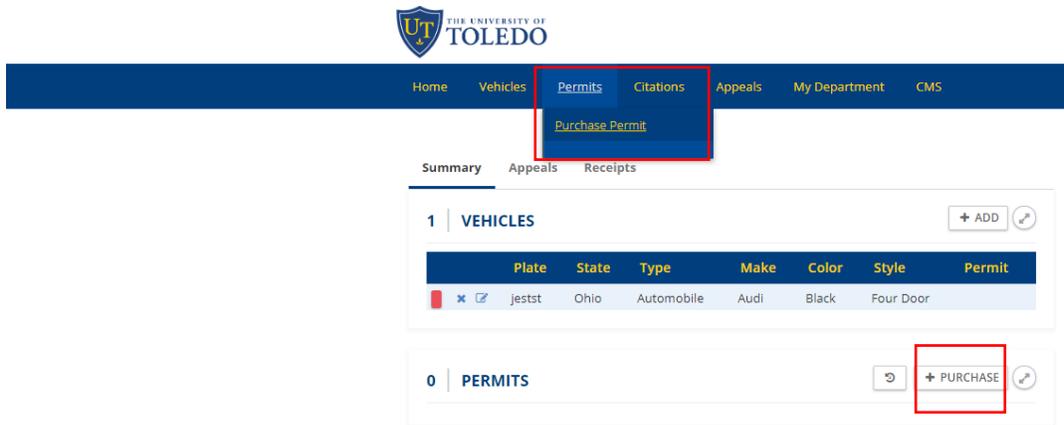
LOG IN

Remember me

[CREATE ACCOUNT](#)

2. Purchase a Permit

- Select **Permits** tab and choose **Purchase Permit**. You can also select **+PURCHASE** under your permit summary.



- There are nine steps to purchase a permit:

1) **Select a Term** - Choose the term you are purchasing a permit for and then select **Next**.



Step 1 of 9: **Select a Term**
 Start by selecting which term you want to park a vehicle.

Fixed **Daily**

FALL SEMESTER	ANNUAL
START: 8/4/19 12:00 AM END: 12/13/19 12:00 AM	START: 8/3/19 12:00 AM END: 8/7/20 12:00 AM

2) **Choose a Parking Permit** - Select the parking permit you want to purchase and then choose **Next**.



Step 2 of 9: Select a Parking Permit

Select a permit by clicking on a box below. Your selection will be highlighted. Typically only one option will be available.

Campus Parking Maps

- Main Campus Map
- Health Science Campus Map
- Where Can I Park

"A" AFFILIATE

TOTAL: \$0.00

VALID: 10/23/19 3:35 PM - 12/12/19 11:59 PM

CANCEL

BACK

NEXT

- 3) **Placard and Associated Registration** - If you do not have a disability placard choose **Next**. If you do have a disability placard, please upload a picture of it by choosing **Select Files**. Once you have chosen your file, enter a document description, select **Upload** and then choose **Next**.



Step 3 of 9: Placard and Associated Registration

Do you have a Disability placard?

SELECT FILES...

Document Description*

UPLOAD

CANCEL

BACK

NEXT

- 4) **Vehicle Selection** - Click on the vehicle(s) you want associated with the permit and then select **Next**. To add a vehicle, choose **+ ADD** and fill out the vehicle information. Select **Save**, then select the vehicle, and finally select **Next**.



Step 4 of 9: Vehicle Selection

This is the vehicle that will be associated with the purchased permit.

1 | **VEHICLES** + ADD

Plate	State	Type	Make	Color	Style	Permit
jestst	Ohio	Automobile	Audi	Black	Four Door	

CANCEL
BACK
NEXT

Add Vehicle

Vehicles *

Plate Type *
Automobile Style

State *
Ohio Color

Plate * Year*

Make VIN

Model

CANCEL
SAVE

5) Parking Alert Signup - If you want to receive text alerts any time there is an important change about parking, enter your phone number, select the provider, then choose the **I agree** statement box, and choose **Next**. If you do not want to receive text alerts, then please choose **Skip**.



Step 5 of 9: Parking Alert Signup

Enter your phone number and service provider to receive FREE parking alerts. Standard message & data rates may apply

Mobile Phone

Phone Provider *

I agree to receive the alerts.

CANCEL

BACK

SKIP

NEXT

6) Rules and Regulations - Choose the link to review the rules and regulations, check the **I agree** statement box, and then select **Next**.



Step 6 of 9: Rules and Regulations

By clicking the 'I Agree, Checkbox', you confirm you have reviewed and agree to the conditions.

[Click to review rules.](#)

I have reviewed and agree to the above conditions.

CANCEL

BACK

NEXT

7) Confirm - Confirm all your information and the permit being purchased. Then, select **Checkout**.



Step 7 of 9:

BACK

CHECKOUT

Contact Information

[Edit](#)

Name **NuPark NuPark**
Email

Vehicle

License Plate **Ohio - jestst**

Vehicle Description **Audi A4
Black Four Door**

This is the only vehicle that will have permission to park.

Payment and Delivery

Payment Method

Shipping Method You will be given an ePermit, no permit or decal will be mailed.

Permit

Permit Series **"A" Affiliate**

Valid **10/23/19 4:23 PM
- 8/6/20 11:59 PM**

Cost **\$0.00**

CANCEL

BACK

CHECKOUT

8) Checkout- Click on Redirect to Credit Card Payment Site to make your payment.

Order Details



Your purchase is incomplete. Please click on the button below to continue to the payment processing site. After payment, you will be redirected back to this site for a receipt.

Item Description	Amount	Total
✘ Purchase Permit Recurring "A" Permit (10/23/2019 04:21 PM - 08/06/2020 11:59 PM) - Ohio-ELW4931	\$165.00	\$165.00
Total		\$165.00

Payment Method

Credit Card - WEBAPI

[Redirect to Credit Card Payment Site](#)



Payment

Payment Information

* Indicates required information

Total: \$165.00

Payment method:*

Select a Payment Method



Acknowledgement Agreement



The University of Toledo's PCard is not an acceptable form of payment for this purchase.

By checking this box you are agreeing to the above Acknowledgement Agreement

Cancel

Continue

- 9) **Receipt** - Once you finish your payment, you will be redirected back to the portal for your receipt. Your receipt will also be added to your account receipt summary page for you to access or print at any time.



Summary Appeals **Receipts**

3 | RECEIPTS 

Number	Date	Description	Amount	Balance
4	10/21/19 10:13 AM	Citation (test1020201902) Payment	\$10.00	\$0.00
2	10/16/19 10:13 AM	Permit (K00000003) Sale	\$125.00	\$0.00
1	10/8/19 10:40 PM	Permission (A300000001) Sale, Create Payment Plan	\$65.00	\$65.00

Transaction Detail

2

Date
10/16/19

Total
\$125.00

Items

Description	Payment Method	Amount	Date	Comment
Permit (K00000003) Sale - K test	Credit Card - WEBAPI	\$125.00	10/16/19 10:13 AM	Permit

Permit Info

Number	Series	Effective Date	Expiration Date
K00000003	K Permit	10/16/19 11:13 AM	12/12/19 11:59 PM

CLOSE