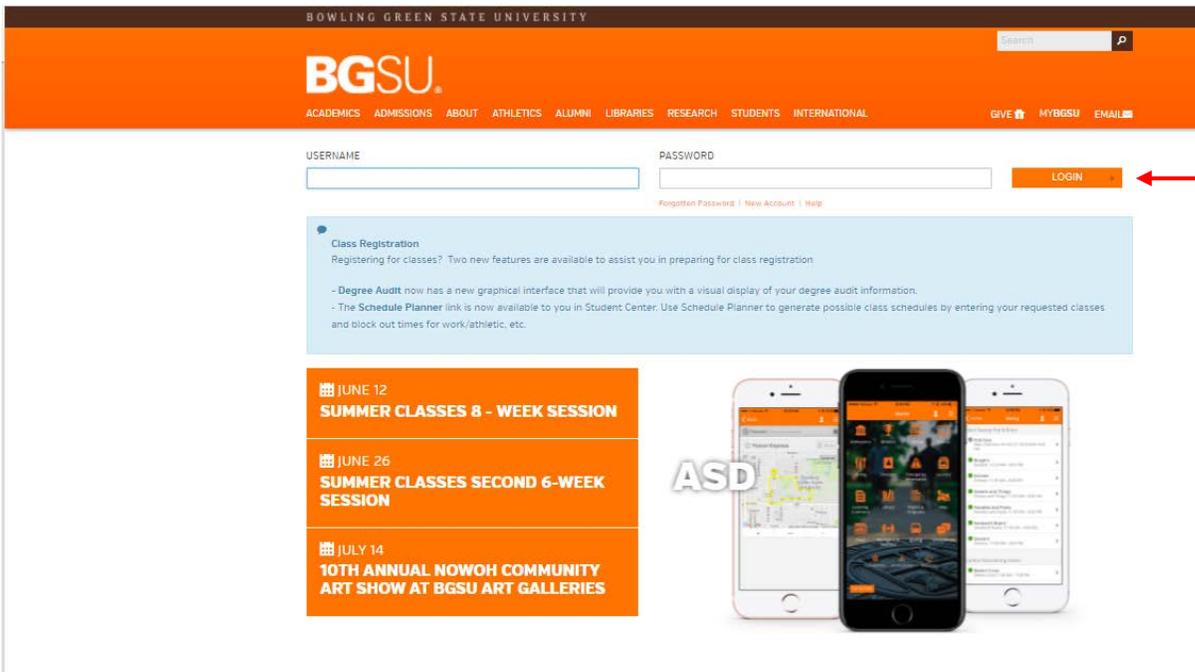


How to Purchase a Permit and Link Your Vehicle to It

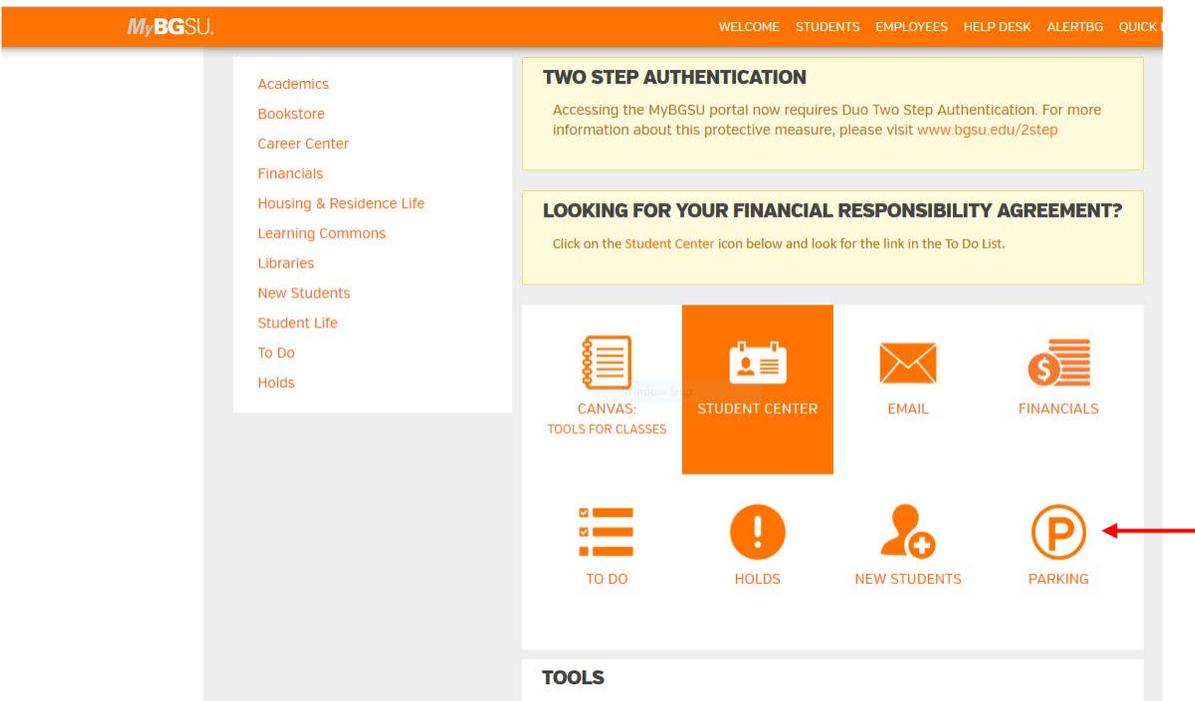
Step 1.

Sign in to your MyBGSU account:



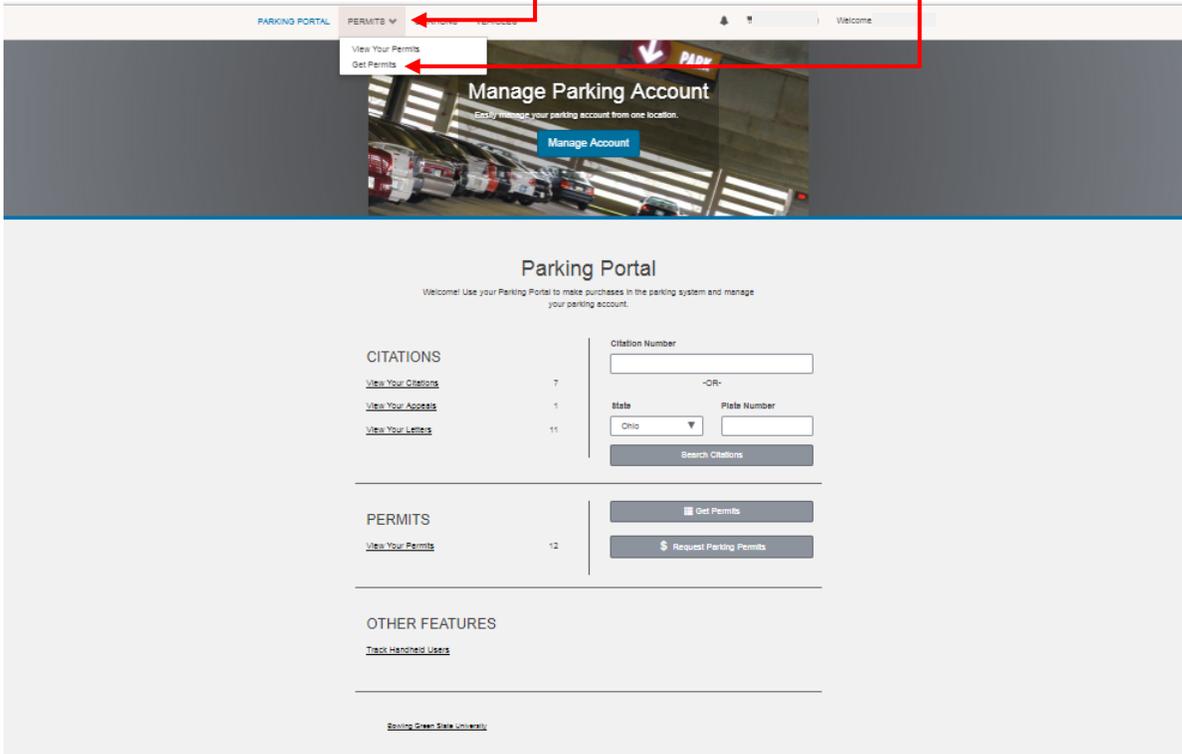
Step 2.

Click on the Parking Icon found in the lower right of your screen (For Faculty and Staff click on the “Manage Parking Account” text found in the lower left navigation menu):



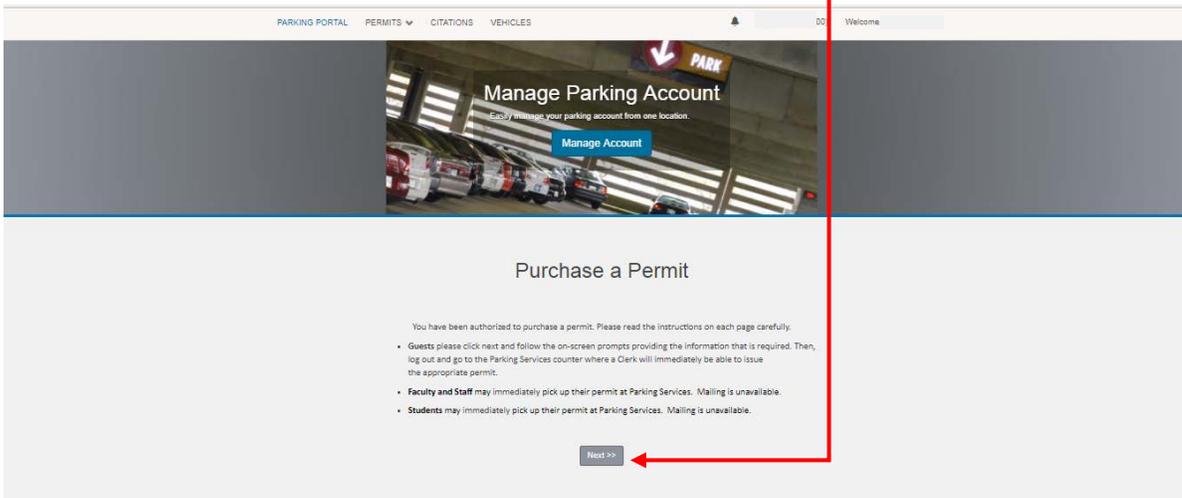
Step 3.

Click "Permits" to expand Permits Options, then click "Get Permits":



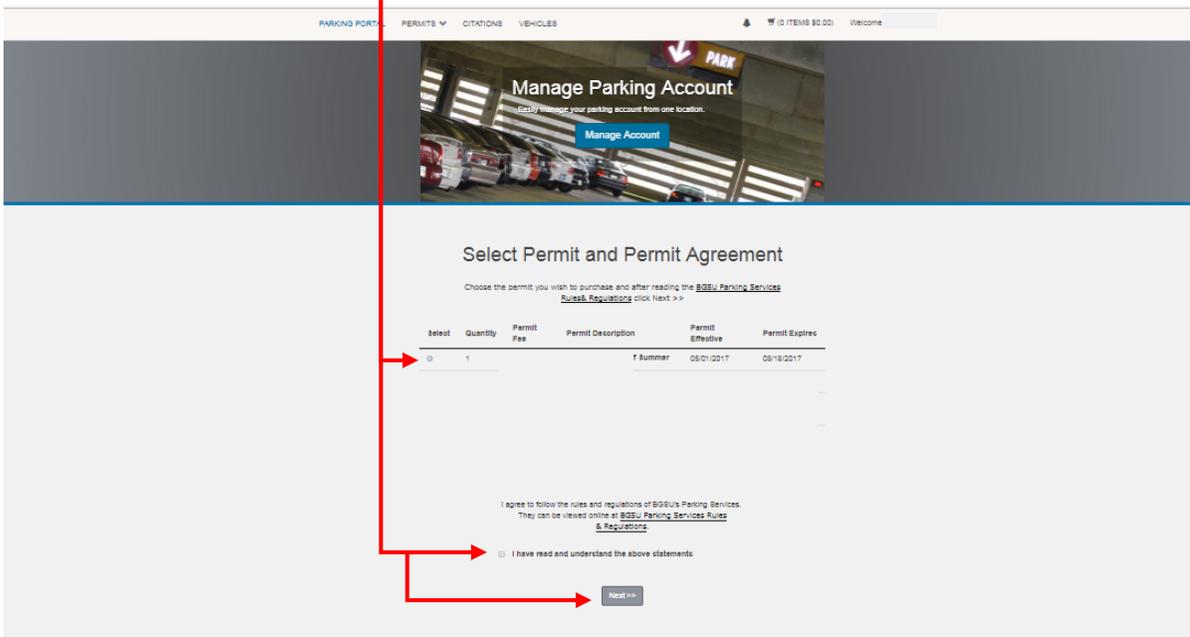
Step 4.

Read the Purchase Permit Screen and the click, "Next":



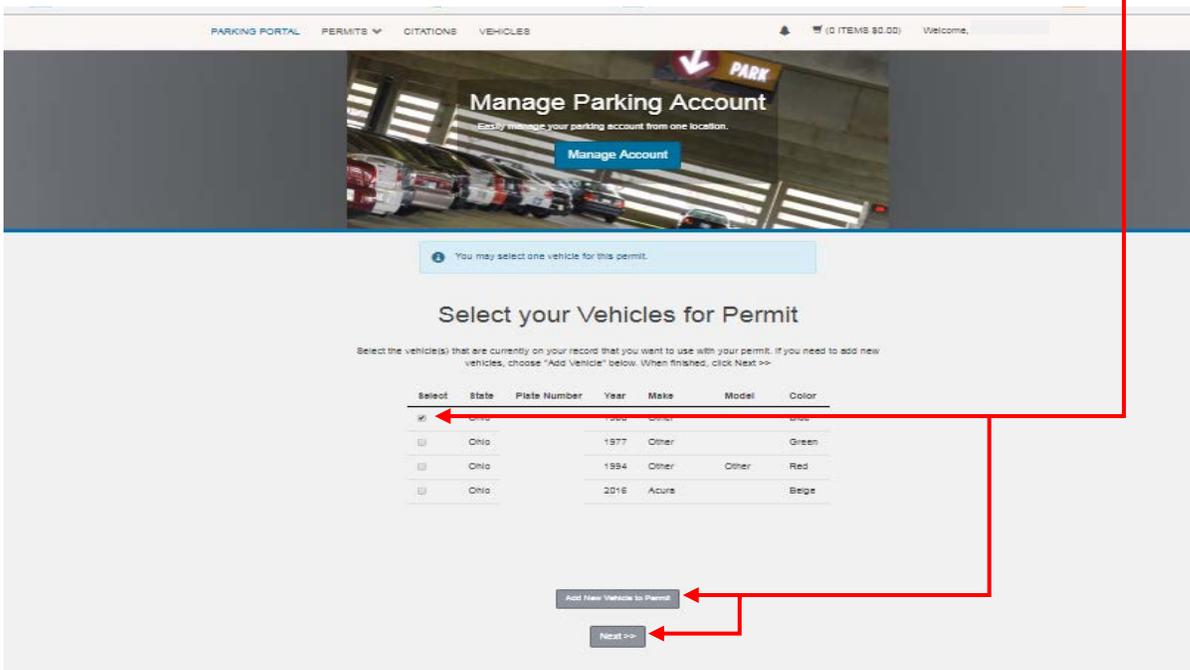
Step 5.

Select the permit you wish to purchase, select "I have read and understand the above statements" and then click "Next":



Step 6.

If you already have an existing vehicle on your account and want to use it with your permit, select it to link it to your permit, then click "Next" and skip to step 8. If the vehicle you intend to use is not registered in your account, select "Add New Vehicle to Permit" and move on to step 7. **Note: You may have multiple vehicles registered to your account, You must have the vehicle you are parking on campus registered in your Parking Account for the License Plate Recognition System to recognize it. Failure to register a vehicle to your permit will result in receiving a citation for "License plate and permit do not match." ONLY ONE OF THE VEHICLES THAT IS REGISTERED TO YOU PERMIT IS ALLOWED ON CAMPUS AT A TIME! Having two vehicles that are registered to one permit on campus will result in a fine.**



Step 7.

Enter your vehicle information and click “Next” (You must use capital letters in the Plate Field):

Manage Parking Account
Easily manage your parking account from one location.
[Manage Account](#)

Register Additional Vehicle

Please enter the details for your new vehicle and then click Next.

License Plate Number

License Plate Number (confirm)

State/Province
Ohio

Year

Make
Select One

Model
Select Make First

Color
Select One

[Next >>](#)

Step 8.

Select your vehicle to link it to your permit and Click “Next” **Note: You may have multiple vehicles registered to your account, You must have the vehicle you are parking on campus registered in your Parking Account for the License Plate Recognition System to recognize it. Failure to register a vehicle to your permit will result in receiving a citation for “License plate and permit do not match.” ONLY ONE OF THE VEHICLES THAT IS REGISTERED TO YOU PERMIT IS ALLOWED ON CAMPUS AT A TIME! Having two vehicles that are registered to one permit on campus will result in a fine.**

Manage Parking Account
Easily manage your parking account from one location.
[Manage Account](#)

You may select one vehicle for this permit.

Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	Ohio		1994	Other	Other	Red
<input type="checkbox"/>	Ohio		2010	Fiat	X1/9	Yellow
<input type="checkbox"/>	Ohio		1980	Cadillac	Coupe	Silver

[Add New Vehicle to Permit](#)

[Next >>](#)

Step 9

Select your payment method, enter your email for your receipt, and click “Next”:

Manage Parking Account

View Cart

Below are the items in your cart. Enter your Email Address to receive a copy of your receipt. Click 'Next' to proceed with your payment.

Qty	Type	Description	Amount	Actions
1	Permit	2017 Faculty / Staff Summer (A171871) (08/01/2017 - 08/18/2017) View Details	\$22.84	Remove
1	Permit	2017 Faculty / Staff Summer (A171872) (08/01/2017 - 08/18/2017) View Details	\$22.84	Remove

Due Now: \$41.68

Select Payment Method

Credit Card

[Cancel Purchase](#) [Add a Credit to Pay](#) [Purchase Another Permit](#)

Checkout

Email Address

cpowers@cpu.edu

[Next >>](#)

Step 10

Review your payment information and click “Complete Transaction”:

Manage Parking Account

Payment Information

Please review the table below and click 'Complete Transaction' to confirm the purchase of your parking permit.

Qty	Type	Description	Amount	Actions
1	Permit	2017 Faculty / Staff Summer (A171871) (08/01/2017 - 08/18/2017) View Details	\$22.84	Remove

Due Now: \$41.68

If providing the last option, you will receive and authorize \$22.84 for virtual use of the authorized parking permit. See your supervisor for a permit policy, per CPU Services (13).

11714-002-410-000-0000-0000-0000-0000-0000-0000

[Complete Transaction](#)

Step 11

Review your payment receipt and log out:

The screenshot shows a web interface for a parking portal. At the top, there is a navigation bar with links for 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. On the right side of the navigation bar, there is a shopping cart icon with '(0 ITEMS \$0.00)' and a 'Welcome.' message. The main heading is 'Payment Receipt'. Below the heading, a message states: 'Your transaction is complete. Permits are immediately available for pick up after transaction completion and are available for pickup from 7 a.m. to 5 p.m. at the Parking Service Office, located in Room 1 of the College Park Building. Please print the page for your records.' The 'Purchased Items' section contains a table with the following data:

Qty	Type	Description	Amount
1	Permit	2017 Faculty / Staff Summer [A1711871] (05/01/2017 - 08/18/2017) view details	\$20.84

Below the table, it says 'Total Paid: \$20.84'. The 'Transaction Summary' section lists the following details:

- CC Receipt Number: Payroll Deduction
- Payment Method: Payroll Deduction
- Payment Date: 07/24/2017 08:31:15 AM

At the bottom center, there is a 'Logout' button. Red arrows in the image point from the text 'Review your payment receipt and log out:' to the 'Purchased Items' table and the 'Logout' button.