

# LET'S BUY A PERMIT.

## STEP #3- ORDERING YOUR PERMIT

Now that you've created an account and entered your personal information and the vehicle's information, you're ready to order a permit. (IF YOU HAVE NOT CREATED AN ACCOUNT, DO THAT FIRST. You can't buy a permit without first having created an account and having entered your vehicle information.) Click "Buy Permits" in the yellow banner across the top of your screen and select the permit you'd like to buy. Your housing arrangement determines which permit you may purchase. Make sure you check the check box indicating you've read the rules. You can't proceed without it.

The screenshot shows the 'New permit order' page with a yellow header containing a home icon, 'Buy Permits', and 'View Orders'. The main content area is titled 'New permit order' and has a progress indicator for '1 Select Permit'. Under the heading 'Permit(s) available for purchase', there are two permit options:

- 2024-2027 Faculty/Staff Original**  
Valid from 08/18/2024 to 06/01/2027  
\$0.00  
10 Vehicle limit
- 2024-2027 Motorcycle/Moped Original**  
Valid from 08/18/2024 to 06/01/2027  
\$0.00  
10 Vehicle limit

Below the permits, there is a checkbox labeled 'Parking rules and regulations' with the text 'AGREE that you have read the rules. Scroll down to click NEXT.' next to it. A red circle highlights the checkbox, and a red arrow points to the text.

Select the check box next to your vehicle. If you have a motorcycle you'd like to park on campus, you must order a separate permit for the Motorcycle. To do that, after you've ordered your vehicle permit, you'll go back into the system and click Buy Permits again and select Motorcycle Original and select any motorcycle from the list of vehicles.

The screenshot shows the 'New permit order' page with a yellow header containing a home icon, 'Buy Permits', and 'View Orders'. The main content area is titled 'New permit order' and has a progress indicator for '2 Choose vehicle'. The text 'Select up to 10 Vehicles' is displayed above a box titled 'Available Vehicles'. Inside this box, there is one vehicle listed:

- 2008 red Dodge 2500**  
ME-... VIN: ...

A red circle highlights the checkbox next to the vehicle, and a red arrow points to it with the text 'Click the check box for each vehicle.' Below the vehicle list, there is a progress indicator for '3 Review and Add'. At the bottom of the page, there are three buttons: 'CANCEL', 'BACK', and 'NEXT'.

Review your information. If anything looks incorrect, click the back button and fix it. Otherwise, click ADD to proceed.


Home Buy Permits View Orders

## New permit order

- Select Permit
- Choose vehicle
- 3 Review and Add

Please confirm your entries below, if everything looks good ,select "Add"

### Permit



2024-2027 Faculty/Staff Original  
Good from 08/18/2024 to 06/01/2027  
Price :\$0.00  
Fee : \$0.00  
10 Vehicle Limit

### Vehicles

Vehicles 1 : 2008 red Dodge 2500  
ME - VIN :

CANCEL BACK **ADD**

A window will pop up, indicating that a permit was added. Click “view cart” to proceed, then on the next screen click “proceed to check out” on the right-hand side of the screen. If the permit you ordered costs money, this is where you will enter your payment information. Review your information and change anything that is incorrect. You must check that the billing address is the same as the mailing address or enter a new billing address. Scroll down to check the box indicating you agree to the terms and conditions. A window will open with the terms, which you’ll have to close, and then click next.

- Contact and Shipping Information
- 2 Review and Submit


### Billing Information

Castine ME 04421 @mma.edu CHANGE

### Payment Information

Total Amount : \$0.00 CHANGE

### Permits Ordered



2024-2027 Faculty/Staff Original  
Good from 08/18/2024 to 06/01/2027  
Total Amount : \$0.00  
Vehicles 1 2008 red 2500 Dodge VIN

Please confirm your entries. Click Submit Order to place your order

By checking this box, you agree to the Terms and conditions

CANCEL BACK **NEXT**

### Summary

SUBTOTAL :	\$0.00
FEES :	\$0.00
TAX :	\$0.00
<b>Total :</b>	<b>\$0.00</b>

Select your payment method and enter any required information to purchase your parking pe

Finally, click "SUBMIT ORDER" and you will get confirmation that your order has been submitted. You can print this confirmation if you wish. A copy will be sent to the email address you provided. If you do not get a confirmation number, you have not ordered your permit and you should try again. We will ask you for this number if there is a problem with your order.

The screenshot shows a web interface with three navigation tabs at the top: "Buy Permits" (highlighted in light blue), "View Orders" (highlighted in yellow), and "Pay Citations" (highlighted in yellow). Below the tabs is a large white area with the text "Thank you!" centered at the top. Underneath, it says "Your Payment has been received" followed by "Confirmation # : 482266", "Amount Paid : :", and "Payment Date: 06-26-2024". A line of text reads "A confirmation email has been sent to .. @mma.edu". A blue button labeled "PRINT CONFIRMATION" is centered below this text. At the bottom left is a link "Return home" and at the bottom right is a link "Place another Order".

If you're a student, the last thing to do is email [CampusSafety@mma.edu](mailto:CampusSafety@mma.edu) the photograph of your current state vehicle registration to complete your order.

Pick your permit up at the Campus Safety Office in the Windlass House.