ORDERING A PARKING PERMIT

STEP #3- ORDERING YOUR PERMIT

Now that you've created an account and created a profile with your 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 the required profile 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.

*	Buy Permits	View Orders	
New permit order			
Select Permit			
Permit(z) available for purchase	24.2027 Excutor/Staff Original	1	
2024-2027	Valio from 08/18/2024 to 05/01/2027 \$0.00		
Faculty/Staff Original 2024-2027	Chick HERE		
	CLICK HERE		
	2024-2027 Motorcycle/Moned Original		
2024-2027	Valid from 08/18/2024 to 06/01/2027 \$0.00	I	
Motorcycle/Moped Original	st Vehicle IImit		
2024-2027	I		
AGREE that you h	ave read the rules. Scroll down to click N	EXT.	
V			

Select the check box next to your vehicle. Students may only select one 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, send Campus Safety a photograph of your motorcycle's valid state registration. You can send it in the same email as your vehicle registration. If a student changes vehicles after the order is placed, you must update your information with Campus Safety.

New permit order		
Select Permit		
Choose vehicle Select up to 13 Vehicles.		
Available Vehicles	~	
2008 red Dodge 2500 ME - : . : VIN :	Click the check box for each vehicle.	
Brokew and Add		
CANCEL		BACK
	1	

Review your information. If anything looks incorrect, click the pencil icon and fix it. If you selected the wrong permit, you can hover over the permit and a trash can icon will appear to delete the order. Otherwise, click ADD to

proceed.

	Buy Permits	View Orders
ew permit order		
Select Permit		
Choose vehicle		
Review and Add		
Please confirm your entries below, if en	verything looks good ,select "Add"	
Permit		Vehicles
2024-2027	2024-2027 Faculty/Staff Original Good from 08/18/2024 to 06/01/2027 Price :\$0.00 Fee : \$0.00	Vehicles 1 : 2008 red Dodge 2500 ME - VIN :
Faculty/Staff Original 2024-2027	Vehicle Limit	
CANCEL		BACK

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. Your billing address needs to match what is on your credit card statement. 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 scroll to the bottom to close, and then click next.

Contact and Shipping Information			Summary
2 Review and Submit			SUBTOTAL : \$0.00
Billing Information			FEES : \$0.00
			TAX : \$0.00
Castine ME 04421 @mma.edu ()		CHANGE	Total : \$0.00
Payment Information			Select your payment method and enter any required information to purchase your parking pe
Total Amount : \$0.00		CHANGE	
Permits Ordered			
2024-2027 Faculty/Staff Original 2024-2027	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		
ty checking this box, you agree	nit Order to place your order to the Terms and conditions	BACK NEXT)

<u>Finally</u>, click "SUBMIT ORDER" and you will get confirmation that your order has been submitted. You can print or screenshot 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.

Buy Permits	View Orders		Pay Citations
	Thank you!		
	Your Payment has been received		
	Confirmation # : 482266		
	Amount Paid :		
	Payment Date: 06-26-2024		
	A confirmation email has been sent to	@mma.edu	
	PRINT CONFIRMATION		
Return home			Place another Order

If you're a student, the last thing to do is email <u>CampusSafety@mma.edu</u> the photograph of your current state vehicle registration to complete your order. You can check the status of your order in the **View Orders** tab of the portal. Pick your permit up at the Campus Safety Office in the Windlass House and stick it to your windshield in the lower right corner (the passenger side) to park on campus.

If a student needs to change vehicles after placing an order, email Campus Safety the registration for the correct vehicle, and bring your original permit with you to the office to exchange.