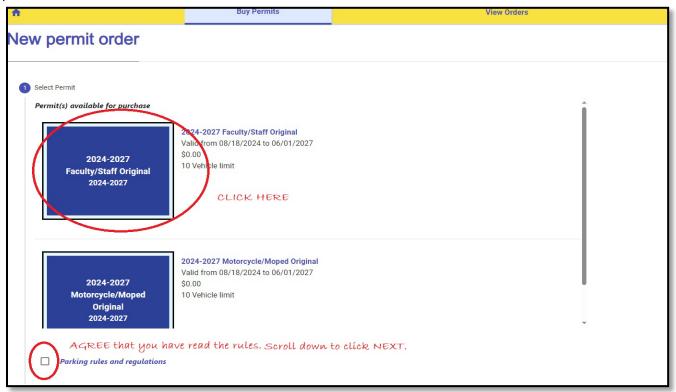
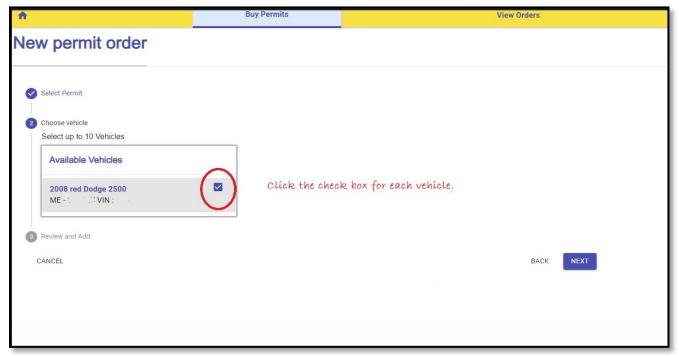
LET'S BUY A PERMIT.

STEP #3- ORDERING YOUR PERMIT

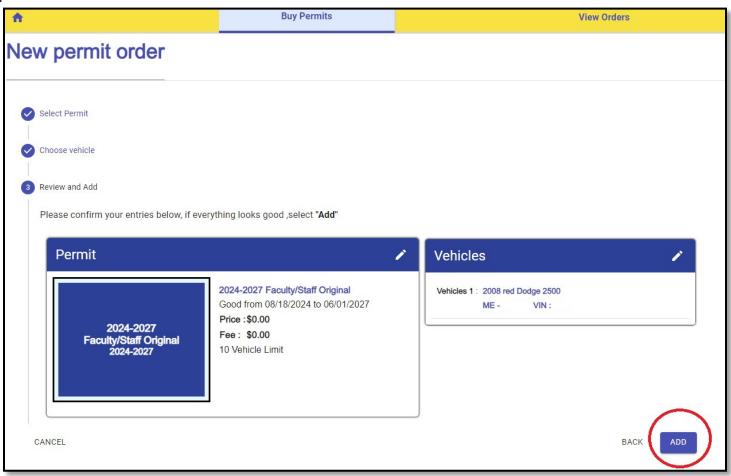
Now that you've created an account and entered your personal information and the vehicle's information, you're ready to order a permit. (IF YOU HAVE NOT CREATED AN ACCOUNT, DO THAT FIRST. You can't buy a permit without first having created an account and having entered your vehicle information.) Click "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.



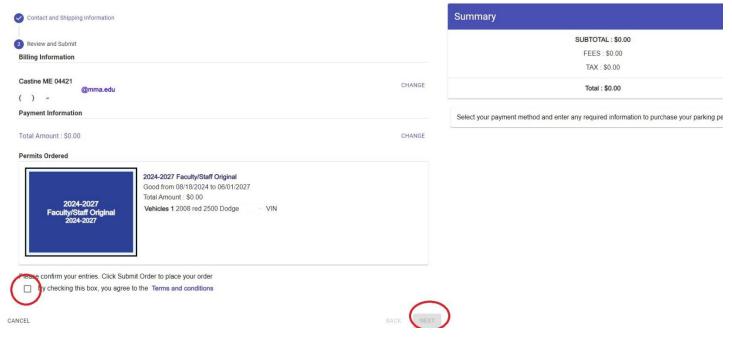
Select the check box next to your vehicle. If you have a motorcycle you'd like to park on campus, you must order a separate permit for the Motorcycle. To do that, after you've ordered your vehicle permit, you'll go back into the system and click Buy Permits again and select Motorcycle Original and select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



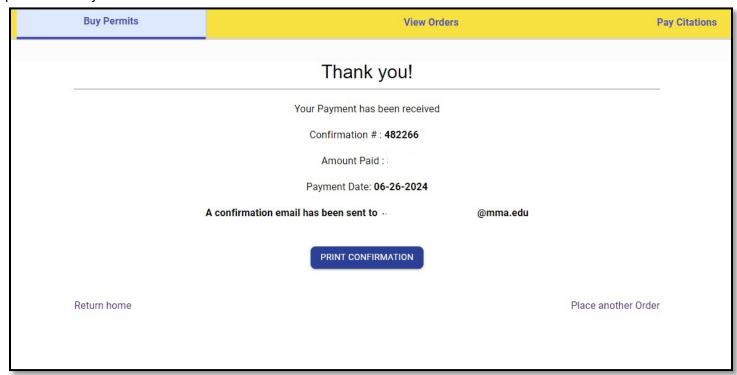
Review your information. If anything looks incorrect, click the back button and fix it. Otherwise, click ADD to proceed.



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.



<u>Finally</u>, 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.



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.

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