CREATING A PARKING PERMIT BUYER ACCOUNT

STEP #1: CREATE YOUR ACCOUNT

Go to <u>https://portal.permitsales.net/driverportal/MMA</u> and click on "LOG IN" in the upper right corner. There is a picture below.



Click Register Account in the bottom left corner. If you're on a phone, you should scroll down to Register Account.

MAINE MARITIN ACADEM	AE Y Waraye Citator 2 Login
Login to your account	You must create an account by clicking Register Account Once you have created an account and verified your email address, you can login by clicking the Login button in the upper right corner.
Password	Watch this video on How to Create an Account
SIGN IN REGISTER ACCOUNT ORGOT PASSWORD FORGOT USERNAME Version : 1.0.15 Version : 1.0.15 Version : 1.0.15	
CLICK REGISTER ACCOUNT	

You will be taken to a screen to register your account. Fill in all the requested information. Use a 6-digit MMA ID Number as your ID Number. This number is on the front of your MMA ID card. If you have a 4 or 5 digit ID number on your ID card, add 0s in the front to make it 6 digits long (as an example, if your ID number is 12345, enter 012345). We suggest you use yourfirstnameyourlastname as your username and your MMA email address. (example: **username**: trulymariner **email**: truly.mariner@mma.edu).

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	Register Your Account	You must create an account by clicking Register Account.
	ID NUMBER	Unce you have created an account and verified your email address, you can login by clicking the Login button in the upper right corner.
	Enter Your Account Id Your & digit MMA ID #	Watch this video on How to Create an Account A handy video if you need help.
	(add zeros at the front to make it six digits, if needed) Select a Usemame	
	Enter Your User Name We suggest you use firstnamelastname as your u	isername
	Email Address	
	Enter Your Email Address We suggest you use your MMA email	
	Confirm Email Address	
	Enter Your Confirm Email Address	
	Password	
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	REGISTER ACCOUNT CANCEL	

Once you hit "register account" you will get a notice telling you to verify your email. Go to the email account you entered (we suggested you use your MMA email) and click the link to verify your email. This step may take a few minutes to process. Once you've verified your email, you'll be able to log in and proceed to set up your profile.

Troubleshooting: There is a handy How to Create an Account video right on this screen, if you have questions. If you get an error message that your ID number is not in the system, first verify that you are entering a 6-digit MMA ID number. Remember, if you have a 4 or 5 digit MMA ID number, for example, if your MMA ID number is 1234, you need to add zeroes to make 6 digits (so you should be entering 001234). If you still cannot log in, email us at <u>CampusSafety@mma.edu</u> with the ID number you're using.

STEP #2: SETTING UP YOUR PROFILE

Once you've registered your account and verified your email, you can now log in and set up your profile with your vehicle information and contact information. Please gather the following information:

- The **current**, **state issued vehicle registration** for the vehicle that you will be parking on campus, from which you will gather the VIN, the year, make, model, license plate number and registered owner's information
- Your vehicle's insurance policy number and company
- Your driver's license number

From the home screen, you should click on the person icon in the upper right corner of your screen to go to your profile. Select My Account.

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		Maine Maritime Academy Parking Permits		\cup
	-		-	CLICK HERE
	Use the links	above to purchase parking permits, view orders and man	age citations	
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		Refund Policy: No Refunds		

When you're on your My Account screen, you can enter your information. Click the + sign in the upper right corner of each section to add your information. Please complete all blanks. See example below.

Buy Permits		View Orders	Pay Citations			1 -	
Please enter your information below, then you may purchase	ase enter your information below, then you may purchase a Maine Maritime Academy parking permit.						
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Now that you have created an account and set up your profile, if you are eligible to buy a permit, you will be able to log in when permits go on sale for your academic class.

Troubleshooting: If you take too long entering information, and the system logs you out, just log in again and pick up where you left off. You must select the make of your vehicle from the drop-down menu. You can't just type it in.

STEP #3: ORDER A PERMIT

On the day permits become available to you, go to https://portal.permitsales.net/driverportal/MMA, log in to buy your permit by clicking BUY PERMITS in the yellow banner across the top of the screen. Remember, freshmen/ first year students cannot purchase parking permits. If you are a freshman based on the number of credits you have earned, you will not be able to order a permit from this system. Also recall, as per the parking rules, if you received 5 or more parking citations last year, or otherwise had your parking privileges revoked, you are not eligible to buy a permit this year. You have not ordered a permit until you get a confirmation number. You will need this confirmation number if there is an issue with your order, so save the email or take a screenshot of the confirmation page. If at any point you get logged out, log back in and try again. There are step-by-step instructions to order permit on the website. Once you get a confirmation number, send a photograph of your state registration to <u>CampusSafety@mma.edu</u>.

Troubleshooting: Permits are available on a first come, first served basis and once they are sold out, the system will tell you there are no permits available to purchase. Typically, permits go on sale in July, and upperclassmen have a short window to buy their permits before permits become available to sophomores and other eligible students. Permit sales remain open until permits have sold out. All students receive an email about parking permit sales, so check your MMA email for the specific dates. Your approved housing application determines which permits will be available to you. If you are a freshman based on the number of credits you have earned, you will not be able to order a permit from this system as first year students can not order permits. If you are a sophomore based on the number of credit hours you have earned, you will need to wait until permits open to sophomores to purchase a permit. If you are not sure how many credit hours you have earned, you can check with the registrar. Also recall, as per the parking rules, if you received 5 or more parking citations last year, or otherwise had your

parking privileges revoked, you are not eligible to buy a permit this year and will not be able to buy a permit. You can read the MMA parking rules here: <u>https://mainemaritime.edu/campus-safety/parking-management/</u>