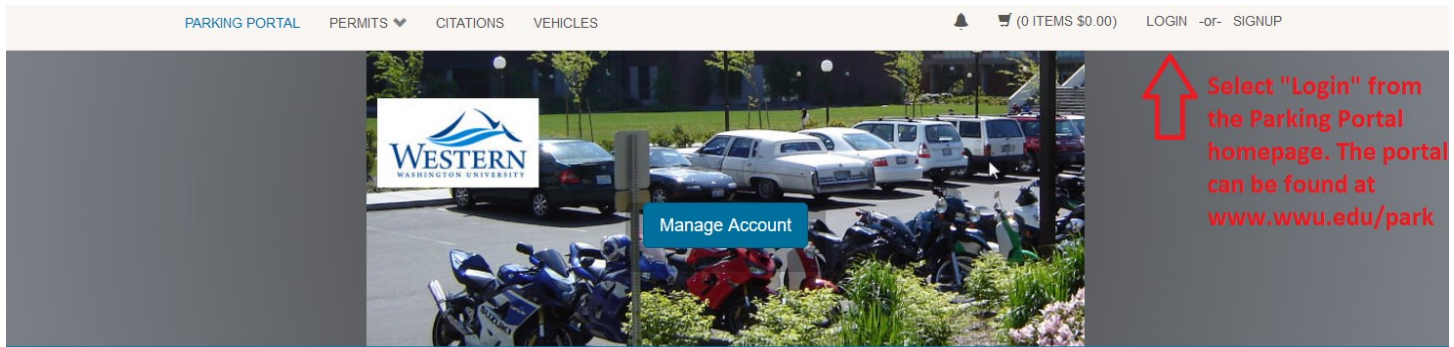# WWU Department Guest Permit Purchase Instructions (Portal Link: www.wwu.edu/park)

Select "Login" from the Parking Portal homepage. The portal can be found at www.wwu.edu/park

Parking Portal

To add a license plate or manage your account view the Video or Quick Sheet (pdf) for instructions.
To submit an appeal enter your citation number or license plate.

CITATIONS

Citation Number
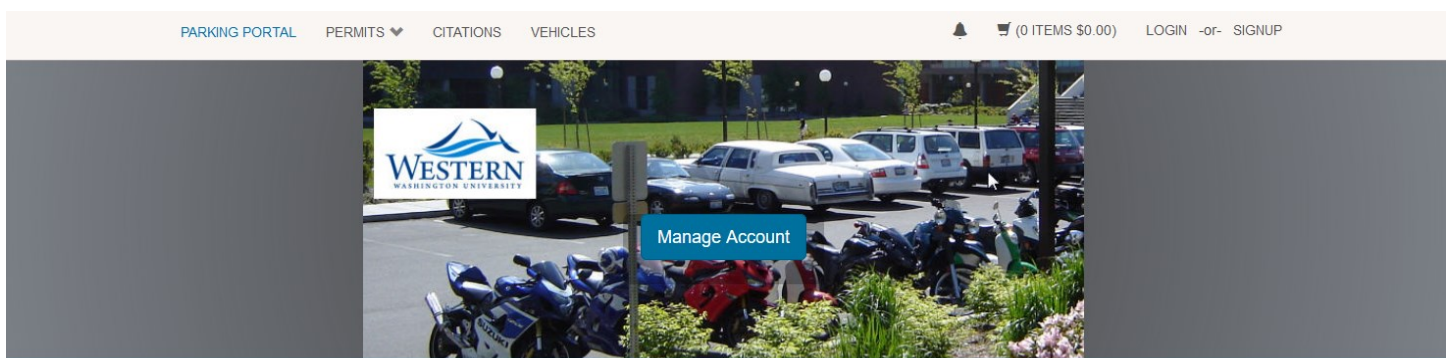
-OR-

State
WASHINGTON

Plate Number

Search Citations

Customer Authentication

Western Faculty, Staff and Students - Click "Universal Login"
Guests or Western Departments, click the "Guest / Department Login" to create an account or login to an existing account

Universal Login

Select "Visitor/Department Login" to access department guest parking permits.

Visitor / Department Login

Visitor / Department Login

GUESTS:

- Enter your email and password if you have previously created an account. Forgot your password? Click here

- If you do not have a guest login you may create one by clicking here. Passwords must be at least 6 characters long and contain: one upper case letter; one lower case letter and at least one special character.

WESTERN DEPARTMENTS:

- First log in? Select forgot your password to establish your departmental password. Click here

- Enter your email and password if you have previously logged into your account.

.

Log in with your department email address and password.
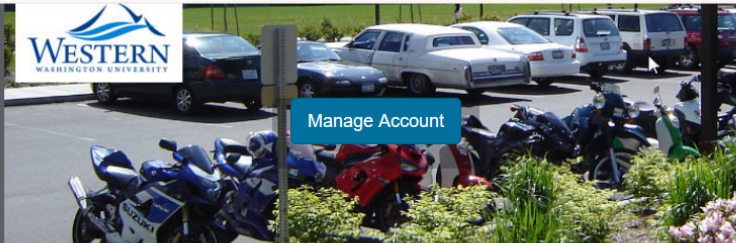
Email Address

sbo@wwu.edu   *

Password

•••••••••••••••   *

* indicates a required field

Login

WESTERN
WASHINGTON UNIVERSITY

Manage Account

While logged in as a department

Parking Portal

To add a license plate or manage your account view the Video or Quick Sheet (pdf) for instructions.
To submit an appeal enter your citation number or license plate.

CITATIONS

View Your Citations	0
View Your Appeals	0
View Your Letters	0

Citation Number

-OR-

State   **Plate Number**

WASHINGTON

Search Citations

PERMITS

View Your Permits	4
View your Waitlists	0

🔳 Get Permits   **Click on "Get Permits"**

🔁 Add/Edit Waitlists

Manage Account
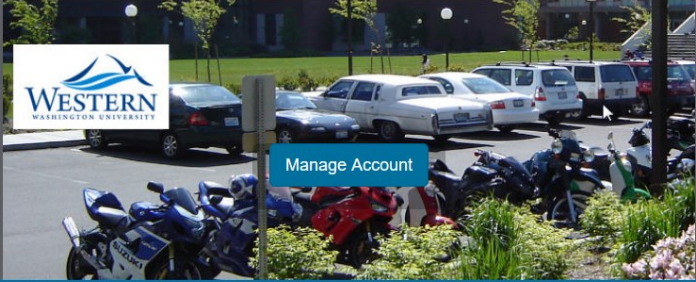
Purchase a Permit

You have been authorized to purchase a permit. Please read this carefully. Your license plate will be your permit. You must provide an accurate vehicle license plate(s) for your permit to be valid. You can attach five vehicles to your permit but only one can be parked on campus at a time. Please review and update all of your vehicle license plates if necessary.

🗏 Edit this page

Next >>   ⬅ **Select "Next" to view all available permits**

Choose the amount of time needed for your guest's parking permit.

Note: Guest permits in 11G and 19G are only available as Guest 1-Day permits.

Permit Fee / Description / Date Range

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

🗏 Edit this page

VISITOR PERMIT OPTIONS

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
DAILY / WEEK PERMIT					
○	1	$10.00 / day	**GUEST 1 - DAY**		
○	1	$20.00 / 2 days	**GUEST 2 - DAY**		
○	1	$30.00 / 3 days	**GUEST 3 - DAY**		
○	1	$31.00 / week	**GUEST 7 - DAY (WEEK)**		
○	1	$8.00 / day	**GUEST 11am - 5pm**		
○	1	$8.00 / day	**GUEST 7am - 1pm**		

LINCOLN CREEK LOT

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
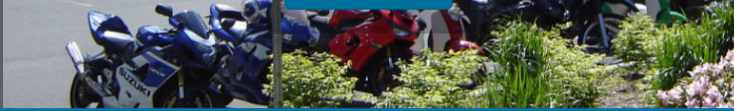
Select Start Date for Permit

A Western permit is required Monday-Friday 7:00am to 4:30pm in lot 12A, C, 22G, 24G, 32G and disability spaces.
In addition, disability spaces require a state disability permit all hours. **Click here for map.**

🔲 Edit this page

Effective Date

<		April 2019				>
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Select the date that you would like the permit. Lot C, Lot 12A and other lots to the south of the main campus do not require permits on weekends or after 4:30pm M-F. On campus "G" lots require permits all hours.

Next >>

Manage Account

ℹ You may select between 1 and 5 vehicles for this permit.

Select Vehicle(s) for Permit

Parking permits will be attached to the vehicle license plate so be sure that your vehicle plate is correct. For questions contact parking@wwu.edu.

🔲 Edit this page

Select the license plate of the vehicle that will be parking. If you need to add a new license plate, click "Add New Vehicle."

Select	State	Plate Number	Year	Make	Model	Color
☑	WASHINGTON	**SBOTEMP**		Dodge		

Add New Vehicle

Next >>

WESTERN
WASHINGTON UNIVERSITY

Manage Account

Choose Lot

Select the desired lot for the permit. "G" lots located on campus have limited space and will show up as [Sold Out] if no space is available for the selected date.

If your guest will be parking in 11G or 19G, please be sure they know to only park in spots that are marked with guest parking signs.
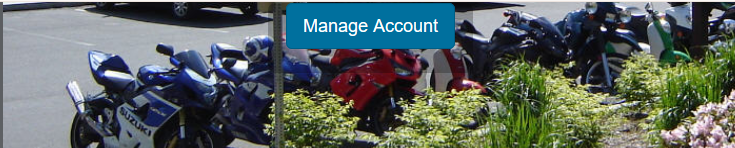
➡️

Select One
22G-GUEST
C-GUEST
12A-GUEST
13A-GUEST
32G-GUEST
11G GUEST
24G-GUEST
19G GUEST

Select One ⌄ *

Next >>

Manage Account

View Cart

All transactions, including zero amount due, must complete checkout.

Qty	Type	Description	Amount	Actions
1	Permit	GUEST 1 - DAY (04/08/2019 - 04/08/2019) view details	$10.00	Remove

Due Now: $10.00

Cancel Purchase   Add Citations   Add Permits   ⬅️
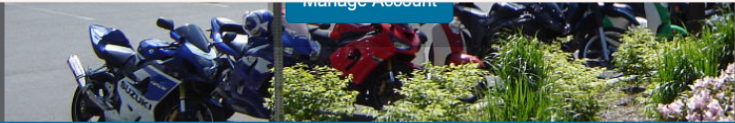
Checkout

Email Address

sbo@wwu.edu

Proceed to Checkout>>   ⬅️

If you are purchasing more than one permit, click "Add Permits." Otherwise, enter the email address that you would like the receipt sent to and click "Proceed to Checkout."

🔔   🛒 (1 ITEMS $10.00)   Welcome, STUDENT BUSINESS OFFICE STUDENT BUSINESS OFFICE!

Payment Information

VOUCHER CODE field, enter the budget string you want the permit charged to. Budget string must include the following fields: **C Fund Orgn Acct Prog**. Optional fields: **Fast Actvy Loc**. Put a space between fields when entering. Your fund will be charged at the end of the month.

Enter the fast index or fund (and activity code, if applicable) you would like to use for payment. Click "Check Out" to complete the purchase. The permits will be effective immediately.

Qty	Type	Description	Amount	Actions
1	Permit	GUEST 1 - DAY (04/08/2019 - 04/08/2019) view details	$10.00	Remove

Due Now: $10.00

Voucher Code

[   ]

Check Out