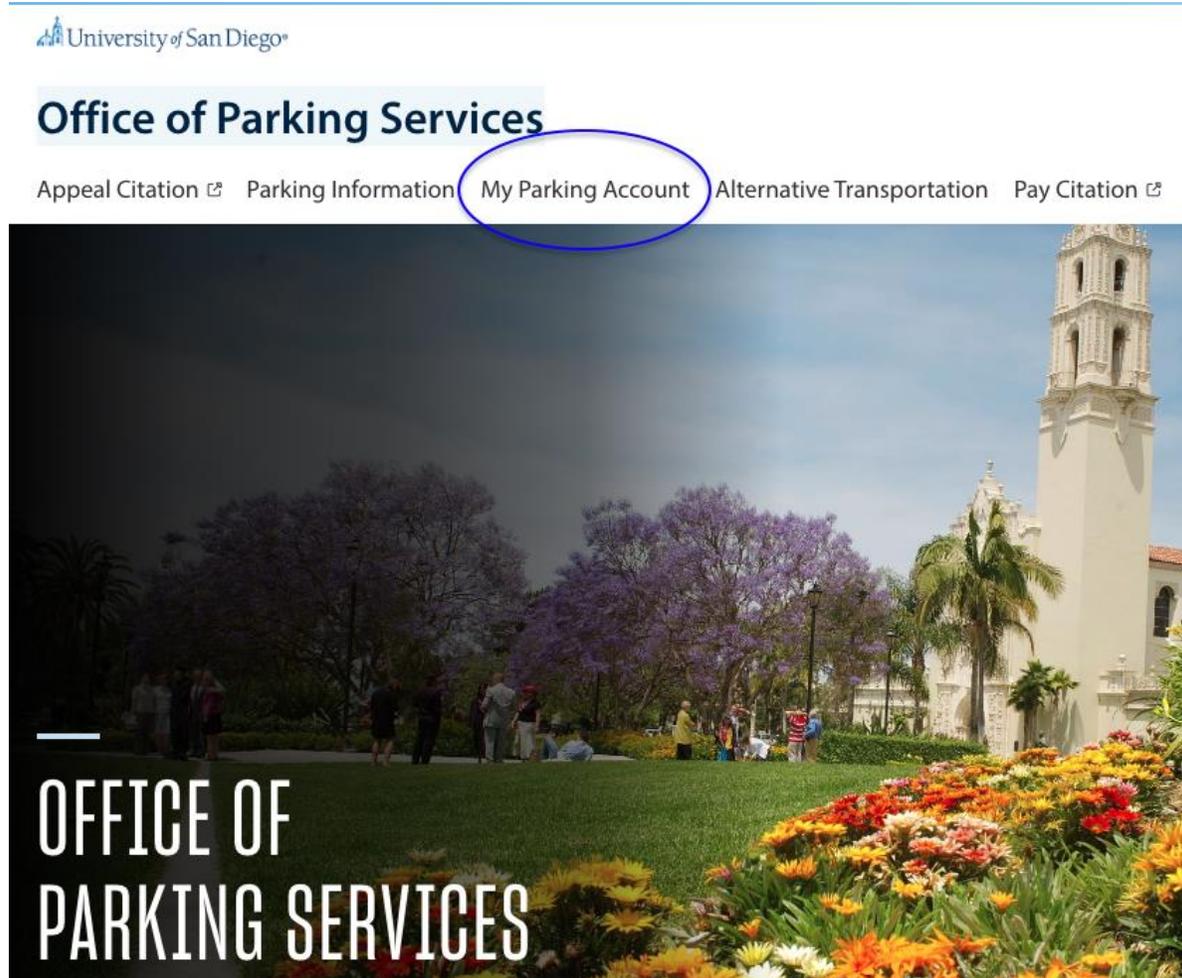
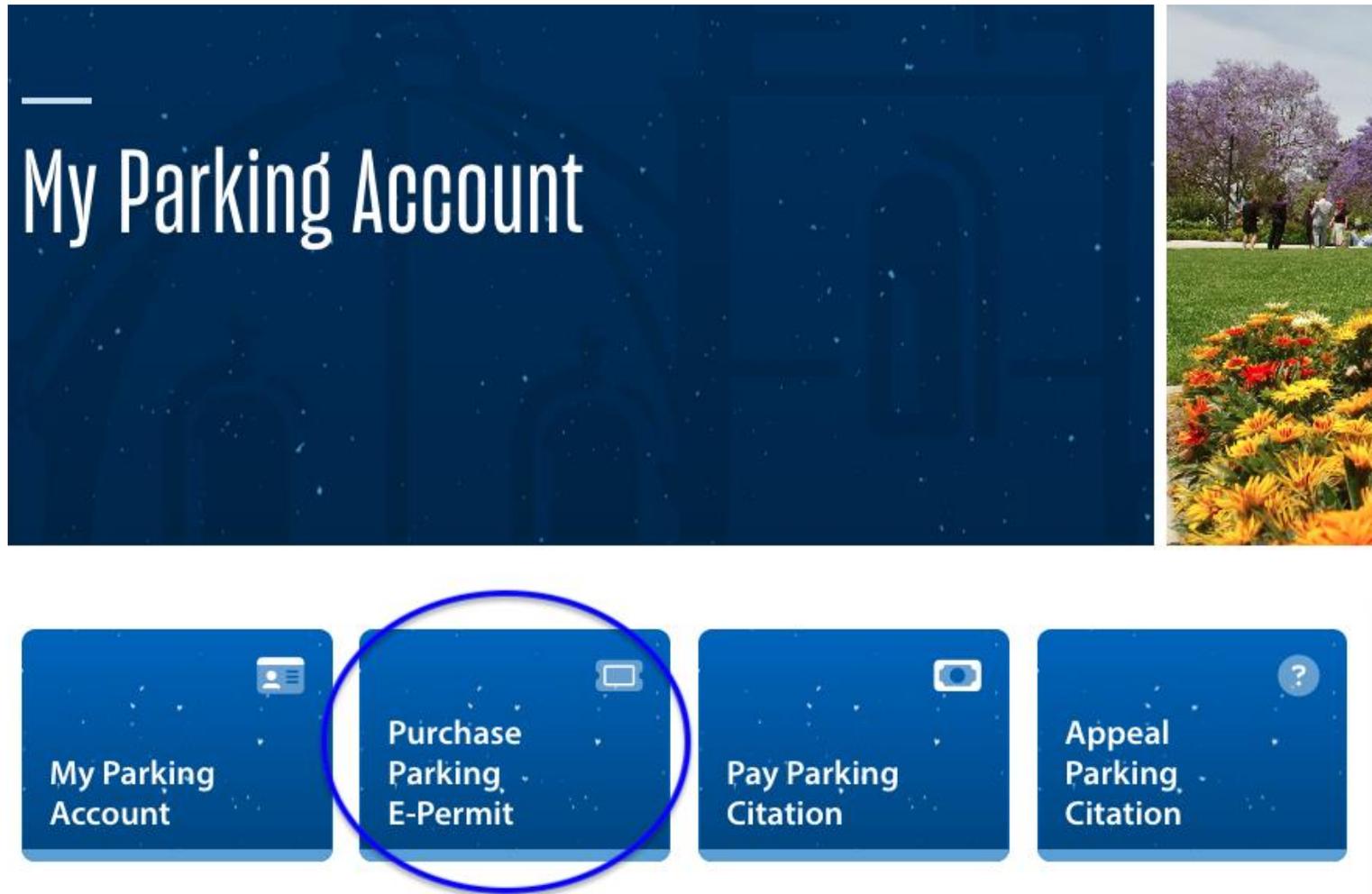


# Purchase an E-permit (Electronic Permit)

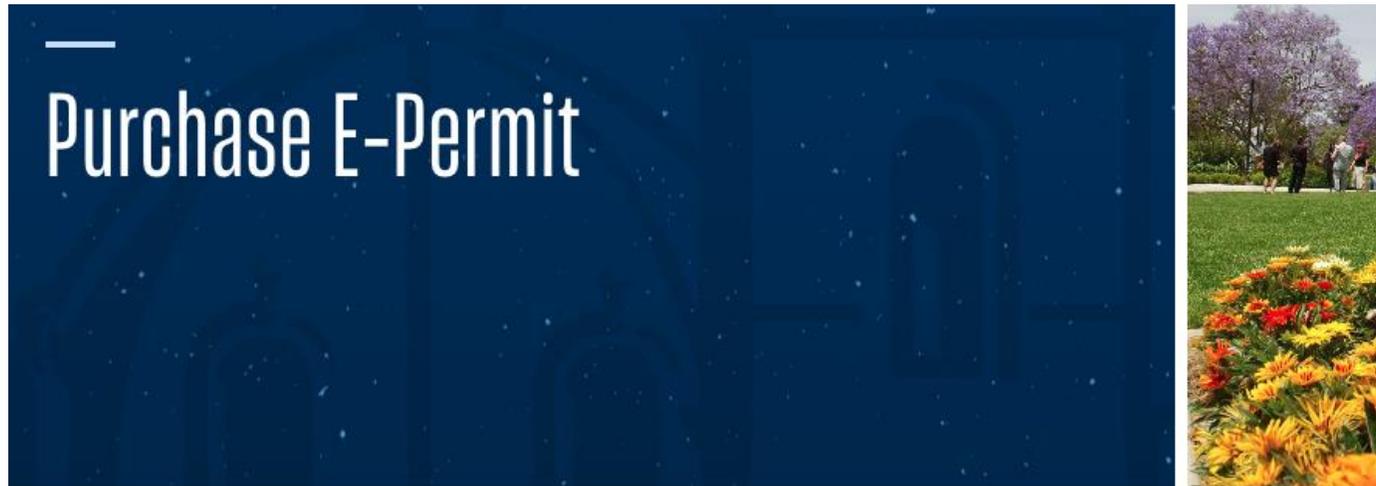
From The [Parking Services](#) website, Select “My Parking Account” from the menu.



Select "Purchase Parking E-permit".



Select your classification from the options listed (Student, Employee, Or Guest).



[Home](#) / [My Parking Account](#) / Purchase E-Permit



Click LOGIN from the top right-hand corner of the page.



PARKING PORTAL PERMITS ▼ CITATIONS VEHICLES (0 ITEMS \$0.00) **LOGIN** or SIGNUP

# Manage Parking Account

Easily manage your parking account from one location.

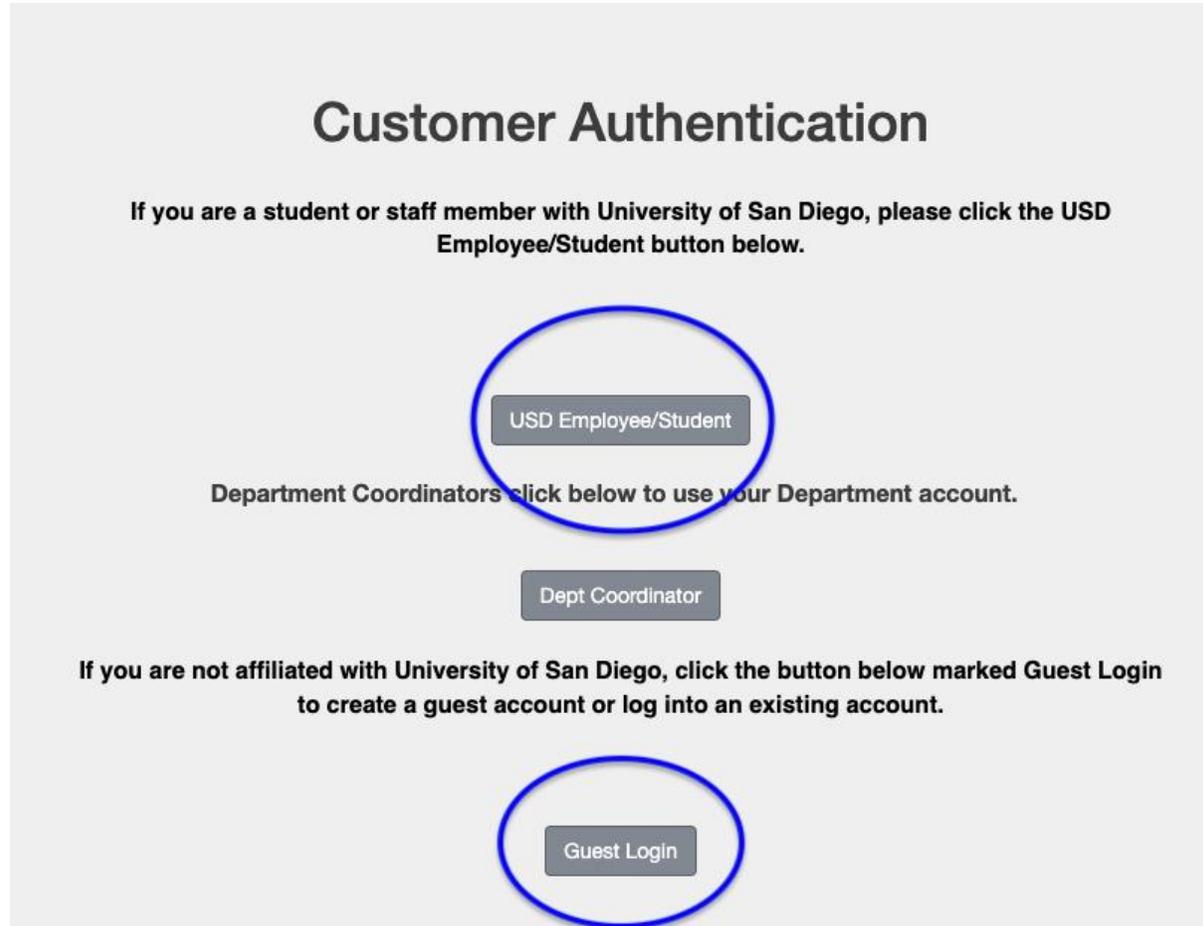
Manage Account

## University of San Diego - My Parking Account

Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

Select USD Employee/Student (need MySandiego credentials) or Guest login (need to create guest account or use existing account).

**Note:** Select Dept Coordinator if you manage a department permit.



**Customer Authentication**

If you are a student or staff member with University of San Diego, please click the USD Employee/Student button below.

USD Employee/Student

Department Coordinators click below to use your Department account.

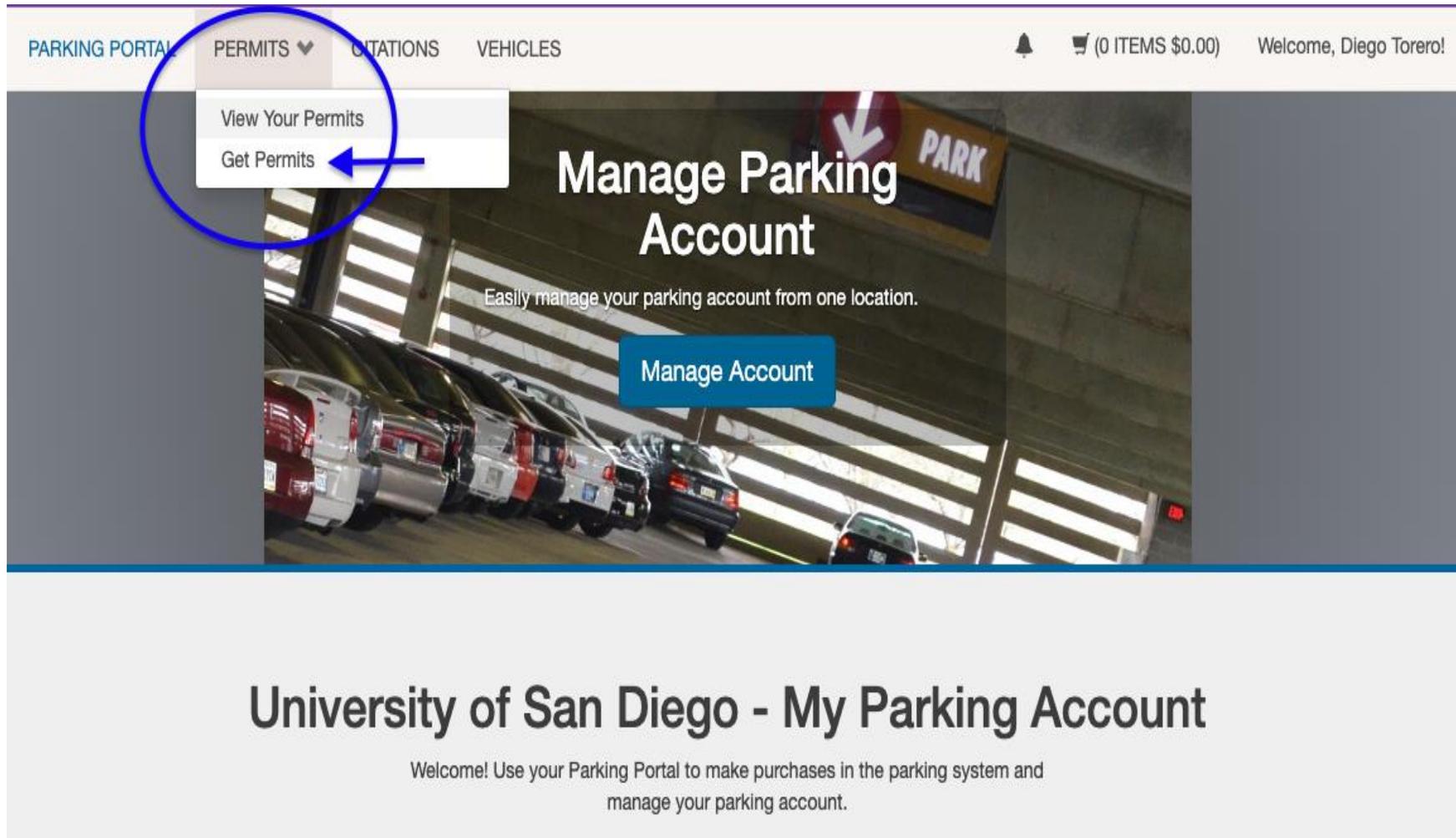
Dept Coordinator

If you are not affiliated with University of San Diego, click the button below marked Guest Login to create a guest account or log into an existing account.

Guest Login

The screenshot shows a 'Customer Authentication' page with three main sections. The first section is for 'USD Employee/Student' and is highlighted with a blue circle. The second section is for 'Dept Coordinator' and is also highlighted with a blue circle. The third section is for 'Guest Login' and is highlighted with a blue circle. The text is centered and the buttons are grey with white text.

Once logged in, select “PERMITS” then “Get Permits” from the menu.



The screenshot displays the University of San Diego Parking Portal interface. At the top, a navigation bar includes links for 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. The 'PERMITS' link is highlighted with a blue circle, and its dropdown menu is open, showing 'View Your Permits' and 'Get Permits'. A blue arrow points to the 'Get Permits' option. To the right of the navigation bar, there is a notification bell icon, a shopping cart icon with '(0 ITEMS \$0.00)', and a welcome message 'Welcome, Diego Torero!'. Below the navigation bar is a large banner image of a parking garage with several cars parked. The banner features the text 'Manage Parking Account' in large white font, followed by the subtitle 'Easily manage your parking account from one location.' and a blue 'Manage Account' button. Below the banner, the page title 'University of San Diego - My Parking Account' is displayed in a large, bold, black font. Underneath the title is a welcome message: 'Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.'

Click the “Parking Services website” link to review the Parking Rules and Regulations, then click NEXT.

## Purchase a Permit

Visit the USD News Center for [2023-24 parking permit sale information and schedule](#).

Please read the instructions on each page carefully.

Parking at USD is by e-permit or paid meter only.

When purchasing your e-permit, you will need to provide your vehicle's license plate number. Physical permits will not be sent. E-permits use your license plate number as your permit. Make sure to enter the vehicle information for all vehicles that you use with a permit. Only one vehicle may be on campus at a time.

Please see the Parking Services Rules & Regulations on the [Parking Services website](#) for more information.

(<https://www.sandiego.edu/parking>)

Be sure to review the Parking Rules and Regulations to avoid receiving a citation.

Next >>

Make your permit selection by clicking the appropriate box. Review the USD Parking Map before purchasing a permit. Read and agree to the Parking Rules and Regulations. Click NEXT to proceed to the next page.

### Select Permit and Permit Agreement

Parking designations are assigned based on the permit type you have selected. Please select your desired parking permit below.

[USD Parking Map](#) ← [Review before purchasing a permit.](#)

**NOTE: Only the permit(s) that you are eligible for, based on your classification, will be listed.**

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<b>Faculty/Staff Permits</b>					
<input type="radio"/>	1	\$235.00	FACULTY STAFF SPRING	01/21/2024	07/31/2024
<b>Other</b>					
<input type="radio"/>	1	\$40.00 / week	FACULTY/STAFF 1 WEEK	-select-	-select-
<input type="radio"/>	1	\$18.00 / day	FACULTY/STAFF DAY	-select-	-select-
<input type="radio"/>	1	\$125.00	PERIMETER	07/24/2023	02/07/2024
<input type="radio"/>	1	\$40.00 / week	SCOOTER/MOTORCYCLE 1 WEEK	-select-	-select-
<input type="radio"/>	1	\$18.00 / day	SCOOTER/MOTORCYCLE DAY	-select-	-select-
N/A		\$125.00	WEST PARKING SPRING	01/21/2024	07/31/2024

The lot associated with this permit choice is already full for this time period.

**Parking Rules & Regulations**

- I have read and agree to follow the [Parking Services Rules and Regulations](#).
- I understand all sales are final and no refunds will be issued unless a double charge has occurred.

→  I have reviewed and agree to the above conditions

[Next >>](#)

Select the vehicle(s) that you would like to link to your permit or click ADD VEHICLE to add a new vehicle (maximum of 2 for students and 1 for visitors). You must link at least one vehicle to your permit. Click NEXT when finished.

 You may select between 1 and 6 vehicles for this permit.

## Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record or add a new vehicle that you want to use with this e-permit. E-permits use your license plate number instead of a physical permit being displayed. Make sure to add all vehicles you will be using with your e-permit. Only one vehicle may be on campus at a time.

If you need to add new vehicles, choose "Add Vehicle" below. Click "Next" to continue.

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	CALIFORNIA	T0R3R0				Blue

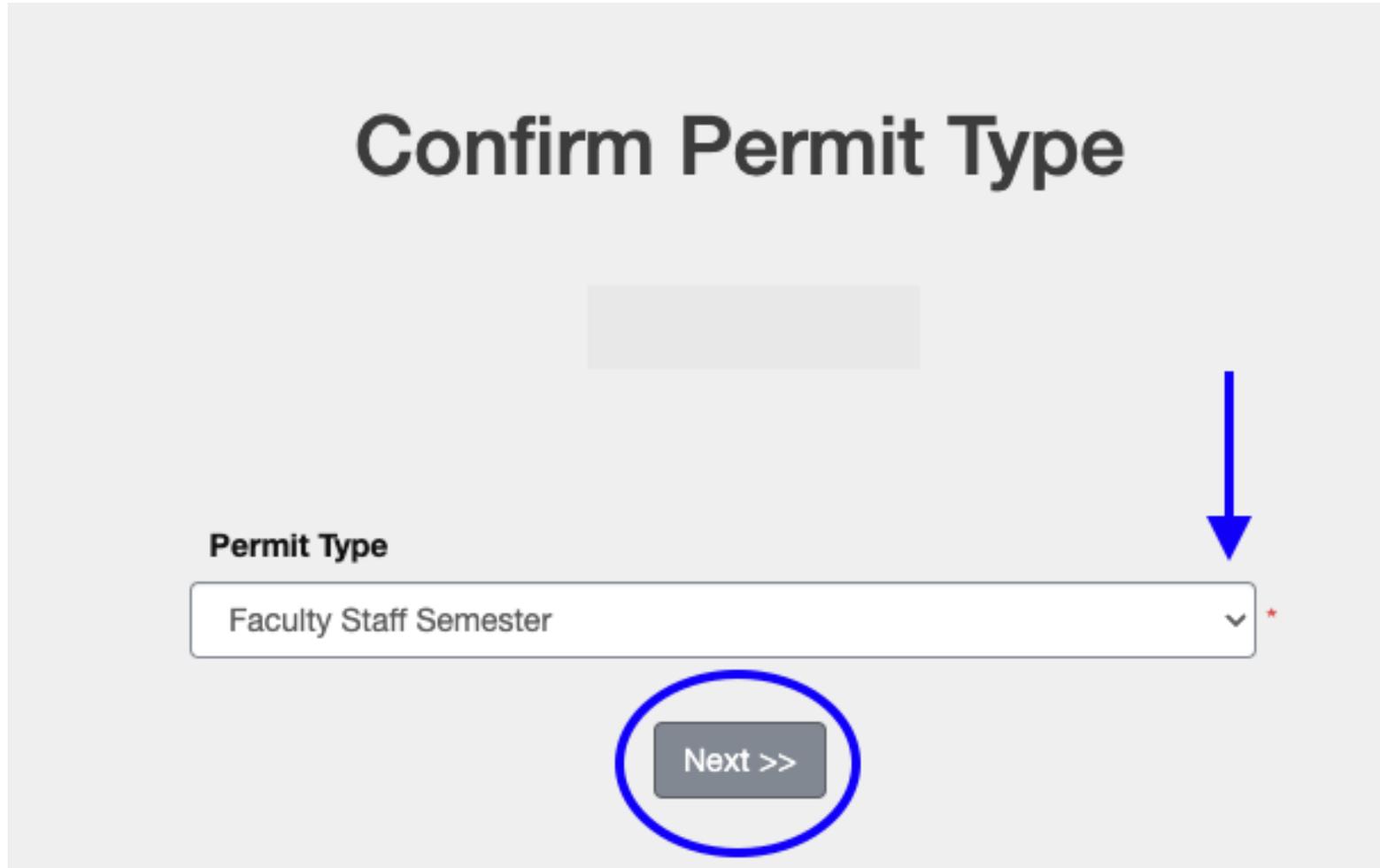

Confirm the permit type you are purchasing.

## Confirm Permit Type

Permit Type

Faculty Staff Semester

Next >>



Confirm the amount and select “Payment Method”. Click PAY NOW to proceed.

## View Cart

Review your order.  
Select your method of payment. *(If only one payment method is available, your payment information is selected automatically)*  
Click Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	FACULTY STAFF SPRING (01/21/2024 - 07/31/2024) <a href="#">view details</a>	\$235.00	<a href="#">Remove</a>

**Due Now: \$235.00**

**Select Payment Method**

[Cancel Purchase](#) [Add Citations](#) [Add Permits](#)

## Checkout

**Email Address**

parking@sandiego.edu

[Pay Now](#)

✓

- Credit Card - Online
- Payroll Deduction - 12 Months
- Payroll Deduction - 9 Months

Payment methods will vary based on classification.

If paying with a **CREDIT CARD**: Enter your credit card information and click **CONTINUE** on the bottom right corner of the page to receive your receipt.

Step 1 of 2: Payment method

1-2

How would you like to pay?

Payment amount  
**\$235**

\* Payment method

New credit or debit card

New bank account

Diego Torero

Description	Amount
Parking Permit: FSA - FT Spr T2 Customer ID: 9629 T2 Transaction Number: 9066 Permit Type: Permit:	<b>\$235.00</b>
<b>Subtotal</b>	<b>\$235.00</b>
<b>Total</b>	<b>\$235.00</b>

Cancel Continue

If paying with **PAYROLL DEDUCTION** or **STUDENT ACCOUNT**: After making your selection, you will be directed to the Payment Information page. Check the box to confirm and click **PAY NOW** to receive your receipt.

## Payment Information

Please review the totals below and click next to proceed to make your payment.

Qty	Type	Description	Amount	Actions
1	Permit	FACULTY STAFF SPRING (01/21/2024 - 07/31/2024) <a href="#">view details</a>	\$235.00	<a href="#">Remove</a>

**Due Now: \$235.00**

**Your purchase will be sent to payroll for deduction.**

  I have read and understand the above statements.

**Pay Now**

Review receipt and click LOGOUT when finished.

## Payment Receipt

Your transaction is complete. Please print the page for your records.

### Purchased Items

Qty	Type	Description	Amount
1	Permit	FACULTY STAFF FALL [25FWF00001] (08/01/2024 - 01/31/2025) <a href="#">view details</a>	\$235.00

Total Paid: \$235.00

### Transaction Summary

**CC Receipt Number** PAYROLL DEDUCTION

**Payment Method** Payroll Deduction - 12 Months Will show the payment method used to purchase permit ←

**Payment Date** 7/11/2024 10:44:14 AM

Logout