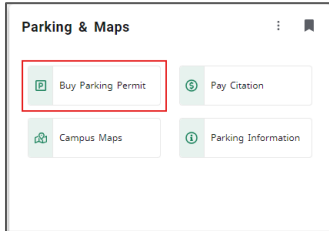
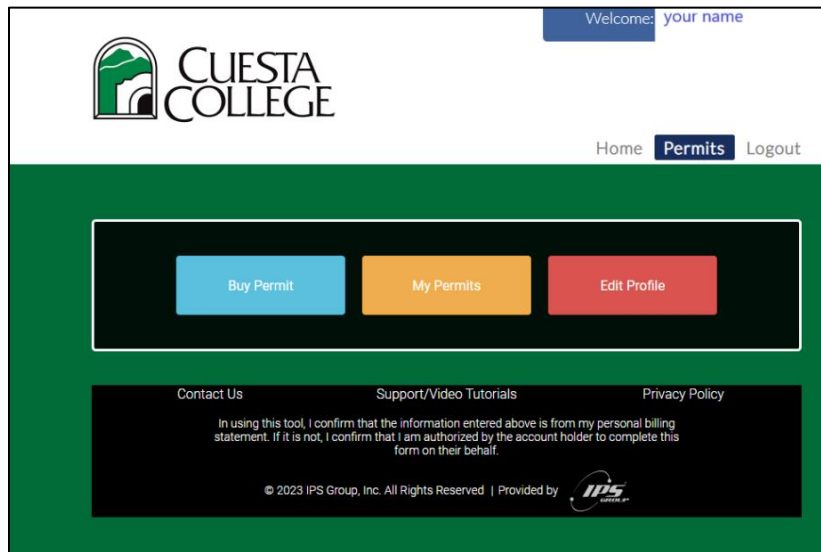


## How to Purchase and Manage a Semester Parking Permit (Staff and Students)

1. Log-in to your [myCuesta](#).
2. Find the **Parking & Maps** square, click on **Buy Parking Permit**.



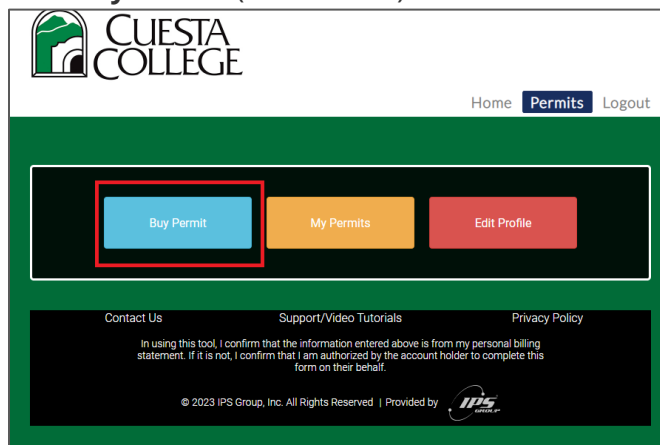
This opens to your parking permit portal Dashboard. Your name should appear in the upper right corner.



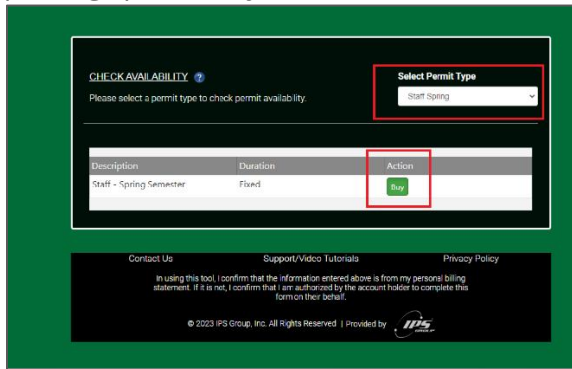
- **Buy Permit** – Purchase a permit.
- **My Permits** – View and manage your permit(s). Use to SWITCH vehicles, ADD or EDIT a vehicle.
- **Edit Profile** – Permanently delete vehicles from your profile, store a credit card number, add an emergency contact. **Do not use Edit Profile to switch the vehicles on your permit, that is done in My Permits.** (See instructions below under Managing Your Parking Permit)

### BUYING A Permit:

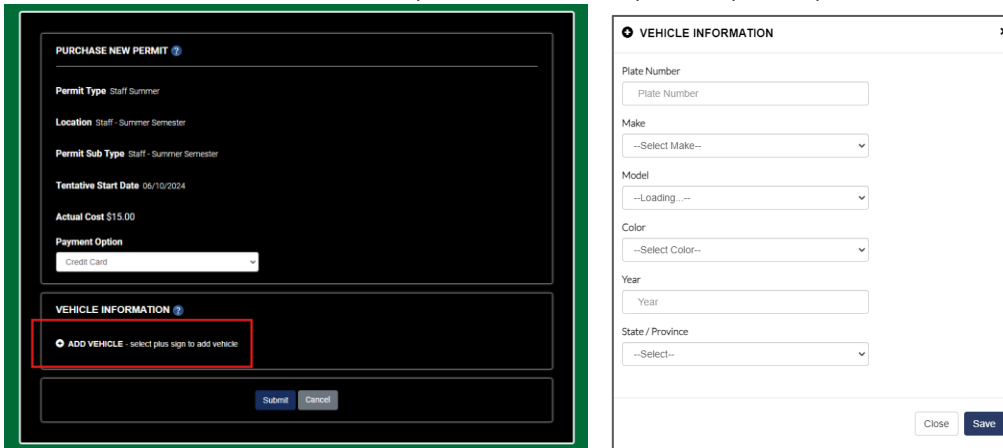
1. Click **Buy Permit** (blue button)



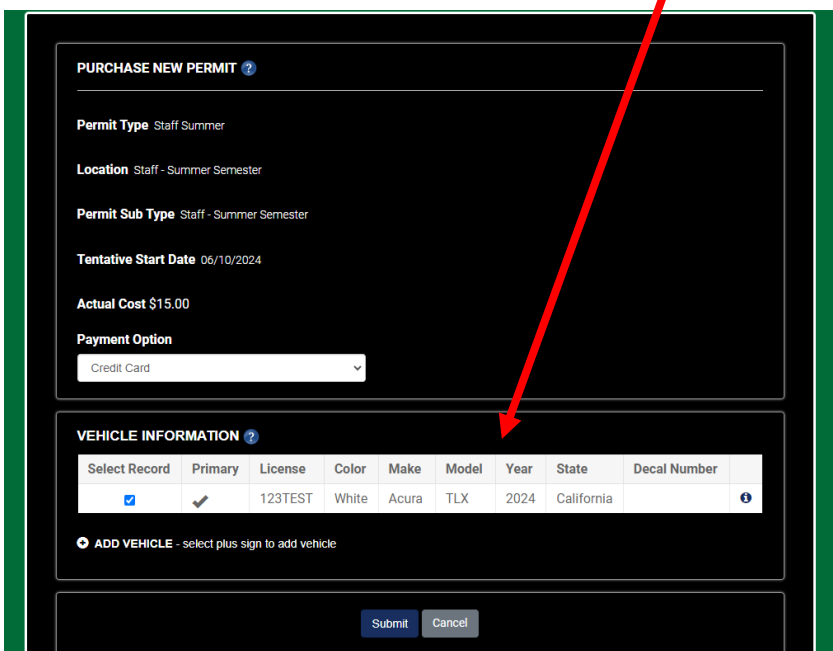
- Select the **Permit Type** – Student, Student BOG (if eligible), Staff (if eligible), Motorcycle or Daily. Motorcycles must have a Motorcycle permit. Daily permits are valid for one day (24 hours) in General parking spaces only – not in Staff. Select **Buy**. (Green button)



- Click on the **plus (+) sign ADD VEHICLE** to add vehicle information. Enter the License Plate Number, Make of Vehicle, Model, Color, Year and State registered. **SAVE**



The vehicle you added, will appear under Vehicle Information area.

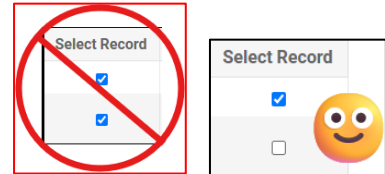


If you've purchased a permit before, a list of your vehicles will appear. To ADD a new vehicle, click the plus (+) sign, enter vehicle information and **Save**. The new vehicle will automatically be the "Selected Vehicle" using the permit. To change vehicles, uncheck that vehicle and click the box next to the vehicle you want the permit to be on. **(Only 1 vehicle can be check marked to continue.)** Click **SUBMIT**.

Select Record	Primary	License	Color	Make	Model	Year	State	Decal Number	
<input checked="" type="checkbox"/>	✓	123TEST	White	Acura	TLX	2024	California		ⓘ
<input checked="" type="checkbox"/>	✓	45TEST2	Blue (Dark)	BMW	320i	2016	California		ⓘ

➕ ADD VEHICLE - select plus sign to add vehicle

Submit Cancel



Once your permit has been Paid, see *Managing Your Permit* below for information on how to add, switch, edit, or delete vehicles

- Review the Details of your permit.
  - License plate entered correctly?
  - The "Selected Vehicle" is the one you want using the permit?

To make a correction, click Back to List > takes you back to the list of your permits. Click VIEW of the permit you want to make corrections to and follow the instructions below under **Managing Your Permit**.

If all the information is correct, click **Pay Now**. If you have a credit card saved in your profile, the permit portal will automatically charge that card when you hit Pay Now , otherwise, enter credit card information on the next screen to submit payment.

- You should receive TWO emails from [permits@thepermitportal.com](mailto:permits@thepermitportal.com)

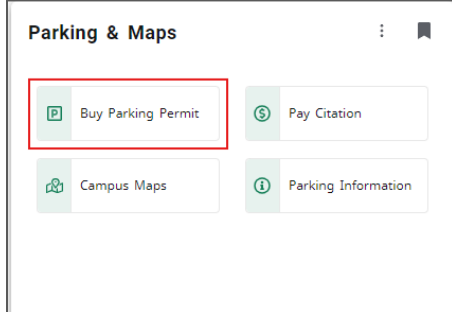
First one says your permit is approved but **requires payment to be valid**.  
 Once permit is paid, you'll receive a second email that says your permit is Paid and Valid. **Permits must be paid for to be valid. Permits in Approved status, are not Valid.**

To purchase an additional permit, click on Permits at the top and follow the same process.

**Managing your Permit starts on next page ...**

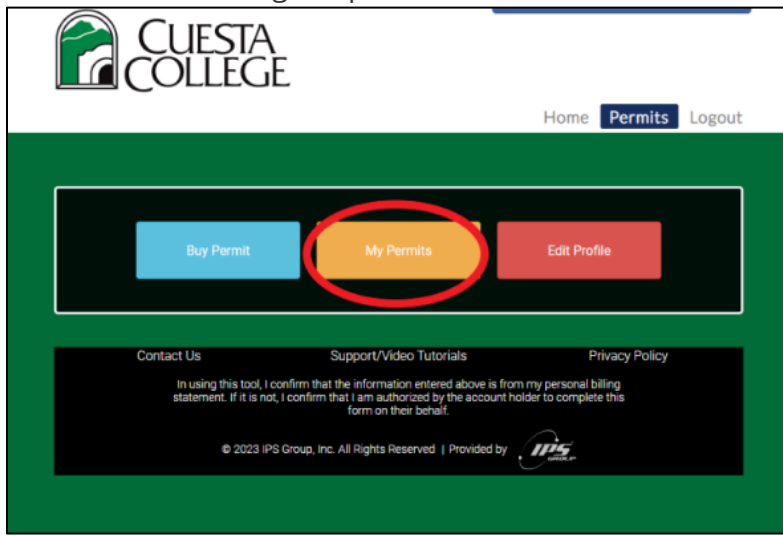
## MANAGING Your Permit - Switch, Add or Edit Vehicles on your permit

1. Log-in to your [myCuesta](#).
2. Find the **Parking & Maps square**, click on **Buy Parking Permit**.

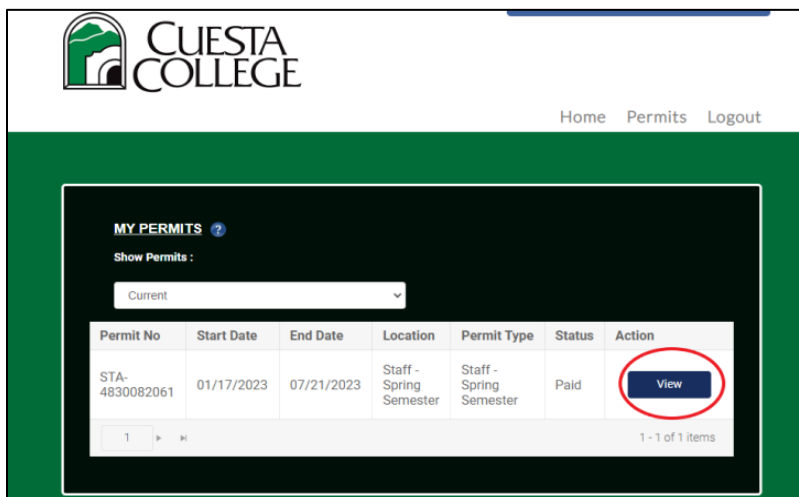


This opens the parking permit portal to your Dashboard. Your name should appear in the upper right corner.

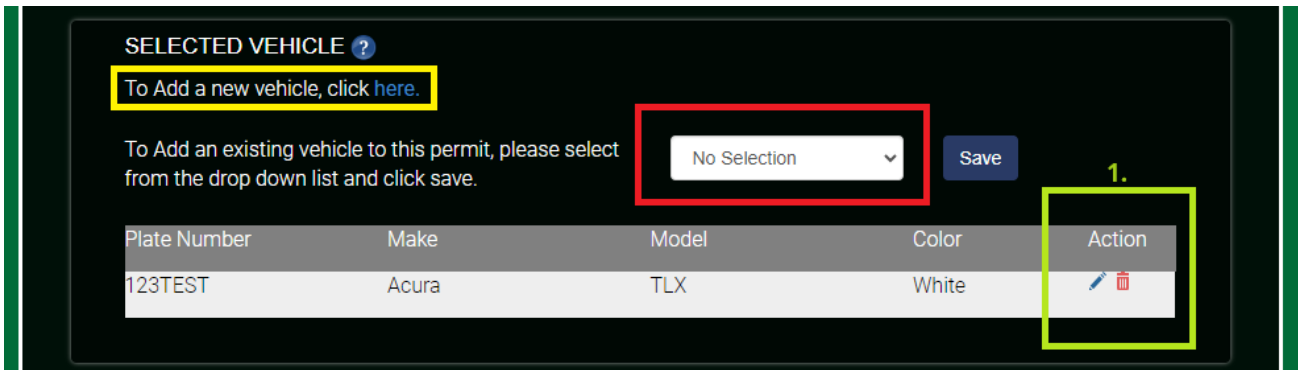
3. Click on **My Permits** to see your permit(s). Use My Permits to SWITCH vehicles, ADD or EDIT the current vehicle using the permit.




A list of your parking permit(s) will appear on the next screen. If multiple permits are listed, **look for the current permit** - make sure to choose the permit for the correct term. Click on the dropdown arrow to choose Current, All or Past permits.



The **Permit Details** will appear on the next screen. Scroll down to the **SELECTED VEHICLE** box.




To make any changes or add a vehicle, the first thing is to click on the blue pencil  or red trash can .

Before you can Add or Switch vehicles, the current vehicle must be taken off the permit. Hitting the  removes the current vehicle from the permit. This does not remove the vehicle from your “profile”; it is still available if you wish to switch back to this vehicle.


### To Add Vehicle:

To Add a new vehicle, click [here](#).


1. Click on red trash can  under Action.
2. Click [here](#), add the vehicle information and **Save**. This vehicle becomes the “active” vehicle using the permit.



### To Switch Vehicles:

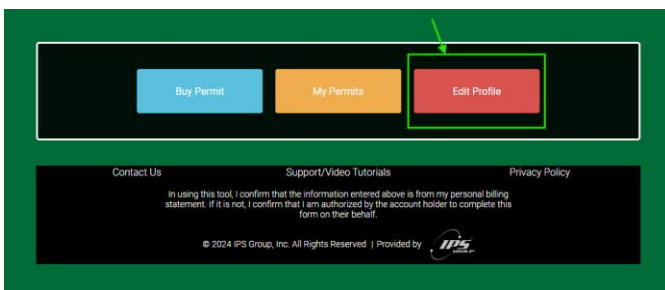
1. Click the red trash can  under Action. The vehicle listed in the gray area will disappear.
2. Click the down arrow where it says No Selection. All vehicle license plate numbers you’ve added in your profile will show up.
3. Click on the vehicle license plate number that you’d like the permit to be active on. Hit **Save**. This vehicle is now using the permit and will appear in the gray area. To switch back, follow these instructions again.

### To Edit Current Vehicle using permit:

1. Click on the blue pencil  under Action. Edit license plate number. (Current vehicle is the vehicle currently using the permit and is listed in the gray box area). After making changes, hit **Save**.

### To Permanently Delete Vehicles from your profile and permit:

1. From your permit portal Dashboard, click on **Edit Profile**.



2. Under VEHICLE(S), click the "X" in the upper right corner of the vehicle you want to permanently delete.

**USER INFORMATION** ?

First Name\*  
First Name

Last Name\*  
Last Name

Home Address\*  
Enter a location

Disable Permits AutoRenewal

Email  
[Redacted]

Mobile\*  
(000)000-XXXX

Emergency Contact\*  
[Redacted]

Emergency Contact Phone\*  
(000)000-XXXX

**CREDIT CARD(S)** ?

+ ADD CARD

**VEHICLE(S)** ?

After adding or updating vehicles, please click on the Save button below to save your changes.

+ ADD VEHICLE

✓ -	✕
45TEST2	123TEST
BMW 320i	Acura TLX
- California -	- California -

Save Cancel