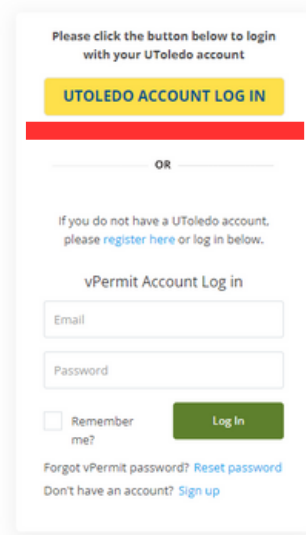
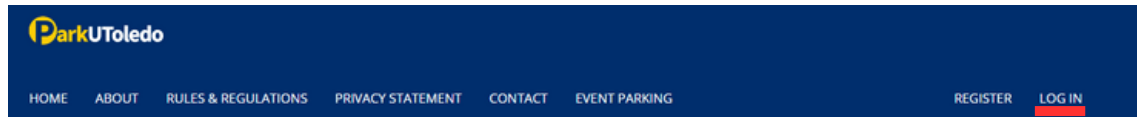


User Guide: Forward Email Alerts

1. Log into your [Parking Portal](https://vpermit.com/parkutoledo/Account/Login) (<https://vpermit.com/parkutoledo/Account/Login>) by using your **UTAD username & password**. *Email forwarding is only available for UToledo accounts.*

The image shows a login form for a UToledo account. At the top, it says "Please click the button below to login with your UToledo account". Below this is a yellow button labeled "UTOLEDO ACCOUNT LOG IN". Underneath the button is a red horizontal line, followed by the word "OR". Below "OR", it says "If you do not have a UToledo account, please [register here](#) or log in below." There is a section for "vPermit Account Log in" with input fields for "Email" and "Password". Below these fields is a checkbox for "Remember me?" and a green "Log In" button. At the bottom, there are links for "Forgot vPermit password? [Reset password](#)" and "Don't have an account? [Sign up](#)".

Affiliates please log in using UToledo SSO.

2. Select **your name** in the top right hand corner.



My Permits

 **Attention**
All 2024/25 permits are on sale
If you have any questions, please email: info@parkutoledo.com

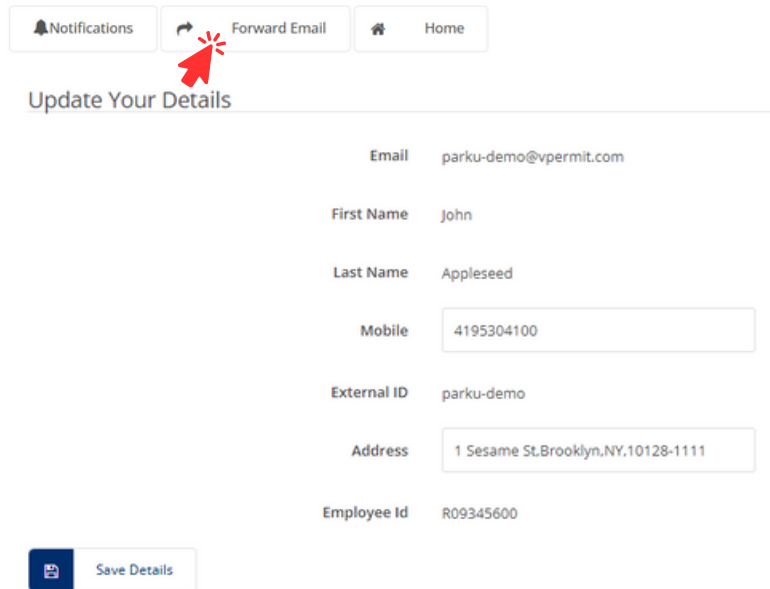
 [Apply for a vPermit](#)

Permits Information
Permit Number: #23703
Status: **Active**
Permit Type: **A Annual Permit (7/19/24-8/1/25)** - ParkUToledo

 [Manage Vehicles](#)

 [View Payments](#)

3. Select **Forward Email**.

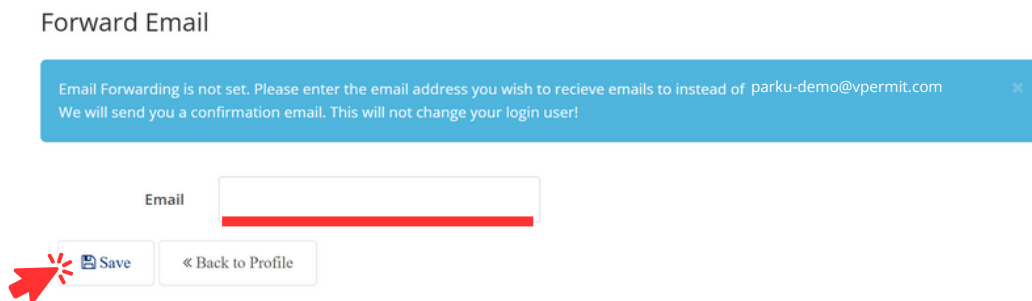


The screenshot shows a user interface with three tabs: 'Notifications', 'Forward Email' (selected), and 'Home'. Below the tabs is a section titled 'Update Your Details'. The form contains the following fields and values:

Field	Value
Email	parku-demo@vpermit.com
First Name	John
Last Name	Appleseed
Mobile	4195304100
External ID	parku-demo
Address	1 Sesame St. Brooklyn, NY, 10128-1111
Employee Id	R09345600

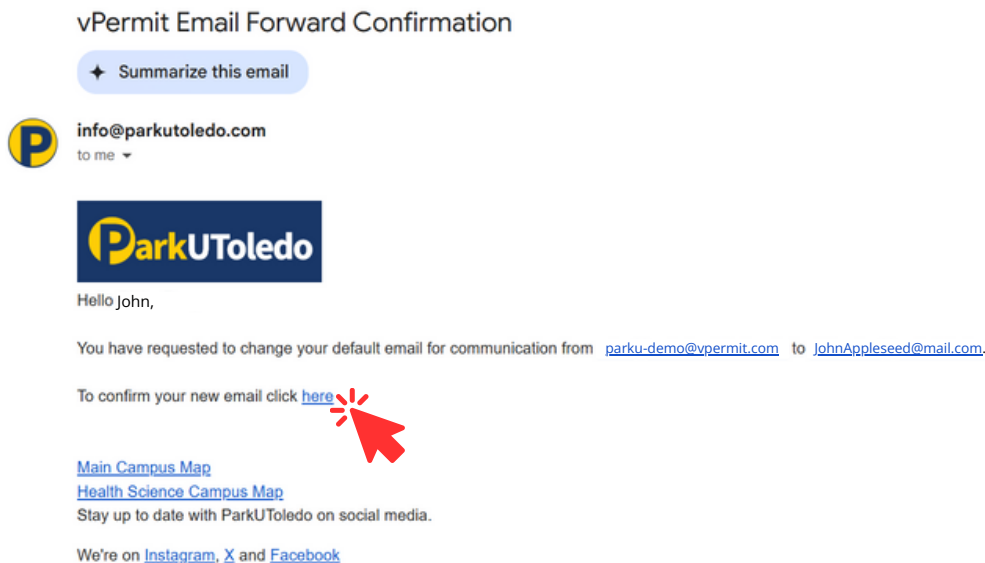
At the bottom left of the form is a 'Save Details' button.

4. Please enter the email address you'd like to receive notifications. Click **save**.



The screenshot shows the 'Forward Email' section. A blue message box at the top states: 'Email Forwarding is not set. Please enter the email address you wish to receive emails to instead of parku-demo@vpermit.com. We will send you a confirmation email. This will not change your login user!'. Below this is an 'Email' input field with a red error bar underneath it. At the bottom are two buttons: 'Save' (with a red arrow pointing to it) and '<< Back to Profile'.

5. The email you added will be sent a confirmation email. Please open the email and click **here** to confirm.



The screenshot shows an email titled 'vPermit Email Forward Confirmation'. It includes a 'Summarize this email' button and a header from 'info@parkutoledo.com'. The main body of the email features the ParkUToledo logo and a personalized greeting 'Hello John,'. The message states: 'You have requested to change your default email for communication from parku-demo@vpermit.com to JohnAppleseed@mail.com.' It then instructs the user to 'To confirm your new email click [here](#)' with a red arrow pointing to the link. At the bottom, there are links for 'Main Campus Map', 'Health Science Campus Map', and social media links for 'Instagram', 'X', and 'Facebook'.

6. Once confirmed, please log in to your account and verify the email listed in your profile **Forwards To** your desired alternate email address.

 Notifications

 Forward Email

 Home

Update Your Details

Email	parku-demo@vpermit.com Forward To JohnAppleseed@mail.com.
First Name	John
Last Name	Appleseed
Mobile	4195304100
External ID	parku-demo
Address	1 Sesame St,Brooklyn,NY,10128-1111
Employee Id	R09345600

**If you have any questions, please email
info@parkutoledo.com.**