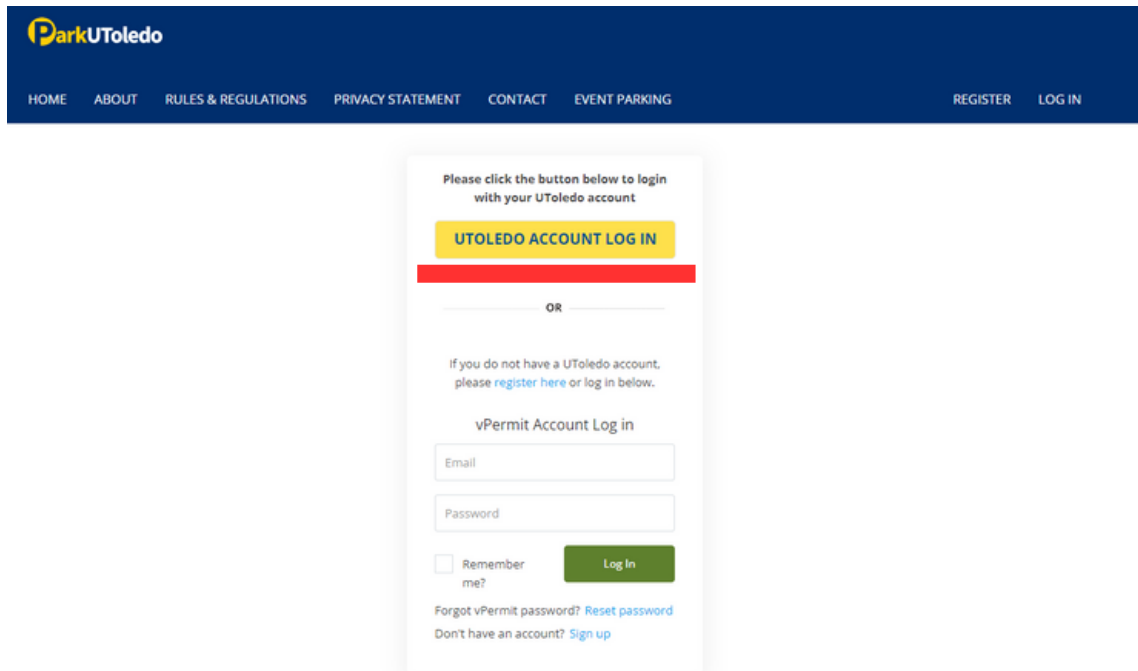


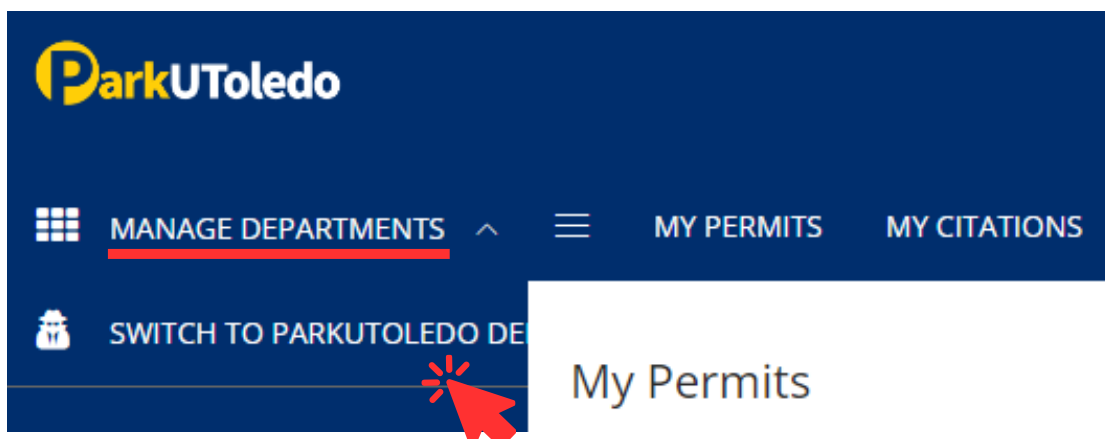
User Guide: Departmental Daily Permits

1. Log into your [Parking Portal](https://vpermit.com/parkutoledo/Account/Login) (https://vpermit.com/parkutoledo/Account/Login) by using your **UTAD username & password**.

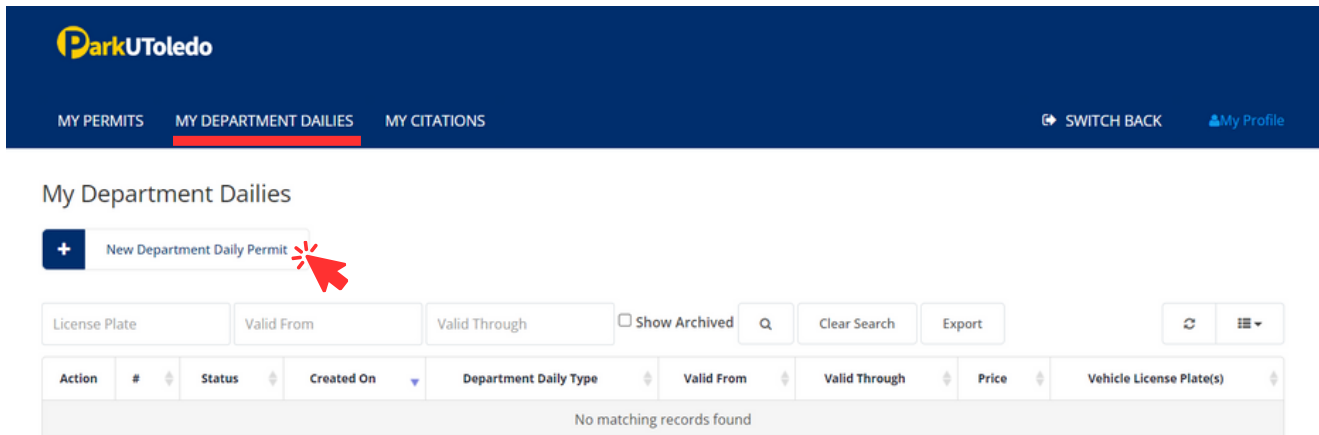


The screenshot shows the ParkUToledo login interface. At the top is a dark blue header with the ParkUToledo logo and navigation links: HOME, ABOUT, RULES & REGULATIONS, PRIVACY STATEMENT, CONTACT, EVENT PARKING, REGISTER, and LOG IN. The main content area is white and contains a login form. It starts with the text 'Please click the button below to login with your UToledo account' followed by a yellow 'UTOLEDO ACCOUNT LOG IN' button. Below this is a red horizontal line and the word 'OR'. Then, it says 'If you do not have a UToledo account, please register here or log in below.' followed by a 'vPermit Account Log in' section. This section has input fields for 'Email' and 'Password', a 'Remember me?' checkbox, and a green 'Log In' button. At the bottom of the form, there are links for 'Forgot vPermit password? Reset password' and 'Don't have an account? Sign up'.

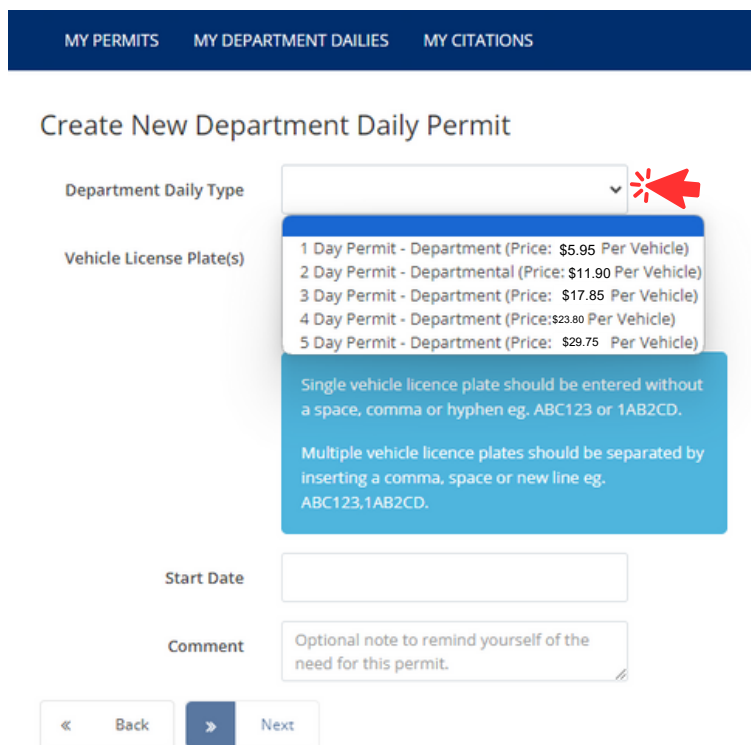
2. Once your account is granted departmental access, you will see a **Manage Departments** drop down on the top left banner. Click the dropdown and select **switch to** your desired department (this function allows for the ability to access multiple department accounts).



3. To create a new daily permit, under the **My Department Dailies** tab, select **New Department Daily**.



4. You can buy department day permits for 1 to 5 days. Select which permit you'd like to purchase from the dropdown. **Remember, you'll pay for the number of days you choose.** So, if you select a 4-day permit, you'll be charged four times the daily rate.



5. Enter pertinent information: **License Plate**, **Start Date**, **Guest Name**, your name (**Authorized By**), **Index #** and a comment (optional). Once completed, select **Next**. Please note, only one vehicle is permitted per department daily permit.

MY PERMITS MY DEPARTMENT DAILIES MY CITATIONS

Create New Department Daily Permit

Department Daily Type: 1 Day Permit - Department (Price: \$5.95)

Vehicle License Plate(s): TOL123

Single vehicle licence plate should be entered without a space, comma or hyphen eg. ABC123 or 1AB2CD.
Multiple vehicle licence plates should be separated by inserting a comma, space or new line eg. ABC123,1AB2CD.

Total Price: 1 Vehicle licence plates X \$5.95 = \$5.95

Start Date: 5/2/2024

Issued For: John Appleseed

Authorized By: Rocky The Rocket

Index #: A123456

Comment: Permit for John Appleseed's Visit

Back Next

6. Verify information is entered correctly, select **Purchase**.

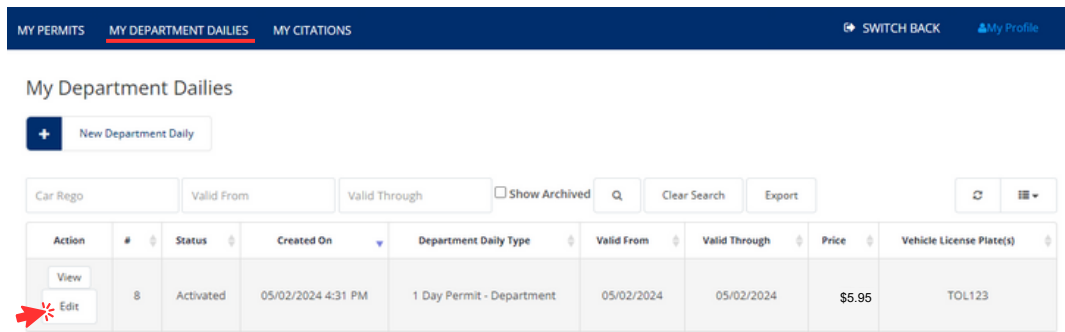
Department Daily Permit Purchase Confirmation

Permit	1 Day Permit - Department (Price: \$5.95 Per Vehicle)
Payment method	Post Charge
License Plate(s)	TOL123 (1 licence plates)
Permitted zones	Department Permit Zone
Total Price	\$5.95

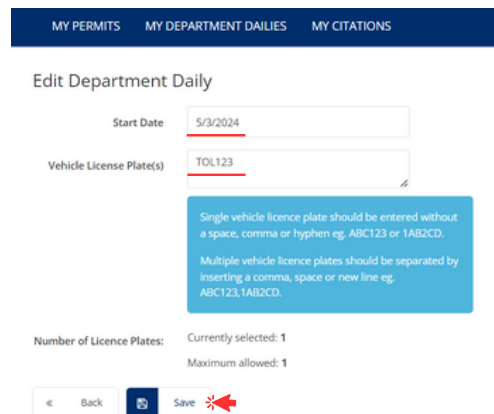
Cancel \$ Purchase

Please note that the license plate **DOES** serve as the vehicle's virtual permit. The information entered **MUST** match the license plate number physically on the vehicle. If they do not match, the vehicle will be cited.

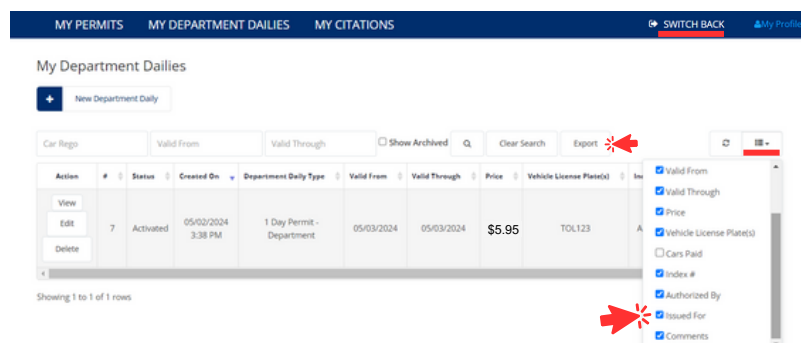
7. All department daily permits will appear under the **My Department Dailies** tab. To edit a department daily permit, select **Edit**.



8. You may edit the license plate information at any time. **You may only modify the start date before the permit takes effect.** Select **Save** to retain changes.



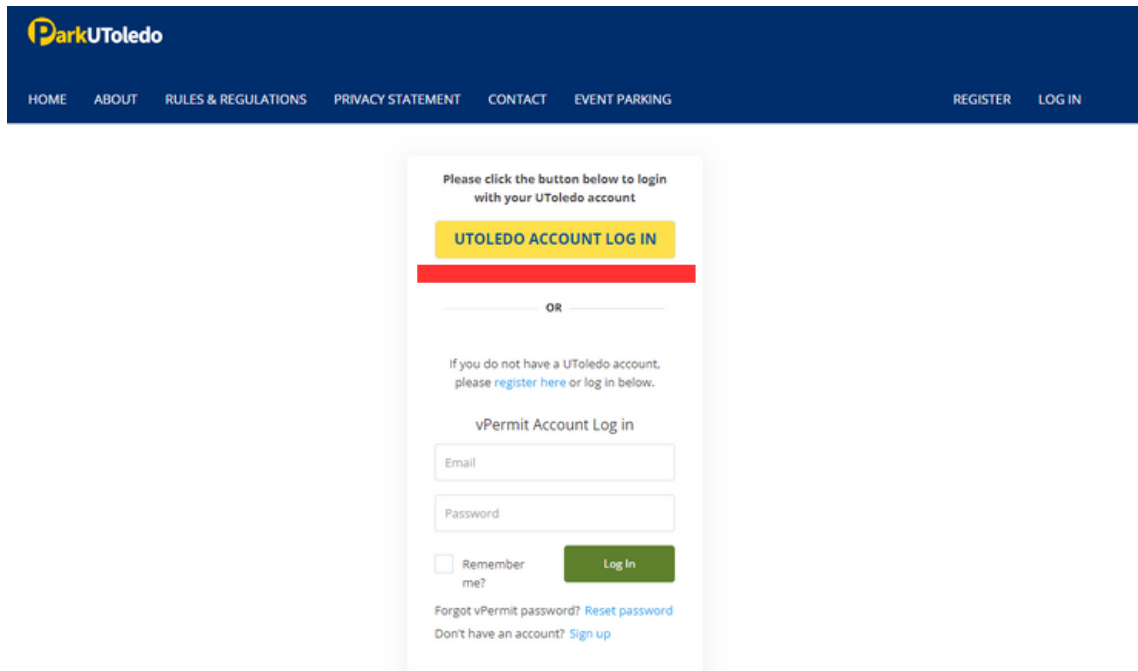
9. You are able to adjust the information you see for each permit. Simply click the three line column indicator on the righthand side of your screen and select the information you'd like to view (authorized by, issued for, comments etc.). To download the information to your computer, select **Export**. To return to your personal parking portal, select **Switch Back** in the top right corner.



Please email info@parkutoledo.com with any questions.

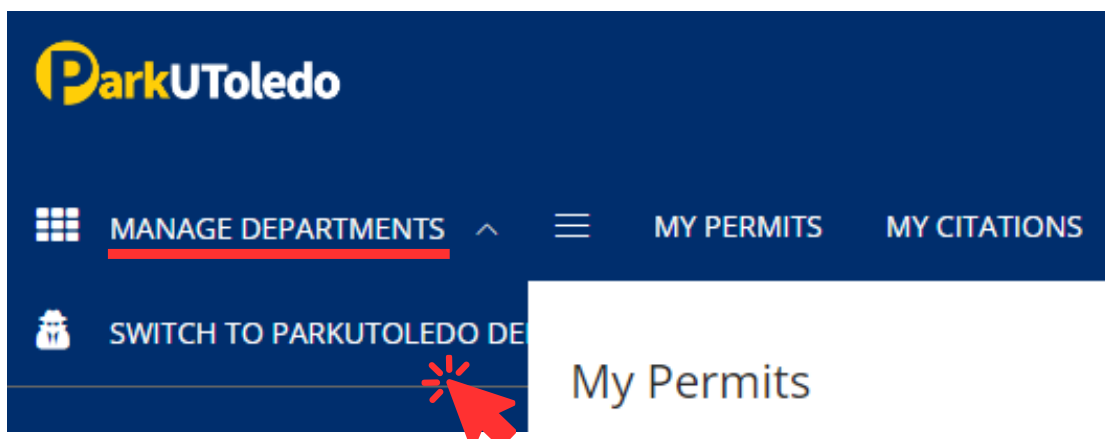
User Guide: Department Annual Permits

1. Log into your [Parking Portal](https://vpermit.com/parkutoledo/Account/Login) (https://vpermit.com/parkutoledo/Account/Login) by using your **UTAD username & password**.

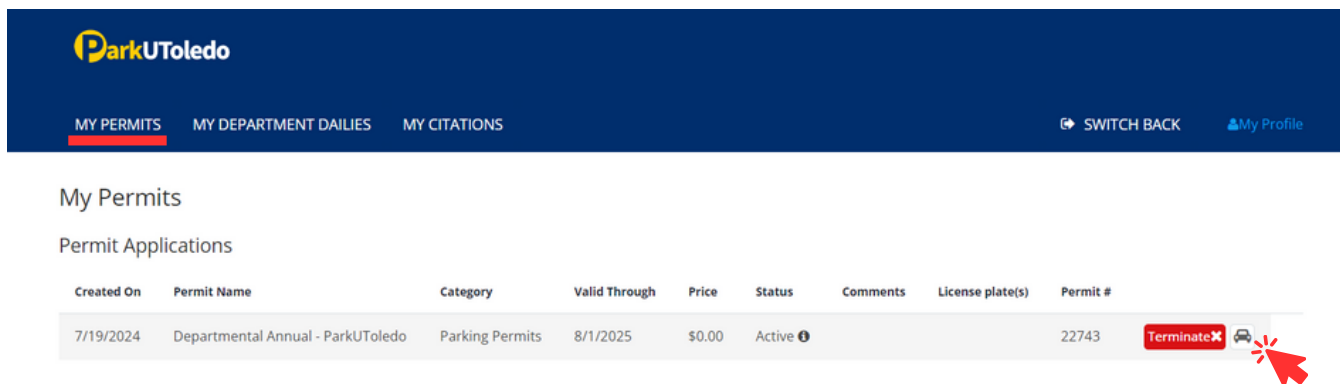


The screenshot shows the ParkUToledo login interface. At the top is a dark blue header with the ParkUToledo logo and navigation links: HOME, ABOUT, RULES & REGULATIONS, PRIVACY STATEMENT, CONTACT, EVENT PARKING, REGISTER, and LOG IN. The main content area is white and contains a login form. It starts with the text 'Please click the button below to login with your UToledo account' followed by a yellow button labeled 'UTOLEDO ACCOUNT LOG IN'. Below this is a red horizontal line and the word 'OR'. Then, it says 'If you do not have a UToledo account, please register here or log in below.' followed by a section for 'vPermit Account Log in'. This section has input fields for 'Email' and 'Password', a checkbox for 'Remember me?', and a green 'Log In' button. At the bottom of the form, there are links for 'Forgot vPermit password? Reset password' and 'Don't have an account? Sign up'.

2. Once your account is granted departmental access, you will see a **Manage Departments** drop down on the top left banner. Click the dropdown and select **switch to** your desired department (this function allows for the ability to access multiple department accounts).



3. To purchase a new annual permit, please complete and submit the [Department Annual Parking Permit Request Form](#). Once purchased, you may view your department annual permits under the **My Permits** tab. To add/edit vehicles, select the car icon on the far right.



ParkUToledo

MY PERMITS MY DEPARTMENT DAILIES MY CITATIONS SWITCH BACK My Profile

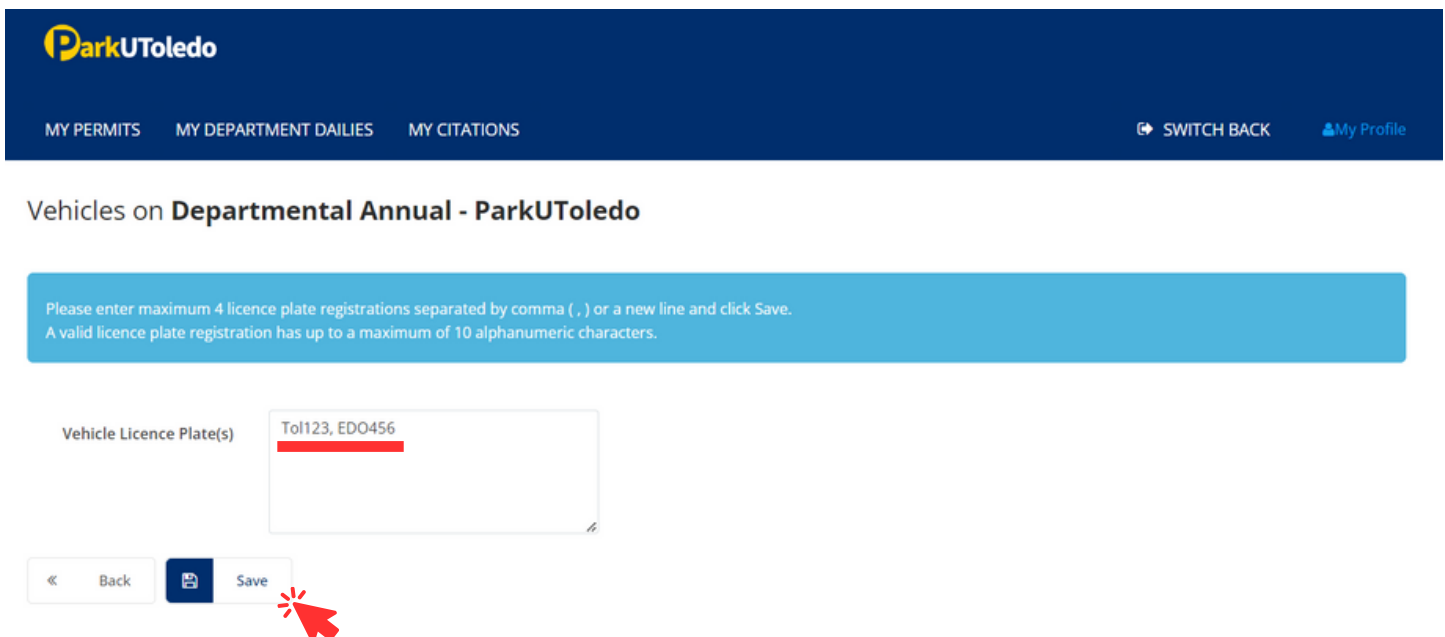
My Permits

Permit Applications

Created On	Permit Name	Category	Valid Through	Price	Status	Comments	License plate(s)	Permit #
7/19/2024	Departmental Annual - ParkUToledo	Parking Permits	8/1/2025	\$0.00	Active			22743

Terminate 

4. You may have up to four license plates associated with each annual department parking permit. Please ensure there are not spaces between the letters and numbers in a single license plate. To add multiple license plates on one permit, please separate each license plate with a comma and a space. Once complete, select **save**. To return to my permits page, select **back**.



ParkUToledo

MY PERMITS MY DEPARTMENT DAILIES MY CITATIONS SWITCH BACK My Profile

Vehicles on **Departmental Annual - ParkUToledo**

Please enter maximum 4 licence plate registrations separated by comma (,) or a new line and click Save.
A valid licence plate registration has up to a maximum of 10 alphanumeric characters.

Vehicle Licence Plate(s)

To1123, EDO456

« Back Save

5. Verify vehicle information is entered correctly. You may edit your vehicles as frequently as you'd like. Select the car icon on the far right to add/remove license plates. You may have up to four license plates associated with each annual department parking permit. Please note, if multiple vehicles share a single department permit, only one vehicle is allowed on campus at any given time.

ParkUToledo

MY PERMITS MY DEPARTMENT DAILIES MY CITATIONS SWITCH BACK My Profile

My Permits

Permit Applications

Created On	Permit Name	Category	Valid Through	Price	Status	Comments	License plate(s)	Permit #	
7/19/2024	Departmental Annual - ParkUToledo	Parking Permits	8/1/2025	\$0.00	Active		TOL123 EDO456	22743	Terminate 

6. To return to your personal parking portal, select **Switch Back** in the top right corner.

ParkUToledo

MY PERMITS MY DEPARTMENT DAILIES MY CITATIONS SWITCH BACK My Profile

My Permits

Permit Applications

Created On	Permit Name	Category	Valid Through	Price	Status	Comments	License plate(s)	Permit #	
7/19/2024	Departmental Annual - ParkUToledo	Parking Permits	8/1/2025	\$0.00	Active		TOL123 EDO456	22743	Terminate 

Please note that the license plate DOES serve as the vehicle's virtual permit. The information entered MUST match the license plate number physically on the vehicle. If they do not match, the vehicle will be cited.

Please email info@parkutoledo.com with any questions.