Completing a Permit Application on ThePermitStore.com

Step One: Click Apply

Simply click on the “Apply” button at the top of the option selection screen.

ThePermitStore.com Main Menu

Step Two: Agree to the Terms and Conditions

Click on the check box marked “I Agree” to agree to the parking institution’s terms and conditions. You must click this box in order to apply for a permit.

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Terms and Conditions
Step Three: Create an Account

Scroll to the bottom of the screen and create an account by entering your e-mail address twice and a password of your choosing twice. When you have finished, click the button marked “Continue.”

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Step Four: Enter Your Personal Information

On the next screen, enter your personal information into the fields provided. If you do not have a cell phone, work phone or fax number, you can leave those fields blank. When you are finished, click the button marked “Continue” at the bottom of the page.
Step Five: Select Your Permit

The next page will show you all of the permits that are available. Click on the “Buy” button next to the permit you wish to purchase.

Select a Permit for Purchase

Step Six: Input Your Vehicle Information

Fill out the vehicle information form, and when you are finished, click the button marked “Add This Vehicle.”

Enter Your Vehicle Information
Step Seven: Review Your Information

Review your permit and vehicle information, select a payment type from the drop down menu, and click the green “Continue” button.

Review Your Information and Select a Payment Type

Step Eight: Enter Your Payment Information

Enter your payment information in the appropriate fields and click the green “Finish” button.
Step Nine: Review and/or Print Your Receipt

The last page is your receipt. If you are immediately qualified, there will be a link called “Get Temporary Permit.” If you click on this link, a new window will appear with your temporary permit. If there is no link entitled “Get Temporary Permit,” then you must wait for an administrator to approve your permit.

<table>
<thead>
<tr>
<th>THIS RECEIPT IS NOT A VALID PERMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thank You For Your Order</strong></td>
</tr>
<tr>
<td><strong>Your total price for this order is:</strong> $30.00</td>
</tr>
<tr>
<td><strong>Order Date:</strong> 07/28/2006</td>
</tr>
</tbody>
</table>

**Pending Permit Order(s):**
NO payment has been processed for the following Pending Orders:

- **Order #: 1034622**
  - 1. Faculty / Staff (2005-2006) - .**

**Temporary Permits ONLY Available Upon Application Approval

**Shipping Information:**
Number of Permits to ship: 1
Your order is pending approval from iParq University. Upon approval, your permit(s) will be shipped to the address specified via Waived Shipping.

View Printable Receipt | Access Your Account

Sample Receipt

-- Confidential Information --
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