



PARKING SERVICES

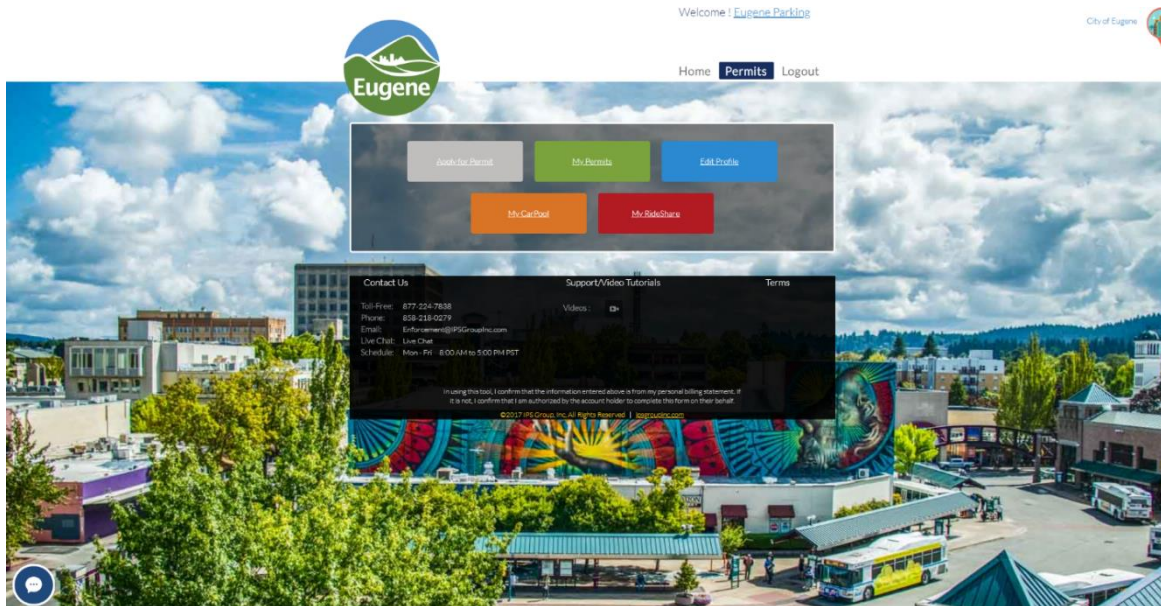
Online Permit Registration Instructions for Current Payroll Deduct Permit Customers

This document is available on the City website at:

<https://www.eugene-or.gov/DocumentCenter/View/41131/Payroll-Deduction-Customers-How-to-Purchase-Permit-in-IPS-System>

Below you will find instructions for registering for Eugene’s new online parking permit application system, managed through IPS Group. If you need further assistance, please contact Travis Hargitt at thargitt@eugene-or.gov and I will walk you through the process.

1. First, login/register at: <https://www.thepermitportal.com>
2. Next, click “Apply for a Permit”.



3. Select your parking location:

This must be the location where you currently are registered to park or desire to park.

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4. **Permit Selection:**

Note that the permit application start date is the day you want to start parking in the garage. Select the green “apply” button next to either monthly. Payroll deduct customers can only do the monthly option. If you are a current Carpool or Rideshare customer, please see separate instructions.

CHECK AVAILABILITY ?

Select location to check permit availability.

Select Location
 City Hall Surface Lot - 829 Pearl St, Eugene, Of

Zone Available

PLEASE SELECT A PERMIT APPLICATION START DATE 06/01/2018

TOTAL NUMBER OF AVAILABLE PERMITS FOR THIS LOCATION = 87

DESCRIPTION	DURATION	PRICE	ACTION		
MONTHLY - Off Street Permits	Monthly	60.00	Apply	Carpool	Rideshare
QUARTERLY - Off Street Permit	Quarterly	180.00	Apply	Carpool	Rideshare
BULK - Off Street Permit	Yearly	720.00	Apply		

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5. Apply for Permit:

- Ensure you have the correct location, permit subtype, start date, and cost listed.
- Application type: Select "individual".
- Number of permits: Enter the number you want to apply for.
- Parcade & Overpark Customers: Select Key Card option. No if you do not have a card and yes if you do. Enter the last 5 numbers of your keycard. Click on "Where is my Key Card Number?" for an image showing where to find the number.
- Select how you want to receive your fulfillment of your permit.
- Select Auto Payment
- Click "Add Address" and enter the address you want the permit mailed to even if you are picking it up.
- Ensure all vehicles associated with the permit(s) are displayed. If you need to add more, select the plus (+) next to "Add Vehicle".
- Be sure to check the "Select Record" box associated with each vehicle on the permit.

PURCHASE NEW PERMIT

Location: Permit Type:

Permit Sub Type: Date:

Application Type: Actual Cost:

Number of Permits:

Do You currently have a Key Card? (\$10.00 each)

No, I don't have a Key Card. Yes, I have a Key Card.

Key Card Numbers (Multiple - separate by comma ",")

Fulfillment Request

Pick-up from office Mail to selected address

Pay with Check (Credit Card is default payment option)

Auto Payment

Address

Address Type:

Street Address:

City:

State:

Country:

Zip Code:

Phone Number:

ADDRESS

Select	Address	Phone Number	Type	Action
<input checked="" type="checkbox"/>	99 W 10th Ave, Eugene, Oregon, USA 97401	(541) 682-5296	Work Addr...	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

VEHICLE INFORMATION

Select	Primary License	Color	Make	Model	Year	State	Decal No.
<input checked="" type="checkbox"/>	ou812	white	space shuttle	aweso...	2018	Oregon	
<input checked="" type="checkbox"/>	896HCG	Silver	Ford	Focus	2013	Oregon	

Add Vehicle Information

Make:

Model:

Color:

Year:

License:

State:

Residential Parking Zone Decal Number:

- Once everything is complete, select the "Submit" button at the bottom.

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5. **Congratulations, your purchase is complete!**

Since your permit is paid via payroll deduction, the remaining process will be completed by Parking Services staff. You will receive 2 emails, but do not need to act on them. You may need to check your spam folder to find it. If so, please add Permits@thepermitportal.com to your address book for future mailings. Depending on what option you selected, your permit will either arrive in the mail or it will be waiting for you to pick it up at the Republic Parking office in Downtown Eugene inside the Atrium building at 99 West 10th Avenue. Each month you will also receive two emails which you can ignore.

