



Below you will find instructions to apply for a parking permit at our 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 he will walk you through the process.

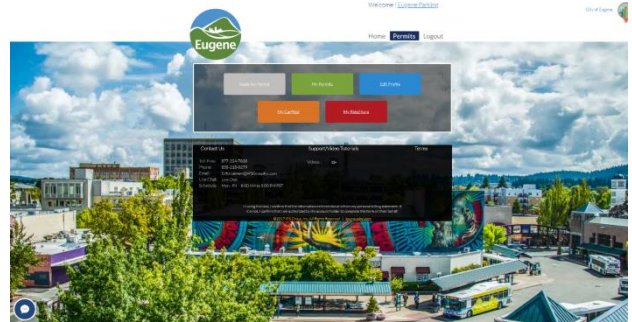
1. Login to <https://www.thepermitportal.com> click on "Apply for a Permit".

2. Select your parking location from the drop down menu on the right.

3. Press the green apply button for duration of permit. See separate Instructions for Carpool or Rideshare customers.

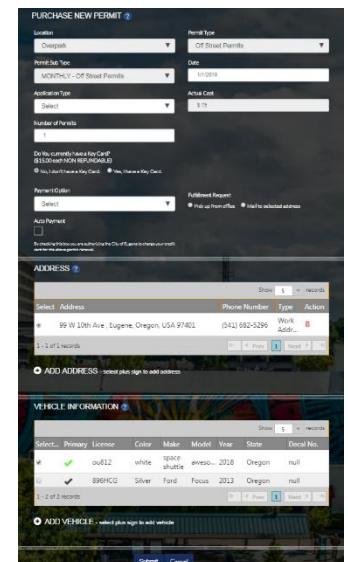
4. Purchase new permit:

- a. Application type: select company or individual
- b. Number of Permits: enter number requesting
- c. Do you currently have a Key Car? Overpark/Parcade customers only
If you have one, select Yes and enter last 5 number, No is default
- d. Payment Option: select from drop down
- e. Fulfillment Request: Select how you want to receive your permit
- f. Auto Payment: Check the box for permit to auto renew
- g. Address: Add address home or work, even if you are picking up the permit
- h. Vehicle Information: Add/select vehicles that you want linked to permit
- i. Press SUBMIT



5. Paying for a permit:

- a. After you receive email stating application is approved, remit a check to address on email or login and pay online shown below
- b. Click on blue box "Edit Profile"
- c. Click on "Add Card" and enter card information, register card
- d. Click "Save", then "Permits" at the top right of page
- e. Select the green box "My Permits", the blue "View" on right
- f. Scroll to bottom, Proceed to Checkout, scroll to bottom, "Pay Now"



6. Managing Profile:

- a. Login and select the blue box "Edit Profile"
- b. Always press SAVE after editing info here
- c. Name, Address and phone # are editable
- d. Delete credit card by pressing "X" on top right of card
- e. Add vehicles by pressing "Add Vehicle"
- f. Edit Vehicles by clicking on the Plate #

