**Step 1: Make sure you are the right person**

1. If this information is incorrect, STOP. Contact **parking@uoregon.edu**.
2. Select “I verify this is my correct account information.” from the dropdown.
3. Click the “Next” button.

 

**Step 2: Address information**

1. If this information is correct, choose “I verify this is my correct address” from the dropdown, then click the “Next” button.
2. If this information is not correct, choose “I have manually entered…”
	1. This will give you the ability to edit the address fields.
	2. Edit the appropriate fields, then click the “Next” button.



**Step 3: Vehicle Information**

1. Select a vehicle to link to your permit.
	1. All vehicles on your account are shown.
	2. You may only link one vehicle to your permit with this form.
	3. **To add additional vehicles to your permit, contact parking@uoregon.edu**
2. If you wish to add a different vehicle to your permit, choose “\_add new vehicle\_” in the dropdown.
	1. Enter the vehicle license plate number and choose the state, then hit “Next”



**Step 4: Permit Duration**

1. Select whether you wish to purchase a permit with a June expiration or September expiration.



 **Step 5: Payment Type**

1. Choose your payment method



**Step 6: Review Your order**

1. Check to make sure all information is correct. You can use the “Previous” and “Next” buttons to go back to previous steps.
2. **Your permit order will not be processed until you press “I Agree”**
3. If you chose to pay by credit card, you will be taken to the University of Oregon’s QuikPay billing site for payment to complete your transaction.

