

How to Purchase a Parking Permit



Parking

Step 1: Log into SSU Online Services and click on the Parking button.

Step 2: Click on 'Get My Permit' on the top of the page or scroll down to the red 'Buy Permit' button.



Step 3: Please enter in your personal information, shipping address and vehicle information. If you wish to purchase a motorcycle permit, you must enter the license plate number. Click 'Save' when you have completed filling out your information.

Step 4: Click 'Buy a Parking Permit'.

Step 5: Select the appropriate parking permit you want to purchase. Please read the black text under the permit describing where the permit is valid. **There is no Housing permit for Summer. General permits are valid in Housing lots during the Summer.*

Step 6: Once a permit is selected, click 'Proceed to Shopping Cart'.

Step 7: Make sure the shipping information is correct. If not, click edit and update your information.

Step 8: Please read the parking policies and terms & conditions and check the box. Make sure to disable pop-up blockers. Click 'Continue to Pay'. **If you have an issue with your pop-up blockers, please use Internet Explorer or Firefox as your internet browser.*

Step 9: A message will pop up that you are being redirected to the Cashnet site to complete your payment. Click 'OK'.

Step 10: Select payment method. Click 'Continue Checkout'. If paying with a credit card, enter the credit card information, billing address and email address. If paying with electronic check, enter in the account and routing number. Once all information is entered, click 'Continue Checkout'.

Step 11: Please confirm all information is correct. Once you confirm click 'Submit Payment'.

Step 12: Your transaction has been completed. Click on the red underlined text to print your temporary permit. Place the temporary permit on your vehicle's dashboard while your physical permit is mailed to you.

If you experience any problems purchasing your permit please call Transportation & Parking Services at (707) 664-4321.