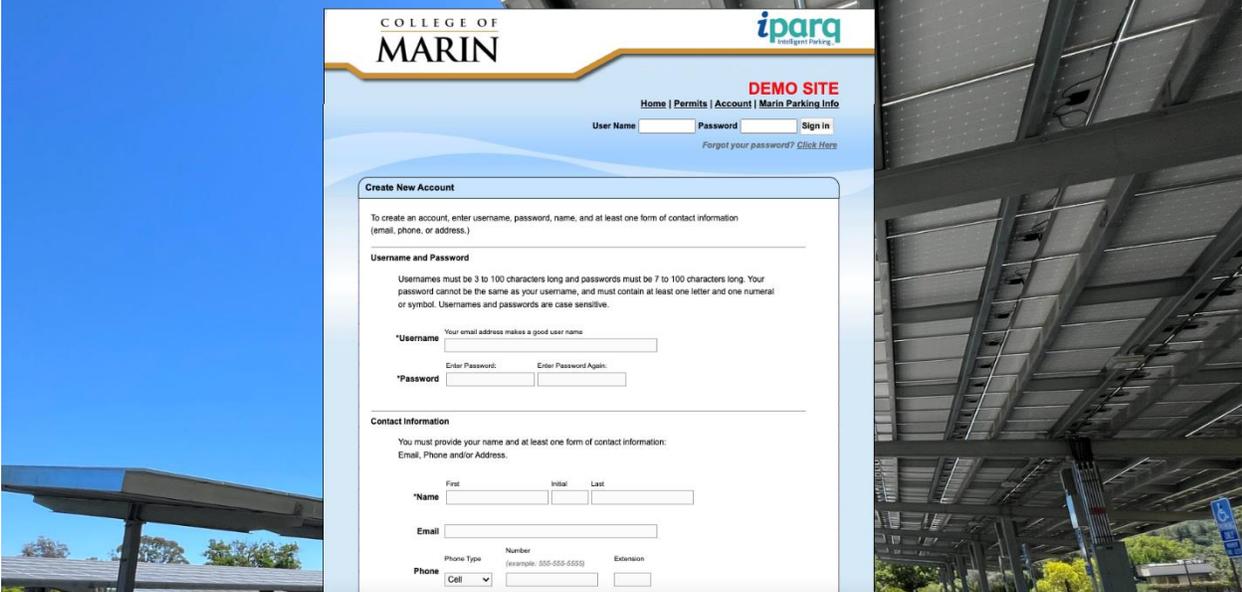
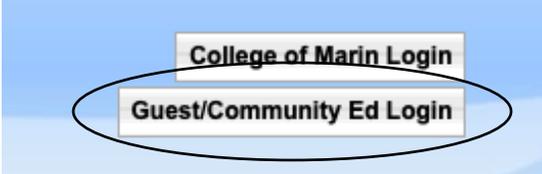


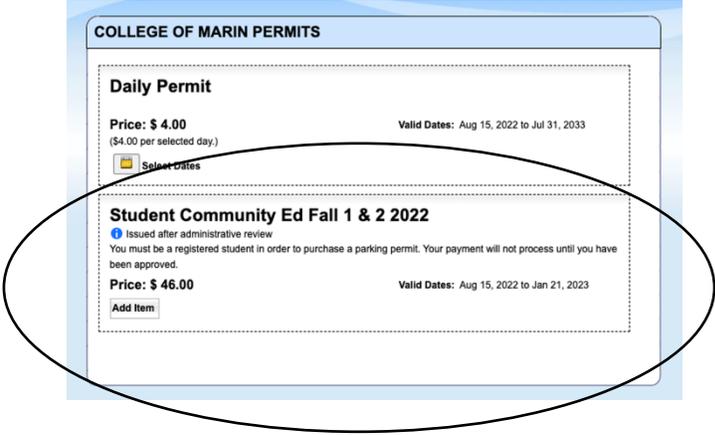
# Instructions for Ordering a Community Education Student Parking Permit – Online Only

1. Access the new parking permit website
  - a. Go to [marin.thepermitstore.com](http://marin.thepermitstore.com), click “Guest/Community Ed Login”, and create an account
    - i. Enter your desired username, password, email address and phone number



The image shows two screenshots of the College of Marin website. The top screenshot shows the 'College of Marin Login' and 'Guest/Community Ed Login' buttons, with the latter circled in black. The bottom screenshot shows the 'Create New Account' form, which includes fields for Username and Password, and Contact Information (Name, Email, Phone).

2. Select “Student Community Ed” from available parking permits
  - a. Only currently enrolled Community Education students will be approved to purchase this permit. Orders are reviewed by an administrator and permits are not immediately available upon submitting your order.



The image shows a screenshot of the 'COLLEGE OF MARIN PERMITS' page. It lists two permit options: 'Daily Permit' (Price: \$ 4.00, Valid Dates: Aug 15, 2022 to Jul 31, 2033) and 'Student Community Ed Fall 1 & 2 2022' (Price: \$ 46.00, Valid Dates: Aug 15, 2022 to Jan 21, 2023). The 'Student Community Ed Fall 1 & 2 2022' permit is circled in black.

3. Enter your vehicle information

- a. There is no limit to how many vehicles can be stored on your account, but only one vehicle can be active at once. If you drive a secondary vehicle to campus, you need to remember to change your account to reflect that vehicle as active.

The screenshot shows a form titled "Add Vehicle for Jessica Shahi". It contains several fields with dropdown menus: License Plate & State, Year, Color, Make, Model, Type, and Owner. At the bottom right, there are "Cancel" and "Add" buttons.

The screenshot shows the "Checkout" page, step 2: "Additional Info". The "Permit information" section asks the user to select a vehicle for each permit. A dropdown menu is open, showing options: "[ Add New Vehicle ]", "2020 Red Kia Forte GT ( IPARQ201, KS )", "2021 White Kia Optima ( KIA 2021, IA )", "2019 Silver Saturn ( 6ADP171, CA )", and "2021 White Kia Optima ( KIA2021, IA )". A "Continue" button is visible to the right of the dropdown. A "Go Back to Shopping Cart" button is at the bottom left.

4. Enter your payment information

- a. Payment information will not be stored and must be entered for every purchase
- b. Online payments can be accepted as:
  - i. American Express
  - ii. Discover
  - iii. Mastercard
  - iv. Visa

The screenshot shows the "Checkout" page, step 3: "Shipping / Billing". It is divided into two sections: "Delivery Options" and "Payment Options". The "Payment Options" section asks for a payment method. A dropdown menu is open, showing options: "[ SELECT ]", "Electronic Check", "American Express", "Discover", "Mastercard", and "Visa". A "Continue" button is visible to the right of the dropdown. A "Go Back to Shopping Cart" button is at the bottom left.

Payment Method:

Account Holder Name:

Credit Card Number:

Expiration Date:  /

CVN:

[? What is this?](#)

[Continue](#)

5. Review your order – you will be reminded that this permit type requires approval by an administrator

**Checkout**

1. Shopping Cart | 2. Additional Info | 3. Shipping / Billing | **4. Review** | 5. Complete

**Please review your order.**

<b>Student - Community Ed Fall 1 &amp; 2 2022</b> <b>Awaiting Approval</b>	\$0.00
 2020 Red Kia Forte GT IPARQ201 KS	
<b>** (Deferred) :</b>	\$0.00
<b>** Deferred Total:</b>	\$0.00

**Your order contains permits which must be approved by an administrator.**  
**\*\* You will only be charged for those permits (and their shipping fees) when and if they are approved.**

**Shipping** | **Payment**  
No payment necessary.

|

6. Confirm your order – after your order is approved by an administrator, your payment will be processed. Your permit will not be approved immediately, please allow two business days for processing. You will not receive a print out or physical parking permit. Your permit is virtual and associated with your vehicles license plate.

**Checkout**

**Thank you for your order!**  
Please print this page for your records.

**Your order number is 5928802.**

<b>Student - Community Ed Fall 1 &amp; 2 2022 #6999898</b> <b>Awaiting Approval</b>	\$0.00
 2020 Red Kia Forte GT IPARQ201 KS	
<b>** (Deferred) :</b>	\$0.00
<b>** Deferred Total:</b>	\$0.00

**Your order contains permits which must be approved by an administrator.**  
**\*\* You will only be charged for those permits (and their shipping fees) when and if they are approved.**

**Shipping** | **Payment**  
No payment necessary.

|