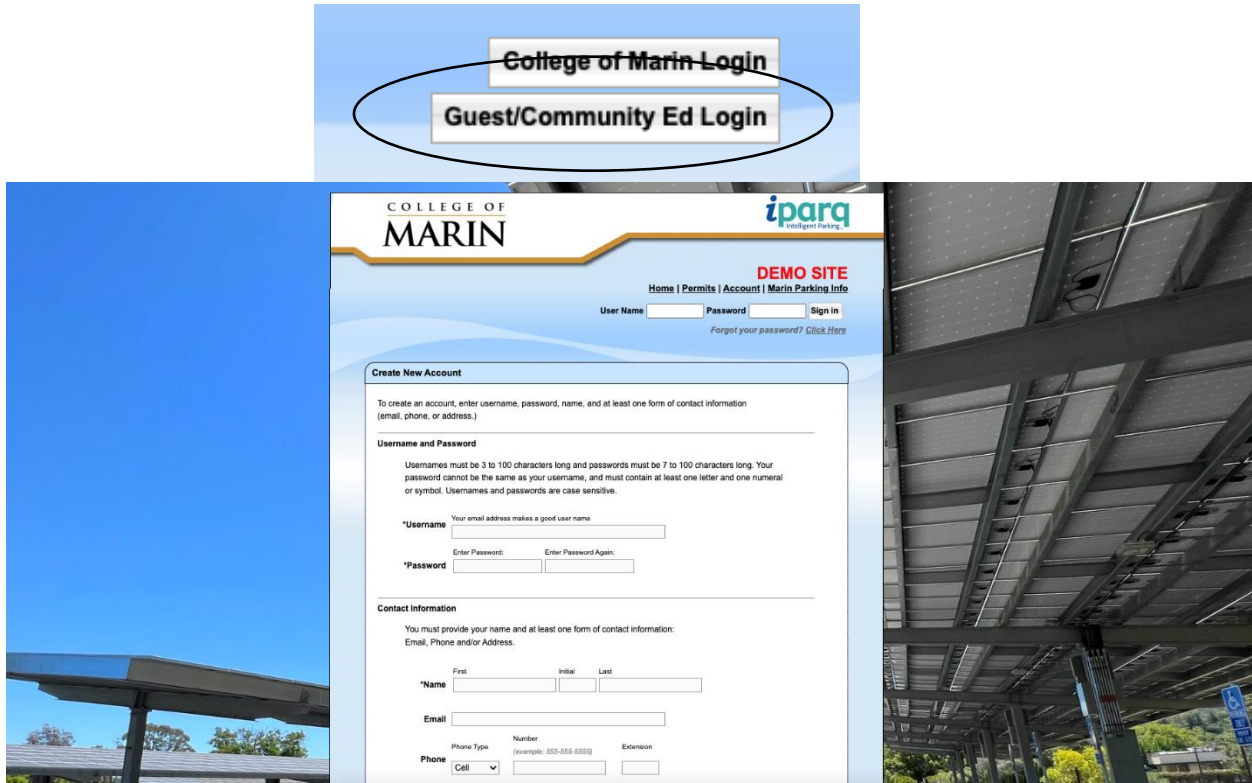
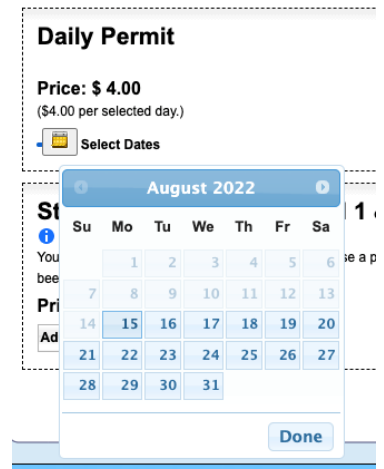


Instructions for Ordering a Daily Parking Permit

1. Access the new parking permit website
 - a. Go to marin.thepermitstore.com, click “Guest/Community Ed Login”, and create an account
 - i. Enter your desired username, password, and at least one form of contact information



2. Select “Daily Permit” from the available permits
 - a. Select the desired date(s) on the pop up calendar
 - i. Permits can be purchased ahead of time, and multiple dates selected (up to 6 days in a row)
 - ii. Parking permits are not required on Sundays and School Holidays
 - iii. No refunds will be given for daily parking permits



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, there are "Cancel" and "Add" buttons.

The screenshot shows the "Checkout" page with a progress bar at the top (1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, 5. Complete). The main heading is "Permit information." Below it, there is a "Vehicle:" dropdown menu with 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 "Go Back to Shopping Cart" button is visible on the 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. Electronic Check
 - ii. American Express
 - iii. Discover
 - iv. Mastercard
 - v. Visa

The screenshot shows the "Checkout" page with a progress bar at the top. The main heading is "Delivery Options" and "Payment Options". Under "Delivery Options", it says "1. Delivery method: No shipping types have been selected." Under "Payment Options", it says "The order total comes to \$46.00 plus shipping. What payment method do you want to use?" and "New Method" is selected. A "Payment Method:" dropdown menu is open, showing options: [SELECT], Electronic Check, American Express, Discover, Mastercard, and Visa. A "Go Back to Shopping Cart" button is visible on the left.

Payment Method:

Account Holder Name:

Credit Card Number:

Expiration Date: /

CVN: [? What is this?](#)

[Continue](#)

5. Review your order – ensure that the date(s) selected are correct. No refunds will be issued for a daily permit purchase
6. Confirm your order – you will not receive a print out or physical parking permit. Your permit is virtual and is associated with your vehicles license plate.