

Instructions for Ordering Student Semester Parking Permit

1. Access the new parking permit website
 - a. Log in to your MyCOM Portal and click "Parking Permits" under *Other Services And Resources*

Other Services And Resources

- COM Bookstore
- COM Card/Student ID
- EOPS/CARE & CalWORKs
- Financial Aid
- Lab Hours / Locations
- Libraries
- **Parking Permits**
- Placement Process and Testing
- Psychological Services
- Scholarships
- Student Accessibility Services
- Student Activities and Advocacy
- Student Health Services
- Transfer and Career Center
- Tutoring and Learning Center

2. Select your desired parking permit – only the permit that you are eligible for with your M00# will be visible
 - a. If you are receiving financial aid and are eligible for a discounted parking permit, that will be reflected in the cost of the permit.
 - b. Daily permits will remain visible as an option for purchase
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.

Add Vehicle for Jessica Shahi

*License Plate & State: [] [SELECT] v

*Year: [SELECT] v

*Color: [SELECT] v

*Make: [SELECT] v

*Model: []

*Type: [SELECT] v

Owner?: [SELECT] v

Cancel Add

Checkout

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

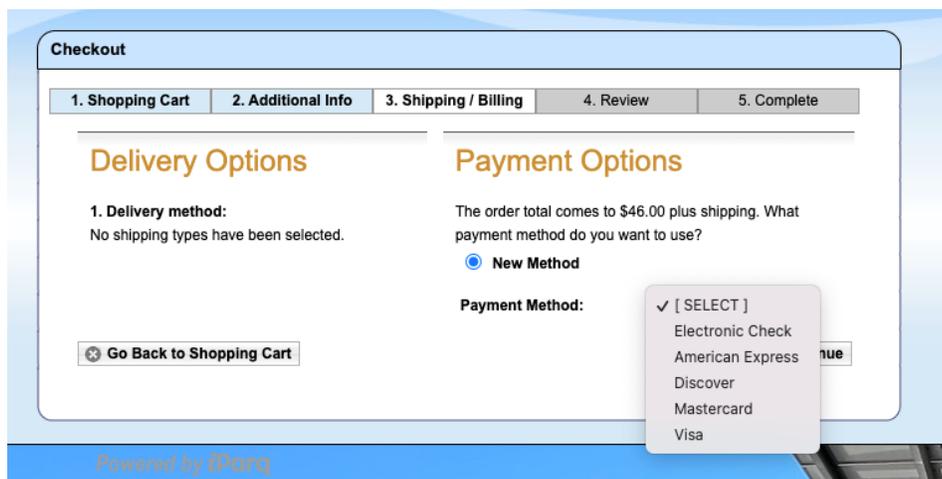
Permit information.
Please select a vehicle for each permit.
If you do not have any vehicles on record, you will need to select "Add New Vehicle" to link one to your permit.

Student - Community Ed Fall 1 & 2 2022 Vehicle: v [SELECT]

[Add New Vehicle]
2020 Red Kia Forte GT (IPARQ201, KS)
2021 White Kia Optima (KIA 2021, IA)
2019 Silver Saturn (6ADP171, CA)
2021 White Kia Optima (KIA2021, IA)

Go Back to Shopping Cart Continue

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
 - c. In person payments of cash or check can be accepted at the Cashiers office.
 - i. If you opt to pay in person, please start your order online. The Cashiers office will be able to pull up your account and see the in-process order.



Payment Method:

Account Holder Name:

Credit Card Number:

Expiration Date: /

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

5. Review your order
6. Confirm your order – You will receive a confirmation number. You will not receive a print out or physical parking permit. Your permit will be virtual and is associated with your vehicles license plate. This virtual permit will be valid for one semester.