

# 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 Pre-Approved 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: [TEXT]

\*Type: [SELECT] v

Owner?: [SELECT] v

Buttons: Cancel, Add

**Checkout**

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

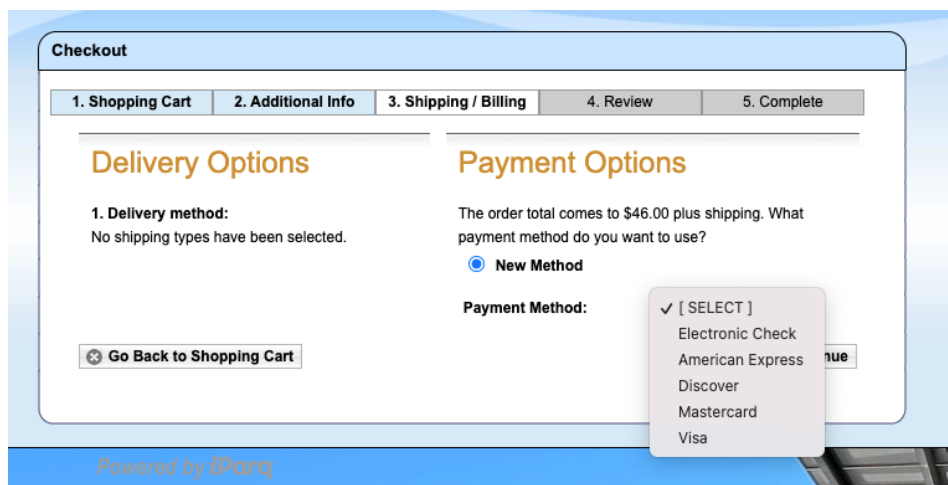
**Permit information.**  
Please select a vehicle for each permit.  
If you do not have any vehicles on record, you will need to select "Add New Vehicle" to link one to your permit.

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 )

Buttons: 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.