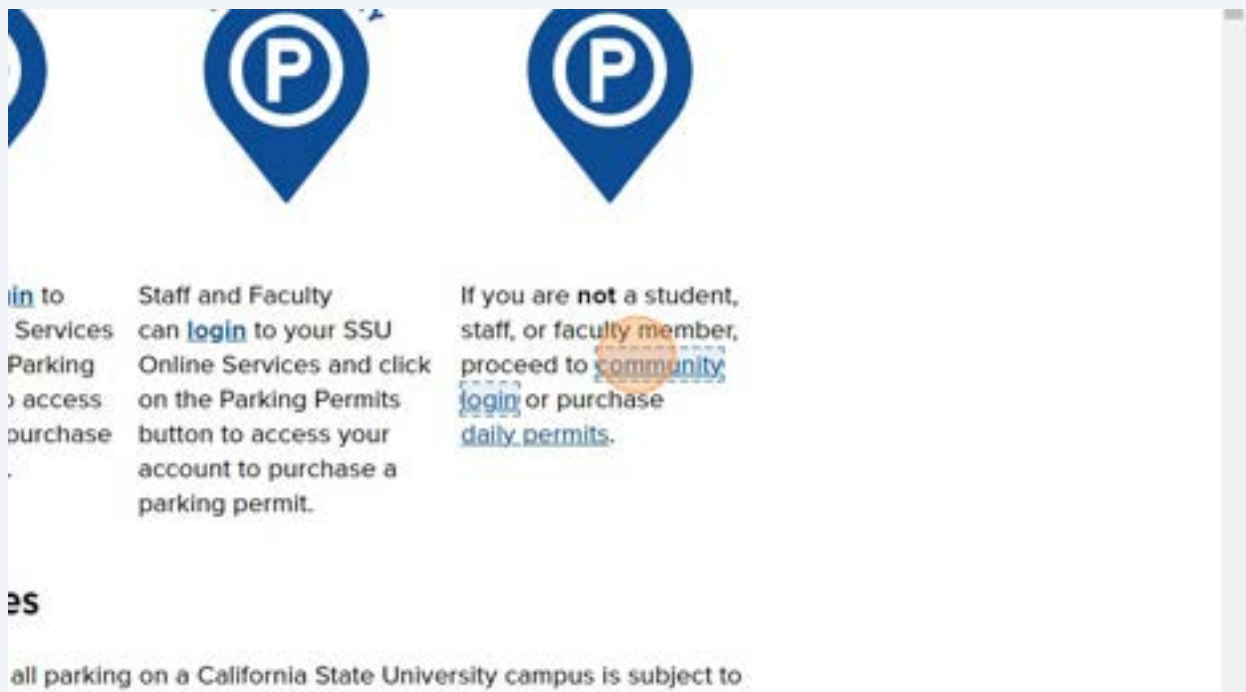


Purchase Sonoma State University Parking Permit (Copy) Scribe

1 Navigate to <https://parking.sonoma.edu/parking/parking-permits-passes>

2 Click "community login"



- 3 Click "Register" if you do not currently have a profile.

The screenshot shows a login/register interface. At the top, there is a text input field labeled "Email". Below it is a text input field labeled "Password". Under the password field is a checkbox labeled "Remember me". Below the checkbox is an orange button labeled "Login". Below the "Login" button, there are three links: "Don't have an account? Register" (with "Register" in red), "Forgot your password? Reset Password" (with "Reset Password" in orange), and "Log in through your Campus authentication" (with "Campus" in orange). Below these links is a light blue banner with the text "For technical problems please contact Parking Management Bureau at 1-800-700-4417.". At the bottom, there is a copyright notice: "© 2024 - Parking Management Bureau". An orange circle highlights the "Register" link.

- 4 Enter your preferred email address in the "Email" field.

The screenshot shows the "User Registration" page. At the top, there is a header with the text "Parking Management Bureau" and a red horizontal line. Below the header, the title "User Registration" is centered. Below the title, there are four text input fields: "Email", "Password", "First Name", and "Last Name". An orange circle highlights the "Email" field.

- 5 Enter your preferred password in the "Password" field.

User Registration

Email

parkingtest@gmail.com

Password



First Name

First Name

Last Name

Last Name

Campus

- 6 Enter your first name in the "First Name" field and enter your last name in the "Last Name" field.

Email

parkingtest@gmail.com

Password

.....

First Name



First Name

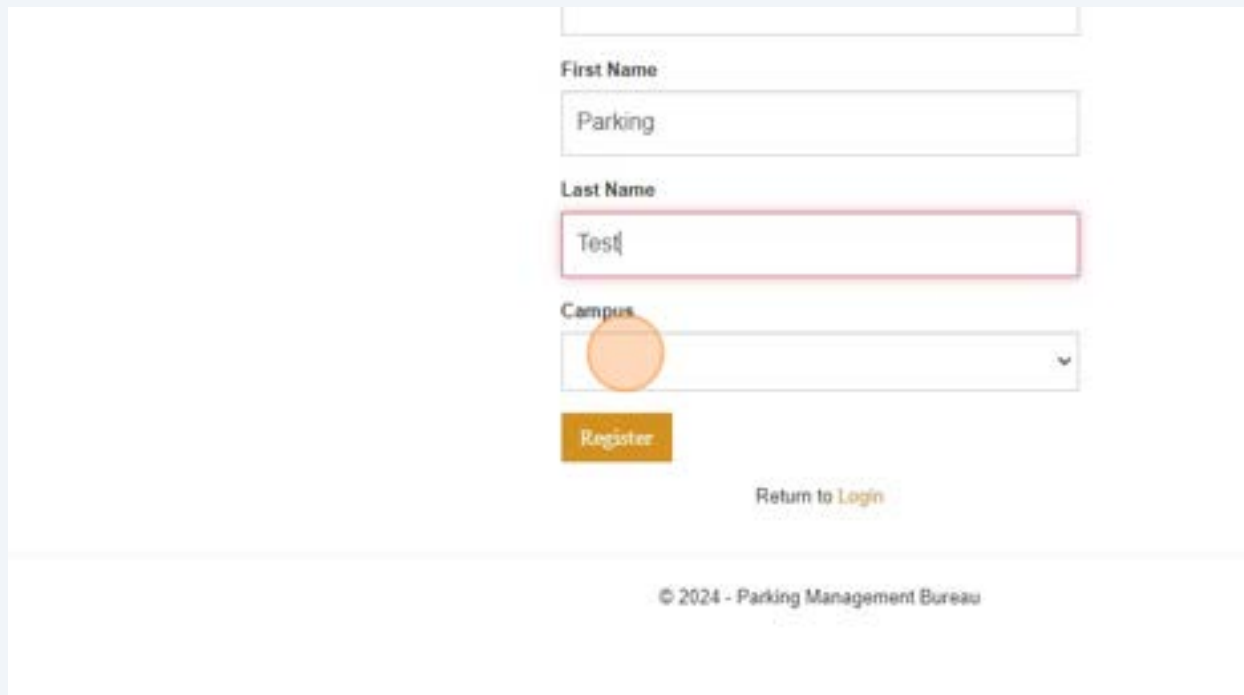
Last Name

Last Name

Campus

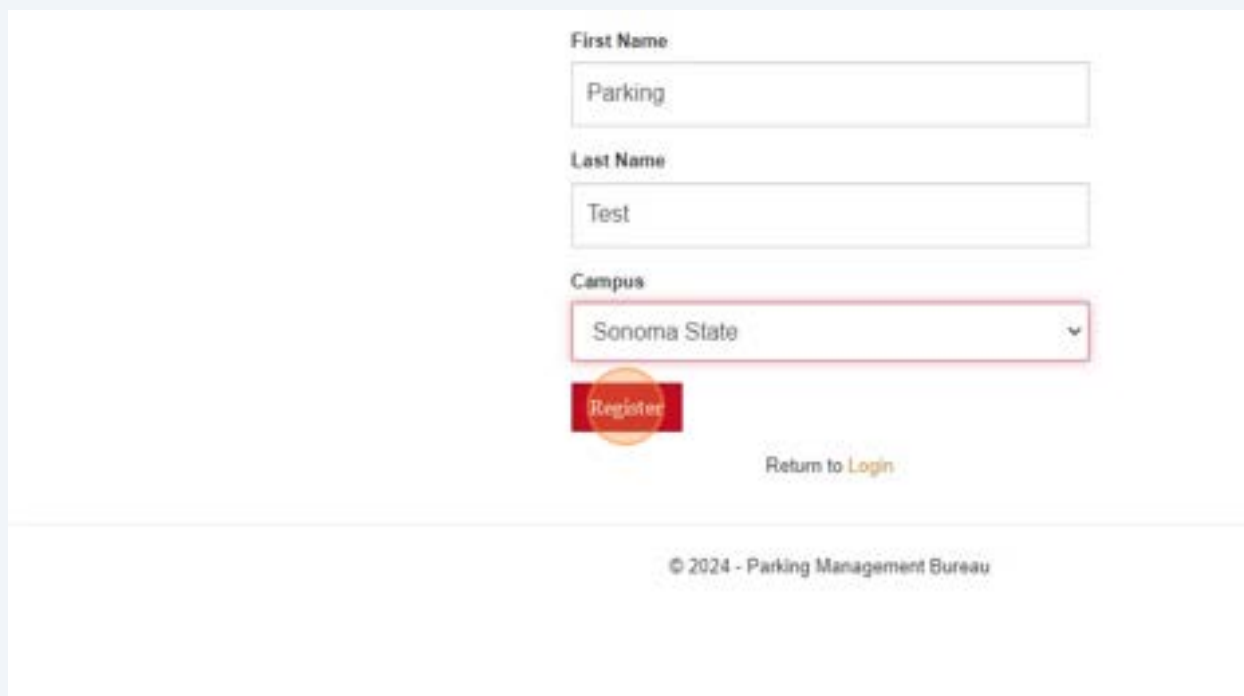
Register

- 7 Select Sonoma State University in the "Campus" field.



A screenshot of a registration form. The form contains the following fields: an empty text field at the top, a "First Name" field with the text "Parking", a "Last Name" field with the text "Test", and a "Campus" dropdown menu. The "Campus" dropdown menu is highlighted with a red rectangular box. Below the "Campus" field is an orange "Register" button. To the right of the "Register" button is a link that says "Return to Login". At the bottom of the form is a copyright notice: "© 2024 - Parking Management Bureau".

- 8 Click the "Register" button.



A screenshot of the same registration form as in the previous step. The "Campus" dropdown menu now displays "Sonoma State". The "Register" button, which is orange, is now highlighted with a red rectangular box. The "Return to Login" link and the copyright notice "© 2024 - Parking Management Bureau" remain visible at the bottom.

- 9 Enter the email address and password you creating during the registration process.

Parking Permits Login

Community Login

Email

Email

Password

☐ Remember me

Login

[Forgot your password?](#)

- 10 Login to your profile.

Email

parkingtest@gmail.com

Password

.....

☐ Remember me

Login

Don't have an account? [Register](#)

Forgot your password? [Reset Password](#)

Log in through your [Campus](#) authentication

For technical problems please contact Parking Management Bureau at 1-800-700-4417.

11 Enter your shipping address.

Email:	parkingtest@gmail.com	Cell Phone:	
Status:	Community (Community)	Home Phone:	

Shipping Address

Street Address:

Street Address (OR) P.O. Box

Apartment, Suite, Dorm, Room Number, Department, etc.

City:

State:

12 Enter vehicle information. Click the "License Plate" field.

Optional

Apartment, Suite, Dorm, Room Number, Department, etc.

City:

State:

Note: If you have multiple automobiles, please enter the primary vehicle's information only. You are responsible for updating you

Automobile Information

License Plate:

Make:

Motorcycle Information

License Plate:

Make:

13 Click the "Make" field.

Apartment, Suite, Dorm, Room Number, Department, etc.

City: State: Zip:

automobiles, please enter the primary vehicle's information only. You are responsible for updating your vehicle information when you park on campus

Make: Make: Color:

License Plate: Make: Color:

14 Click the "Color" field.

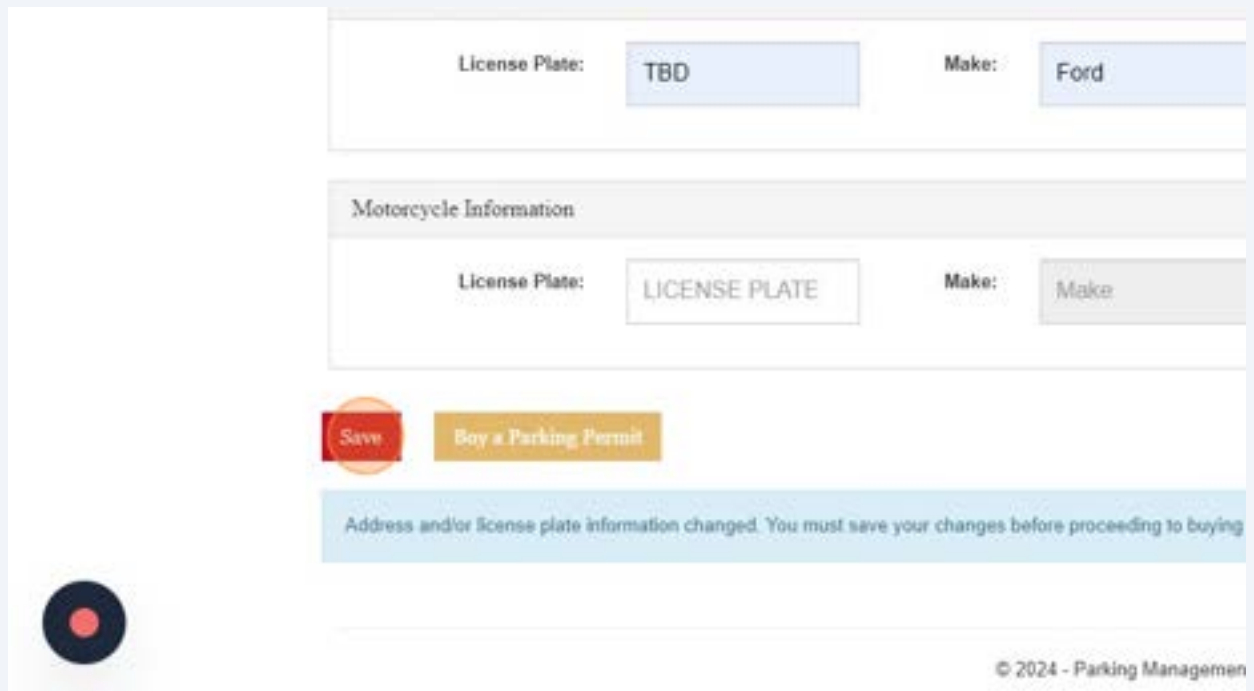
State: Zip:

in only. You are responsible for updating your vehicle information when you park on campus

Color:

Make: Color:

15 Save your vehicle information.



License Plate: Make:

Motorcycle Information

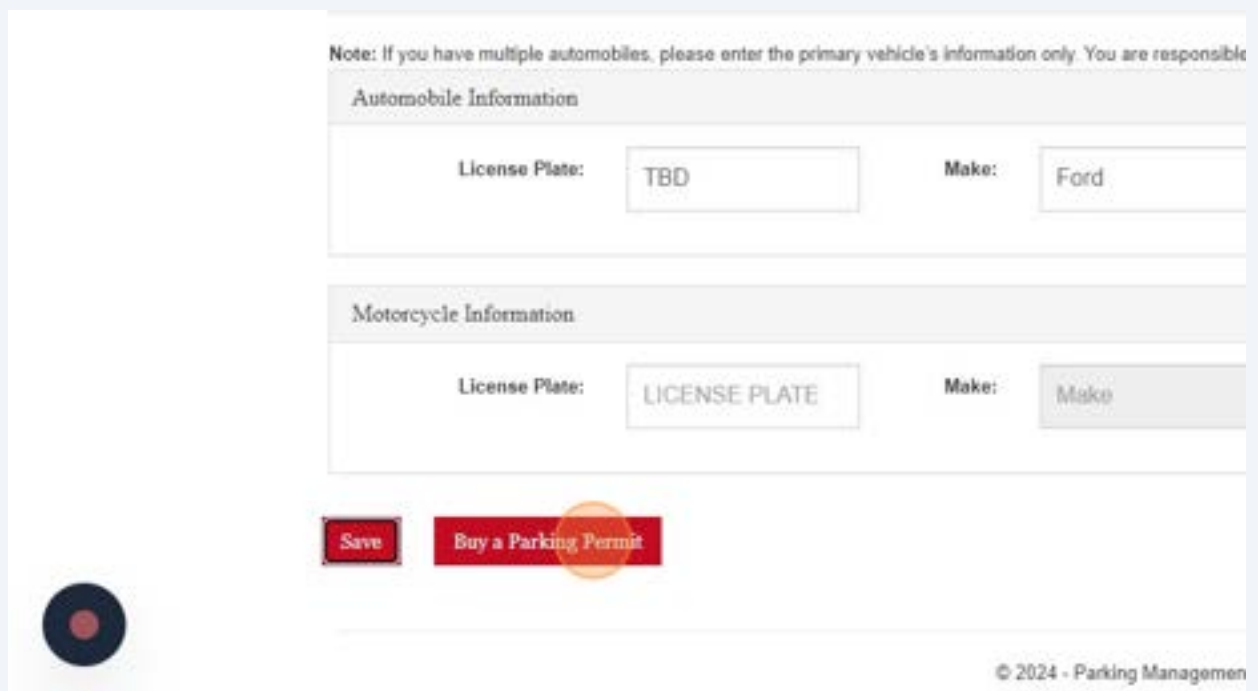
License Plate: Make:

Save **Buy a Parking Permit**

Address and/or license plate information changed. You must save your changes before proceeding to buying

© 2024 - Parking Management

16 Click "Buy a Parking Permit"



Note: If you have multiple automobiles, please enter the primary vehicle's information only. You are responsible

Automobile Information

License Plate: Make:

Motorcycle Information

License Plate: Make:

Save **Buy a Parking Permit**

© 2024 - Parking Management

- 17 Select desired parking pass type. e.g. semester pass.

Select	Description
☒	Spring 2024 General VALID: January 01, 2024 to May 27, 2024 <i>Valid in General parking lots E, F, G, H, J, L, M, N and O at all times.</i> <i>Valid in Housing parking lots from 7:00 A.M. to 6:00 P.M.</i> <i>Valid in Reserved parking lots from 5:00 P.M. to 6:00 A.M.</i>
☐	Spring 2024 Motorcycle Please fill in the Motorcycle Information on the home page to purchase this item VALID: January 01, 2024 to May 27, 2024
☐	Spring 2024 Reserved 140 available! VALID: January 01, 2024 to May 27, 2024 <i>Valid in all Reserved, General and Housing parking lots at all times.</i>

- 18 Click "Proceed To Shopping Cart"

	\$140.00
	\$0.00
o see when semester permits go on sale.	
	\$0.00
o see when semester permits go on sale.	
Order Total	\$76.00

Proceed To Shopping Cart

Parking Management Bureau

19 Review your order and agree to parking policies and terms & conditions.

Customer Information

Name:

Parking Test

E-mail:

parkingtest@gmail.com

ID #:

Shipping Information

Address:

1801 E COTATI AVE
ROHNERT PARK, CA 94928-3613

☐ By clicking here, I acknowledge that I have reviewed, understand and agree to comply with the parking policies and terms & conditions.
*** BE ADVISED: This transaction on your bank statement will appear as CSUSTAN 800-3398131 CT ***

© 2024 - Parking Management Bureau

20 Click "Continue to Pay"

Shipping Information (Edit)

Address:

1801 E COTATI AVE
ROHNERT PARK, CA 94928-3613

☐ By clicking here, I acknowledge that I have reviewed, understand and agree to comply with the parking policies and terms & conditions.
*** BE ADVISED: This transaction on your bank statement will appear as CSUSTAN 800-3398131 CT ***

Cancel

Back

Continue to Pay

Parking Management Bureau

21 Confirm or enter the address the parking pass should be shipped to.

A screenshot of a web form for entering a shipping address. The form is enclosed in a light blue border. It contains the following fields and values:

- Address Line1: 1801 E COTATI AVE
- Address Line2: (empty)
- Address Line3: (empty)
- City: ROHNERT PARK
- State/Province/Region: CA
- ZIP/Postal Code: 94928-3613
- Country: United States (dropdown menu)

Below the fields is an orange button labeled "Ship to this Address". At the bottom left of the form, there is a link: [Use of Personal Information \(webce-0068\)](#).

22 Select preferred payment type.

A screenshot of a web form for selecting a payment method. The form is titled "Parking Management Bureau" and "Parking Manager". It includes a "checkout" button and a "back to store" link. The form is titled "Select Method of Payment". It contains a note: "Note: A service fee will be charged when using a credit card. Electronic checks do not have a service fee." Below the note are two radio button options:

- ☐ Credit Card - A 2.65% non-refundable service fee applies
- ☐ Electronic Check (e-check) - No additional service fee

At the bottom left of the form, there is a link: [Use of Personal Information \(webce-0068\)](#).

23 Click continue to checkout.



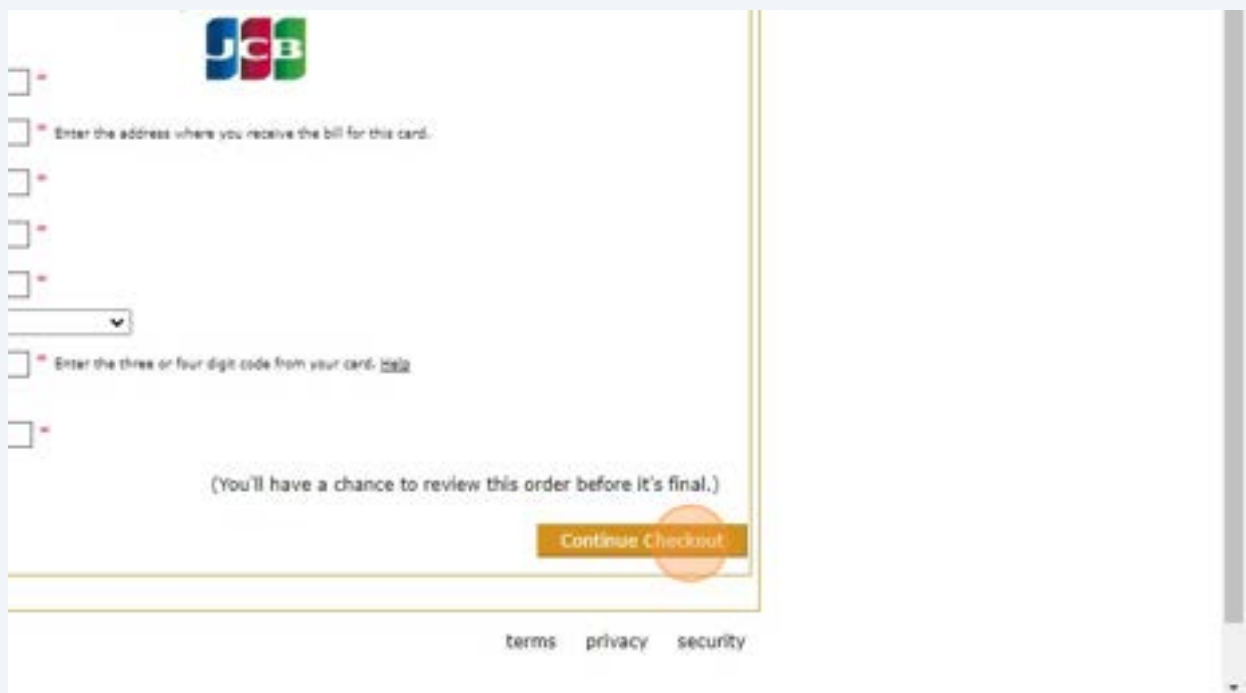
myCampusPermit.com

credit card. Electronic checks do not have a service fee.

ible service fee applies
ditional service fee

Continue Checkout

24 Enter payment information and continue to checkout finalize the purchase of your pass.



JCB

☐ Enter the address where you receive the bill for this card.

☐

☐

☐

☐

☐

☐ Enter the three or four digit code from your card. [help](#)

☐

(You'll have a chance to review this order before it's final.)

Continue Checkout

[terms](#) [privacy](#) [security](#)

25

To access you temporary parking pass while you wait for your pass to arrive login to your profile and select "My Permits".

Parking Management Bureau

My Account



Buy a Parki

My Information

Order History

Messages

My Permits

Instructions

My Information

Personal Information

Name:

Parking Test

ID#:

Email:

parkingtest@gmail.com

Cell Phone:

26

Click "Print Temporary"

Term	Year	Vehicle	Permit#
Spring	2024	Automobile	Not yet assigned Print Temporary

Parking Management Bureau

- 27 Print your permit and place in a visible location on the dashboard of your car.


Sonoma State

Temporary Parking Permit	License Plate TBD		 Temporary Parking Permit
	ID# 655168	Permit Spring 2024 General	
	Valid From 4/10/2024 12:46 PM	Exp 4/24/2024	

