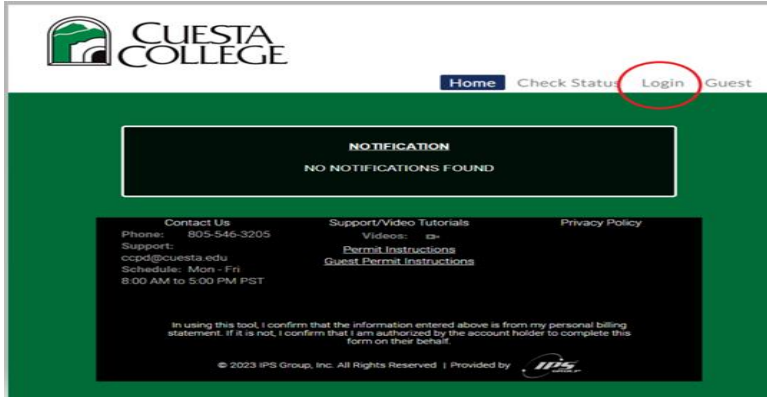<u>How to Purchase a Parking Permit</u>

1. **Log-in to your myCuesta.**
2. Scroll down. Click on **Parking Permits & Citations** tile.
3. Click on **Buy or Manage Now** button to open the permit portal home page.
4. Click on Login. You'll be taken to your permit portal **Dashboard.**

5. On your permit portal **Dashboard** you can Buy your permit, View your permit(s) in My Permits or Edit your Profile. Click Buy Permit to purchase a permit. Your name should appear in the upper right corner – Welcome Your Name.
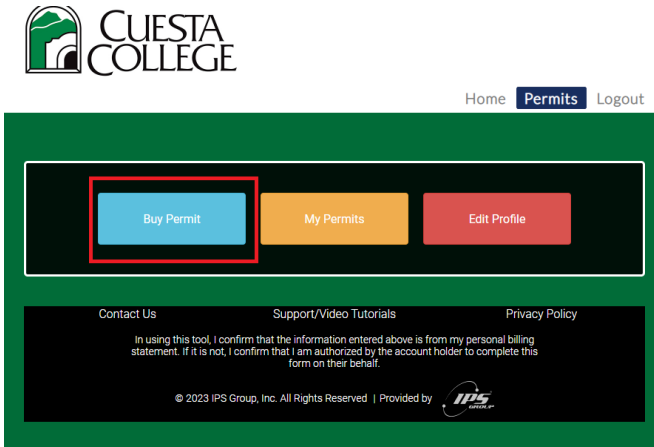
6. Select the Permit Type – Student, Student BOG (if eligible), Staff (if eligible), Motorcycle or Daily. Click Buy.   Motorcycles must have a Motorcycle permit.
Daily permits are valid the day of purchase in General parking spaces only – not in Staff.
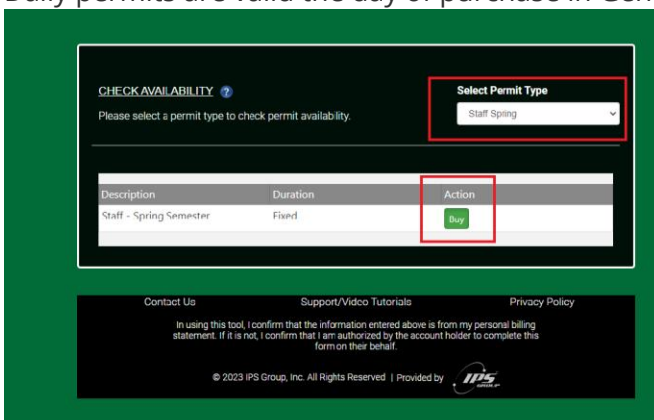
7. Click on the plus (+) sign to Add Vehicle(s). You may add up to 3 vehicles to your account. To continue with order process, choose the one you want to be "active/valid" on the permit. Only one (1) vehicle can be "active/valid" at a time. To add or switch vehicles, see instructions on *How to Manage your parking permit.*

8. Continue to Pay Now and enter your card details and Submit Payment.

You should receive an email notification that your permit has been Approved. Once your permit is Paid, you will receive another email notification confirming payment. Permits are valid once they are in Paid status.