

Managing your GUEST Parking Permit Portal – How to Add, Edit or Switch Vehicles

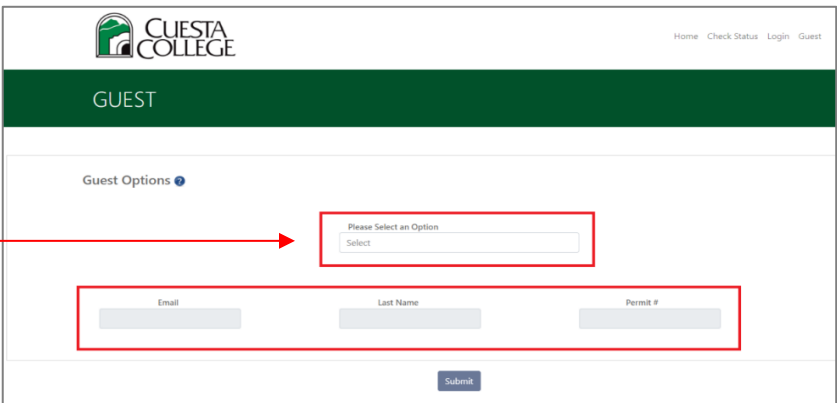
Login to the Cuesta College **Guest** permit portal by clicking here <https://cuestacollege.thepermitportal.com/Guest>.

Use the **Check Status of a Permit** option to:

- Check Status of a Permit
- Pay for a Permit that is in Approved status
- Add/Edit Vehicles
- Switch Vehicles

GUEST home page

1. Choose **Check Status of a Permit**
2. Enter E-mail, Last Name and Permit Number. Permit number is provided in the permit status Email Notification.
3. Submit.



PERMIT DETAILS

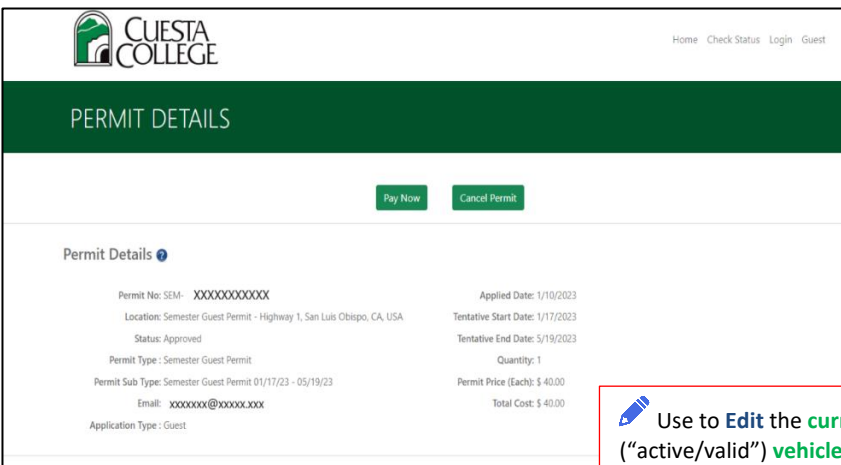
Pay for a permit in Approved status by clicking Pay Now button. Enter credit card information and submit.

Selected Vehicle box

This is the where you'll Manage your parking permit – Add/Edit or Switch vehicles.

To Add Vehicles:

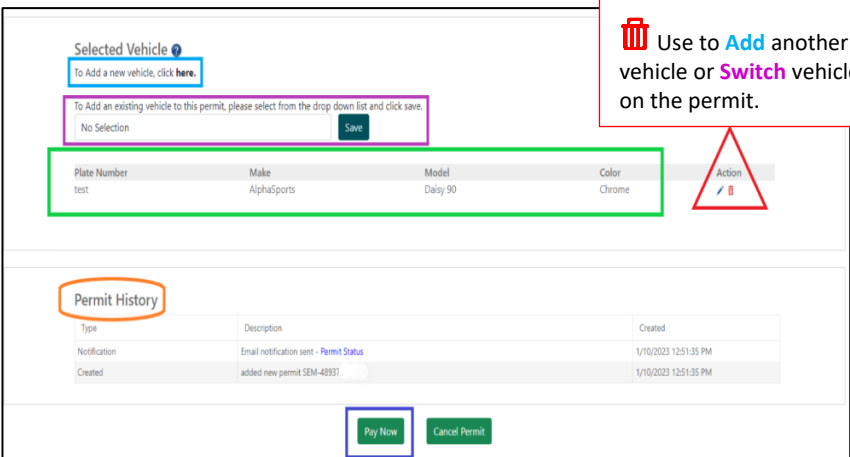
1. Click on . This removes the **current vehicle** from the permit. It does not remove the vehicle's information from your profile. It is still available if you want to choose this vehicle again. Click Confirm.



Use to **Edit** the **current** ("active/valid") **vehicle** on the permit.

Use to **Add** another vehicle or **Switch** vehicles on the permit.

2. Click "here" to **Add a new vehicle**. Enter vehicle information & Save. This vehicle will appear as the Selected Vehicle and be the **current vehicle** on the permit.



To Switch Vehicles:

1. Click on to remove **current vehicle** from the permit. The vehicle information will still be available if you want to choose this vehicle again. Click Confirm.
2. Click in **No Selection box**, all your license plates will appear. Choose the license plate of vehicle you want the permit to be "active/valid" on & SAVE. This vehicle will now be the **current vehicle** on the permit. **To switch back or to a different vehicle, follow steps again.**

Error Messages

You will receive an Error message if more than one vehicle has a check mark or if you try to add a vehicle without removing the current vehicle first.

If you add multiple vehicles, make sure the **current vehicle** on the permit matches the vehicle you're parking on campus. **The permit can be "valid/active" on only 1 vehicle at a time!**

Permit History Your Activity will be tracked in Permit History. You can see status of permit, vehicles that are added and removed and emails that have been sent.

Have questions?
 Contact Campus Police at (805) 546-3205 or email us at ccpd@cuesta.edu.