

Buying a Virtual Parking Permit - Community Program Class Participants or Visitors

Purchase a Semester or Daily permit by logging in to the Cuesta College parking permit portal as a **GUEST**.

Log in as a Guest at <https://cuestacollege.thepermitportal.com/Guest>. *Pop ups must be enabled to use the permit portal.*

1. Click on **“Please select an Option”** box, choose **“Purchase a Permit”**
2. Enter your Email Address, Last and First Name.
3. **Submit.**

The screenshot shows the 'GUEST' page on the Cuesta College permit portal. Under 'Guest Options', there is a dropdown menu labeled 'Please Select an Option' with 'Purchase a Permit' selected. Below this are input fields for 'Email *', 'First Name *', and 'Last Name *'. There is also an optional field for 'Student / Staff ID'. A green 'Submit' button is located at the bottom right of the form area.

Select Permit Type

1. Under Select Permit Type - Choose from:
 - ***Daily (One-Day):** Valid for one-day on one (1) vehicle.
 - **Guest (Fall, Spring or Summer) Permit:** Valid for term/semester noted.
 - **Motorcycle (Fall, Spring, Summer) Permit:** Valid for term/semester noted.

The screenshot shows the 'SELECT PERMIT TYPE' page. It features a 'CHECK AVAILABILITY' section with a dropdown menu for 'Select Permit Type' currently set to 'Please Select'. Below this is a 'Select Start Date' field with the date '03/05/2025' entered.

*Daily permits can be purchased for:

- Same day of purchase or
- For a future date: Click on date box for pop-up calendar to choose a future date.
- Daily permits allow only one (1) vehicle.

This screenshot shows the 'SELECT PERMIT TYPE' page with 'Daily' selected in the 'Select Permit Type' dropdown. The 'Select Start Date' is '03/05/2025'. Below is a table with one row: 'Daily Parking Permit' with a duration of 'days', a price of '\$4.00', and a start date of '03/05/2025'. A green 'Buy' button is in the 'Action' column.

Description	Duration	Price	Start Date	Action
Daily Parking Permit	days	\$4.00	03/05/2025	Buy

2. Permit type will appear in Description, click **Buy**.

This screenshot shows the 'SELECT PERMIT TYPE' page with 'Guest Spring Permit' selected in the 'Select Permit Type' dropdown. The 'Select Start Date' is '03/05/2025'. Below is a table with one row: 'Guest Permit - Spring Semester 2025' with a duration of 'Fixed', a price of '\$40.00', and a start date of '01/21/2025'. A green 'Buy' button is in the 'Action' column.

Description	Duration	Price	Start Date	Action
Guest Permit - Spring Semester 2025	Fixed	\$40.00	01/21/2025	Buy

ADD VEHICLE INFO

PURCHASE PERMIT

Purchase New Permit ?

Permit Type: Guest Fall Permit
 Location: Fall Semester - Guest Permit
 Permit Sub Type: Fall Semester - Guest Permit
 Tentative Start Date: 09/22/2024
 Price: \$40.00

VEHICLE INFORMATION ? Two (2) vehicles allowed per permit. Only one vehicle is allowed to park on campus at a time. When adding a vehicle with temporary plates, enter temporary/paper license plate number. Once DMV issued license plates are obtained, vehicle information must be updated with DMV issued plate number.

+ **ADD VEHICLE** - select plus sign to add vehicle

Submit Cancel

1. Click the plus (+) sign **ADD VEHICLE** to add a vehicle.
2. **VEHICLE INFO** box will pop-up.
 To add another vehicle, click on the plus (+) sign again.
 Up to 5 vehicles can be added to your account, but only 2 can be Selected at one time. (under Select Record) Check the DMV vehicle registration for the Make, Model, Color and Year.

✕
VEHICLE INFORMATION

Plate Number

Make

Model

Color

Year

State / Province

Close Save

**** License plate number must be entered correctly. ****

New out-of-state vehicles that don't have temporary paper plates, type **NEW** and last 4 numbers of the VIN number (**NEW1234**) as the license plate number. Edit plate number when you receive permanent DMV-issued plates.

3. **SAVE** information.
4. If multiple vehicles have been added to your account, make sure to put a check next to the vehicle(s) you want registered to the permit. **Maximum of two (2) vehicles can be "selected", but only one (1) vehicle can use the permit at a time.**
5. **Submit.**

VEHICLE INFORMATION ? Two (2) vehicles allowed per permit. Only one vehicle is allowed to park on campus at a time. When adding a vehicle with temporary plates, enter temporary/paper license plate number. Once DMV issued license plates are obtained, vehicle information must be updated with DMV issued plate number.

Select Record	License	Color	Make	Model	Year	State
<input checked="" type="checkbox"/>	TESTABC1	Blue	Subaru	Crosstrek	2025	California
<input checked="" type="checkbox"/>	TESTXYZ2	White	Subaru	Crosstrek	2025	California
<input type="checkbox"/>	ABCTEST1	Green	Toyota	Camry	2023	California

+ **ADD VEHICLE** - select plus sign to add vehicle

After hitting Submit, you'll receive an email from permits@thepermitportal.com.

The email will say permits must be in PAID status to be valid. (Once the permit is paid, you'll receive another email saying it's paid and valid.)

From ▲	Subject
Permits@thepermitportal.com	[EXTERNAL] Permit Status - Payment Required

PERMIT DETAILS

Before hitting **Pay Now**, check the permit details. The vehicles listed in the Selected Vehicle area are the vehicles that are registered to this permit.

- Is the Permit Type correct? If not, hit the back arrow to return to the previous screen where you can Select Permit Type and choose a different permit type, or you can Cancel the permit and start over.
- Is the vehicle(s) listed under Selected Vehicle the vehicle(s) you want registered to the permit?
 - If not, click the blue pencil to edit the vehicle and hit Save. The vehicle information will update.
 - If there are no vehicles listed but the vehicle has been added before, click on the **No Selection box** for a dropdown of the license plates that have been added before. Choose the one you want on the permit and hit Save.
 - If there are no license plates listed, click on “here” to Add up to two (2) vehicles.

PERMIT DETAILS

[Pay Now](#) [Cancel Permit](#)

Permit Details ?

Permit No: SPR-11439592061	Applied Date: 4/21/2025
Location: Spring Semester - Guest Permit - San Luis Obispo (SLO) and Paso Robles (NCC) Campus	Tentative Start Date: 4/21/2025
Status: Approved	Tentative End Date: 5/23/2025
Permit Type: Guest Spring Permit	Quantity: 1
Permit Sub Type: Guest Permit - Spring Semester 2025	Permit Price (Each): \$ 40.00
Email: test999@gmail.com	Total Cost: \$ 40.00
Application Type: Guest	

Selected Vehicle ?

To Add a new vehicle, click [here](#).

To Add an existing vehicle to this permit, please select from the drop down list and click save.

No Selection [Save](#)

Plate Number	Make	Model	Color	Action
TESTABC1	Subaru	Crosstrek	Blue	 
TESTXYZ2	Subaru	Crosstrek	White	 

Permit History

Type	Description	Created
Notification	Email notification sent - Permit Status - Payment Required	4/21/2025 12:54:39 PM
Created	added new permit SPR-11439592061.	4/21/2025 12:54:38 PM

[Pay Now](#) [Cancel Permit](#)

6. **Click Pay Now.** Enter credit card information. An email notification will be sent confirming the permit is Paid and Valid.

From	Subject
Permits@thepermitportal.com	[EXTERNAL] Permit Application Payment