

## Managing your GUEST Parking Permit in the online permit portal

- ❖ Pay for a GUEST Permit that's in "Approved" Status
- ❖ Manage vehicles assigned to your permit - Add, Edit, or Switch Vehicles

1. Login to the Cuesta College Guest parking permit portal at <https://cuestacollege.thepermitportal.com/Guest>
2. On the GUEST home page,
  - Click in the box under "Please Select an Option" and Select **Check Status of a Permit**.
  - Enter the **Email address** used to purchase permit, **your First and Last Name**, and the **Permit Number**. (Permit number is provided in the Email Notifications from [permits@thepermitportal.com](mailto:permits@thepermitportal.com).)
  - Click **Submit**.

CUESTA COLLEGE

Home Check Status Login Guest

## GUEST

Guest Options ?

Please Select an Option  
Check Status of a Permit

Email \* First Name \* Last Name \* Permit #

Student / Staff ID  
Optional

Submit

The next screen will show the **PERMIT DETAILS** - On this screen, you can:

- **Pay for** or **Cancel** a permit that hasn't been paid for by selecting either button.
- **Manage the vehicle(s) registered to the permit** – Add a new or existing vehicle, Edit or Delete a vehicle.
- Check that the vehicle(s) you want assigned to the permit is listed and that the license plate is entered correctly.

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Home Check Status Login Guest

## PERMIT DETAILS

Pay Now Cancel Permit

Permit Details ?

|   |                                 |
|---|---------------------------------|
| Permit No: SEM- XXXXXXXXXXXX  | Applied Date: 1/10/2023         |
| Location: Semester Guest Permit - Highway 1, San Luis Obispo, CA, USA | Tentative Start Date: 1/17/2023 |
| Status: Approved  | Tentative End Date: 5/19/2023   |
| Permit Type : Semester Guest Permit                                   | Quantity: 1                     |
| Permit Sub Type: Semester Guest Permit 01/17/23 - 05/19/23            | Permit Price (Each): \$ 40.00   |
| Email: XXXXXXX@XXXXX.XXX  | Total Cost: \$ 40.00            |
| Application Type : Guest  |                                 |

**Selected Vehicle** -- This is where you manage the vehicles on a permit.

**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

| Plate Number | Make  | Model  | Color | Action |
|--------------|-------|--------|-------|--------|
| TEST123      | Honda | Civic  | Green |        |
| COUGAR       | Acura | 3.5 RL | Black |        |

**Two (2) vehicles can be assigned to a permit. However, both vehicles cannot use the permit at the same time.**

If two (2) vehicles are already assigned to the permit and you want to Add a New Vehicle or Add a Vehicle that's already been entered, **you must first remove one of the vehicles listed in the green box.**

**To Remove a vehicle**

Use the red trash can under Action to **remove** a vehicle from permit. Click CONFIRM that you want the vehicle removed from permit. The vehicle will no longer be assigned to the permit, but vehicle information is still available if you want to assign it to the permit again. To add it back to the permit, remove one of the vehicles and follow Add an Existing vehicle instructions below.

**To Edit a vehicle listed**

Use the blue pencil to **Edit** an existing vehicle information.

**To Add a New Vehicle:** (one that has not been added before.)

1. Click "here" to **Add a new vehicle**.
2. Enter vehicle information & Save. Vehicle will appear as a **selected vehicle** and is assigned to the permit.

**To Add an Existing vehicle:**

If the vehicle has been entered before, the license plate will be listed in the **No Selection box**. To Select a vehicle that's been previously added to your account, click in the **No Selection box** and choose the license plate of the vehicle you want the permit to be assigned to & Save.

**Selected Vehicle**

The vehicle(s) listed here are registered to the permit.

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

**Permit History**

The history tracks any changes made to your permit and shows email notifications that have been sent to you from [permits@thepermitportal.com](mailto:permits@thepermitportal.com)

**Pay Now or Cancel permit**

Select Pay Now to go to the IPS Group secure Check out page where you can enter your payment information.  
To Cancel a permit, select Cancel Permit.