**Parking Online System Quick Sheet – Permit Purchase**

A more comprehensive and illustrated explanation of this process is covered in the Parking Online System User Guide, which is available online (https://wwuparking.t2hosted.com). If you have any other questions or concerns, contact:

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**Log Into Parking System**
- Access the system from the Parking Services homepage, or directly from this URL: https://wwuparking.t2hosted.com
- Log in with your Universal username and password via the Universal Login button
- For guests – create an account including a login ID and password

**Access Permit Purchase**
- Click the Permit Purchase link on the Parking Account Main page

**Confirmation Page**
- Click the Next button to move forward

**Select Permit and Permit Agreement**
- Choose the permit you want to purchase – please note the Effective and Expiration dates for the permit
- Click the checkbox to agree to the parking terms and conditions
- Click the Next button when finished

**Select Vehicles for Permit**
- Choose the vehicles you want to use your permit for by clicking the checkboxes
- You can add a new vehicle by clicking the Add Vehicle button
- If you need to edit any existing vehicle details, you need to call the parking office
- Click the Next button when finished

**Register Additional Vehicle (if you need to add a vehicle)**
- Enter all required information (noted with a red asterisk)
- Click the Back button if you navigated to this screen by mistake
- Click the Next button when finished

**Choose the Lot**
- Choose the lot(s) where you want to use your permit by checking the relevant checkbox(es)
- Click the Next button when finished

**Shopping Cart**
- Enter the email address you want your receipt emailed to in the Email Address box
- You can add citations or permits to your cart by clicking the Add Citations or Add Permits buttons
- If you are faculty or staff, choose which payment method you want to use in Select Payment Method
- You can also cancel your purchase here by clicking the Cancel Purchase button
- Click the Remove link if you want to remove an item from your cart
- Click the Next button when finished

**Payment Information**
- Confirm the transaction details on this screen
- If you are faculty or staff and chose Payroll Deduction as your payment method, choose the Payroll Deduction Option you want to use
- If you chose Credit Card as your payment method, click the Checkout button when finished
- If you chose Payroll Deduction as your payment, click the Next button when finished. You will be taken to the Payment Receipt screen.

**Enter Credit Card Information**
- Enter your credit card information
- Click the Continue Checkout button when finished

**Verify Credit Card Information**
- Confirm the payment details on this screen
- Click Submit Payment when finished

**Processing Payment**
- When this screen is shown do not click any navigational buttons on your browser (e.g. Back, Forward, Refresh, etc)

**Payment Receipt**
- Your purchase is now complete
- You can print your receipt by clicking the Print Receipt button