

# 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:

Leslie Pinkston | Financial Systems  
x4905 | MS-1440 | [leslie.pinkston@wwu.edu](mailto:leslie.pinkston@wwu.edu)

<b>Log Into Parking System</b>
<ul style="list-style-type: none"><li>• Access the system from the Parking Services homepage, or directly from this url: <a href="https://wwuparking.t2hosted.com">https://wwuparking.t2hosted.com</a></li><li>• Log in with your Universal username and password via the Universal Login button</li><li>• For guests – create an account including a login ID and password</li></ul>
<b>Access Permit Purchase</b>
<ul style="list-style-type: none"><li>• Click the <b>Permit Purchase</b> link on the Parking Account Main page</li></ul>
<b>Confirmation Page</b>
<ul style="list-style-type: none"><li>• Click the <b>Next</b> button to move forward</li></ul>
<b>Select Permit and Permit Agreement</b>
<ul style="list-style-type: none"><li>• Choose the permit you want to purchase – please note the Effective and Expiration dates for the permit</li><li>• Click the <b>checkbox</b> to agree to the parking terms and conditions</li><li>• Click the <b>Next</b> button when finished</li></ul>
<b>Select Vehicles for Permit</b>
<ul style="list-style-type: none"><li>• Choose the vehicles you want to use your permit for by clicking the <b>checkboxes</b></li><li>• You can add a new vehicle by clicking the <b>Add Vehicle</b> button</li><li>• If you need to edit any existing vehicle details, you need to call the parking office</li><li>• Click the <b>Next</b> button when finished</li></ul>
<b>Register Additional Vehicle (if you need to add a vehicle)</b>
<ul style="list-style-type: none"><li>• Enter all required information (noted with a red asterisk)</li><li>• Click the <b>Back</b> button if you navigated to this screen by mistake</li><li>• Click the <b>Next</b> button when finished</li></ul>
<b>Choose the Lot</b>
<ul style="list-style-type: none"><li>• Choose the lot(s) where you want to use your permit by checking the relevant <b>checkbox(es)</b></li><li>• Click the <b>Next</b> button when finished</li></ul>
<b>Shopping Cart</b>
<ul style="list-style-type: none"><li>• Enter the email address you want your receipt emailed to in the <b>Email Address</b> box</li><li>• You can add citations or permits to your cart by clicking the <b>Add Citations</b> or <b>Add Permits</b> buttons</li><li>• If you are faculty or staff, choose which payment method you want to use in <b>Select Payment Method</b></li><li>• You can also cancel your purchase here by clicking the <b>Cancel Purchase</b> button</li><li>• Click the <b>Remove</b> link if you want to remove an item from your cart</li><li>• Click the <b>Next</b> button when finished</li></ul>
<b>Payment Information</b>
<ul style="list-style-type: none"><li>• Confirm the transaction details on this screen</li><li>• If you are faculty or staff and chose Payroll Deduction as your payment method, choose the <b>Payroll Deduction Option</b> you want to use</li><li>• If you chose Credit Card as your payment method, click the <b>Checkout</b> button when finished</li><li>• If you chose Payroll Deduction as your payment, click the <b>Next</b> button when finished. You will be taken to the Payment Receipt screen.</li></ul>
<b>Enter Credit Card Information</b>
<ul style="list-style-type: none"><li>• Enter your credit card information</li><li>• Click the <b>Continue Checkout</b> button when finished</li></ul>
<b>Verify Credit Card Information</b>
<ul style="list-style-type: none"><li>• Confirm the payment details on this screen</li><li>• Click <b>Submit Payment</b> when finished</li></ul>
<b>Processing Payment</b>
<ul style="list-style-type: none"><li>• When this screen is shown do not click any navigational buttons on your browser (e.g. Back, Forward, Refresh, etc)</li></ul>
<b>Payment Receipt</b>
<ul style="list-style-type: none"><li>• Your purchase is now complete</li><li>• You can print your receipt by clicking the <b>Print Receipt</b> button</li></ul>