

Purchasing a Permit Students

Students will have a Green Non-Reserved permit; refer to 'Selecting a Parking Zone and Permit' for lot locations and further details. You can purchase the permit online using a credit card, however if you want to pay by cash or debit card, go to the Parking Services office. Check the Parking Services website for location and hours of operation at <https://www.uwo.ca/parking>

TIP: the recommended browser using the Parking Portal is Microsoft Edge

Note: If you have not already setup an online Parking Account, follow the steps found in 'Setting up a Parking Account' prior to purchasing a permit.

Follow the steps below to purchase a permit online.

1) Go to <https://www.uwo.ca/parking> & Hover over 'Permits' from the menu at the top and then a) Click on 'Students' from the drop down menu

2) Click 'Purchase / Renew Parking Permit'

4) Scroll down and click 'Get Permits'

5) Click 'Western University Login' from the middle of the screen

6) Enter your Western 'User ID' and 'Password'; this is the same information you use to login to Student Center and then a) Click 'Log In'

7) Click 'Next' to continue.

8) Select 'AVI Tag Deposit' purchase your Hang Tag (\$30) a) You need to pick up your hang tag in person. Information on hang tag pick up will show on your receipt after you have paid.

9) Select the 'Permit Description' that matches the time frame when you would like to park. a) i.e. 'Student Non-reserved / GNR Summer ending Aug 31'

TIP: an annual permit begins on Sept 1 and expires on Aug 31, regardless of when it is purchased. Green Student permits are sold out then you will see a message indicating that 'account is not eligible to purchase a permit'. If this occurs, email wparking@uwo.ca for available options.

10) Click the 'Check Boxes' to agree to the Rules and Regulations. a) To review the rules and regulations. b) Click 'Next' to continue

11) Click 'Add Vehicle' to add your vehicle information. a) If your vehicle has been previously added, go to step #14

TIP:

12) Enter the 'License Plate Number' for the first vehicle you may be parking on campus.

Continue selecting your vehicle properties using the drop down arrows.

- a) Select your 'Relationship to vehicle.'
- b) Select the 'Province/State' of your vehicle.
- c) Select the 'Make' of your vehicle.
- d) Select the 'Model' of your vehicle. a) If your model is not yet available, leave blank.
- e) Select the 'Colour' of your vehicle
- f) Select the 'Style' of your vehicle.

13) Once all the vehicle properties have been selected, click 'Next'.

14) Click 'Add another vehicle', if applicable. OR a) Select the vehicle you just added and click 'Next' to continue. This attaches the vehicle to your permit and authorizes it to park in campus lots.

15) View your purchase details and confirm your 'Email Address' and then a) Click 'Next' to complete the purchase.

16) Review the 'Payment Information', and then a) Click 'Next' to finalize the purchase.

17) Enter the credit card information and