

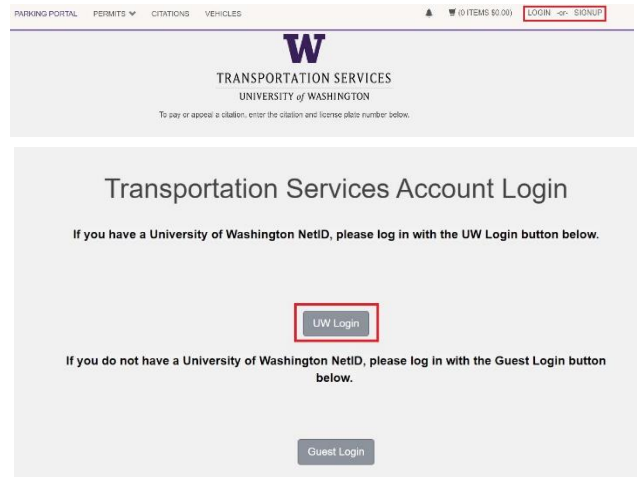
# Customer portal user guide

## Motorcycle Permit

Motorcycle permits are available for purchase by faculty, staff and students. The permit is valid **only** in designated motorcycle stalls in campus lots. If you wish to park in a regular vehicle stall, you must purchase another parking permit.

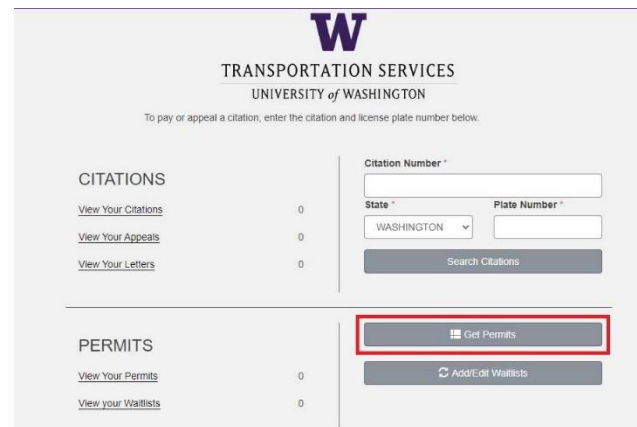
### Step 1

Log into your account on the online customer portal using your UW NetID.



### Step 2

Click **Get Permits** in the Permits section of your account dashboard.



### Step 3

Select the permit type (MOTORCYCLE / Annual, MOTORCYCLE / Quarterly or MOTORCYCLE / Short-Term).

Depending on the time of year, you may also select a Motorcycle permit for the duration of an academic quarter (MOTORCYCLE / Fall Quarter, MOTORCYCLE / Winter Quarter, MOTORCYCLE / Spring Quarter, MOTORCYCLE / Summer Quarter, MOTORCYCLE / Summer A-Term or MOTORCYCLE / Summer B-Term).

<input type="radio"/>	1	\$512.98	\$0.00	MOTORCYCLE / Annual	07/01/2020	06/30/2021
<input type="radio"/>	1	\$12.54	\$0.00	MOTORCYCLE / Quarterly	07/01/2020	09/30/2020
<input type="radio"/>	1	\$2.80 / day	\$0.00	MOTORCYCLE / Short-Term	-select-	-select-

Review Transportation Services' policies and confirm your review of the policies before clicking **Next**.

Please review the Transportation Services policies before proceeding: <https://transportation.uw.edu/policies>

I agree that I have reviewed and will abide by all Transportation Services policies. I understand that my permit may be revoked for violating the policies.

Next >>

### Step 3a

**If you selected MOTORCYCLE / Short-Term**, Select the dates you would like your MOTORCYCLE / Short Term permit to be active for.

**If you selected an academic quarter based permit**, you only need to select the start date for your permit. End dates are automatically selected based on the UW's academic calendar.

You may select a start date up to two weeks in the future. Click **Next**.

Effective Date

October 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Next >>

### Step 4

Select the motorcycle you would like linked to your permit and click **Next**.

You may have up to five vehicles, including motorcycles, linked to your permit but you may only park one on campus at a time.

If the motorcycle you would like linked is not listed or you have not registered your motorcycle yet, click **Add Vehicle** and follow the instructions.

### Step 5

Select your preferred payment method. Not all staff or products are eligible for payroll deduction, so you may not see it listed as an option. Click **Next**.

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	WASHINGTON	GODAWGS	2020	Nissan		Black

Add Vehicle

Next >>

Select Payment Method

Discover v \*

Discover

MasterCard

Visa

American Express

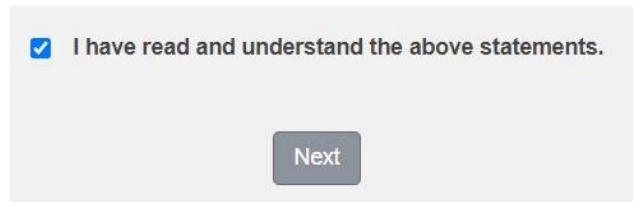
Payroll Deduction

CHECKOUT

Next

**Step 6a**

If you selected payroll deduction as your payment method, review the charges associated with your permit and check the box to indicate that you confirm your permit purchase before clicking **Next** to finalize.



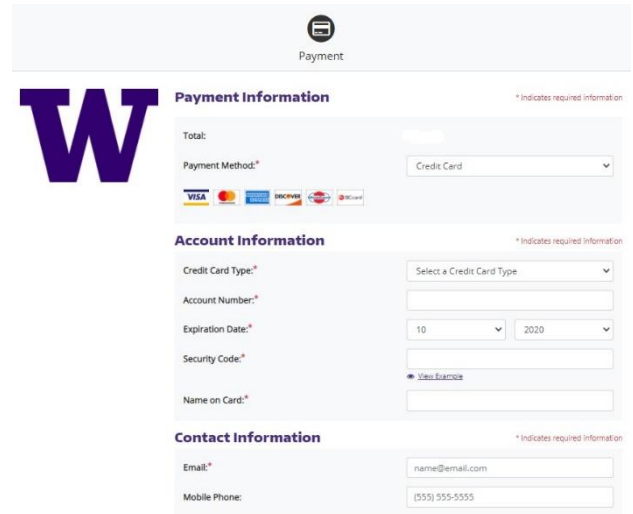
I have read and understand the above statements.

Next

**Step 6b**

If you selected a credit card as your payment method, you will be redirected to the payment information screen so that you may enter your credit card information in the required fields.

Review Transportation Services' return policies and check the box to indicate that you have reviewed the applicable information before clicking **Continue** to finalize.



Payment

**W** Payment Information \* Indicates required information

Total:

Payment Method:

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

**Account Information** \* Indicates required information

Credit Card Type:

Account Number:

Expiration Date:

Security Code:

[View Examples](#)

Name on Card:

**Contact Information** \* Indicates required information

Email:

Mobile Phone:

**Your permit purchase is now complete! You will also receive an email confirmation of the transaction.**

Review more resources at  
[transportation.uw.edu/customer-portal-guide](https://transportation.uw.edu/customer-portal-guide).