Customer portal user guide

Daily Multi-lot Permit

Multi-lot permits allow faculty and staff to park in multiple lots across campus. They are intended for individuals who have business needs around campus. Multi-lot permits can only be purchased if prior approval has been obtained by your department and Transportation Services. To set up permission to purchase Daily Multi-lot permits, your department must contact the Transportation Services office at ucommute@uw.edu.

Only Daily Multi-lot permits are available online. To purchase a quarterly or annual Multi-lot permit, contact the Transportation Services office directly at ucommute@uw.edu.

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 DAILY / Multi-lot Weekday.

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

Step 4
Select the date you would like your permit to be active for. You may select a date up to two weeks in the future. Click Next.

Step 5
Select the vehicle you would like linked to your permit and click Next.

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

If the vehicle you would like linked is not listed or you have not registered your vehicle yet, click Add Vehicle and follow the instructions.
**Step 6**
Select the primary lot you would like to park in. You will still be able to park in multiple lots once on campus, however the system requires that a primary lot be associated with the permit.

Access to a particular lot is based on space availability at the time of purchase. If a lot is full, it will be indicated with “[Sold Out]” text following the lot name (see C01 in the example).

Click **Next** once you have selected your desired lot from the list of eligible lots associated with this permit.

**Step 7**
Select the payment method you would like to pay with and click **Next**.

Daily Multi-lot permits can only be paid with a credit card when purchasing online.

**Step 8**
Review the charges associated with your permit and check the box to indicate that you confirm your permit purchase. Click **Next** to proceed to the payment information screen.

**Step 9**
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.
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.