

Customer portal user guide

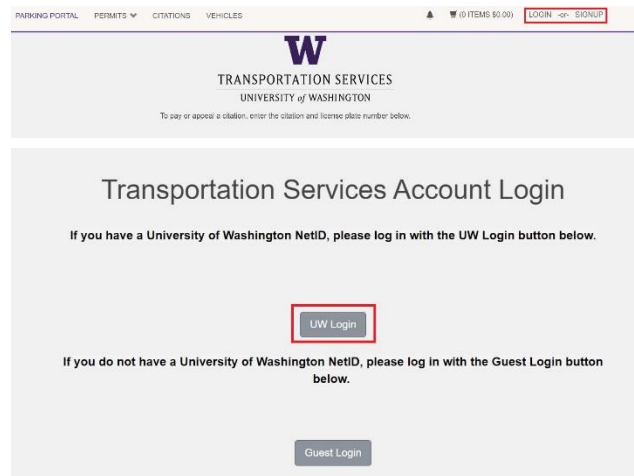
Daily Multi-lot Permit

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.

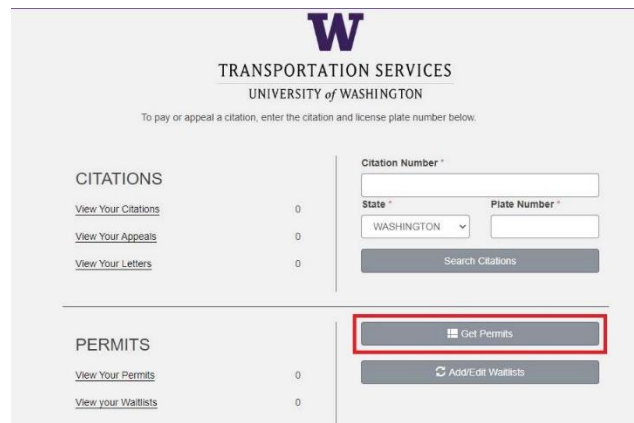
Step 1

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**.

○ 1 \$10.08 / day \$0.00 DAILY / Multi-lot Weekday Daily[000] -select- -select-

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.

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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**.

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

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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.

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

Add Vehicle

Next >>

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.