

Customer portal user guide

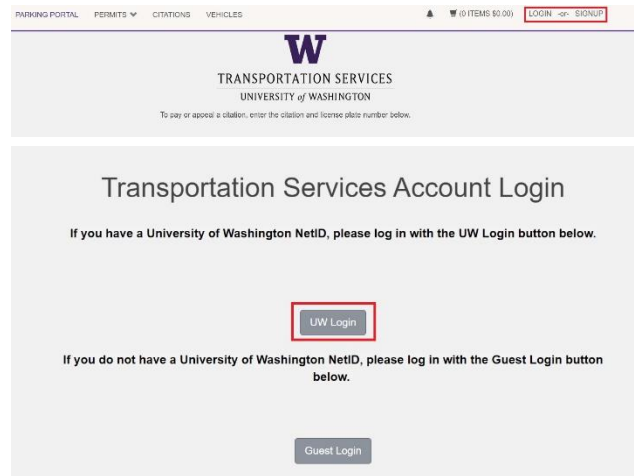
Night Overtime Permit

The Night Overtime permit is intended for Night permit holders who work later than usual and need to pay for parking beyond when their parking is set to expire the next morning. Night Overtime permits are sold at a daily rate (\$8.75 as of FY21) and are valid until the following midnight.

Night Overtime permits can be combined with Night permits and the night version of the Daily permits. Night Overtime permits should be purchased after midnight as they are only valid for the current calendar day.

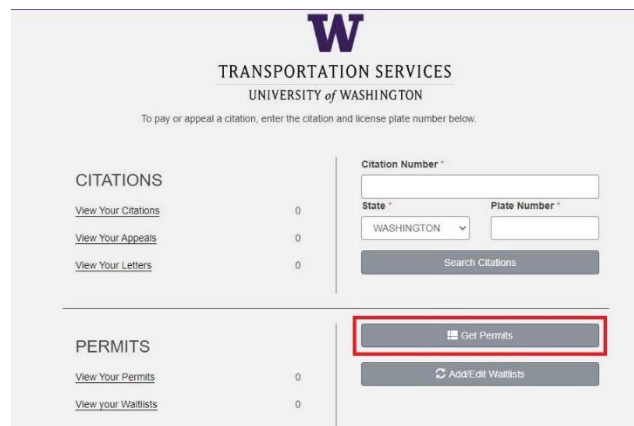
Step 1

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



Step 2

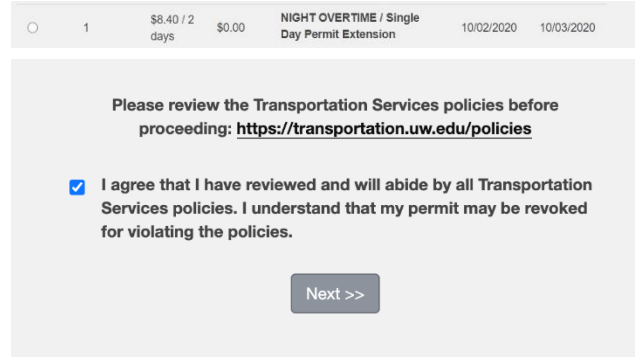
Click **Get Permits** in the Permits section of your account dashboard.



Step 3

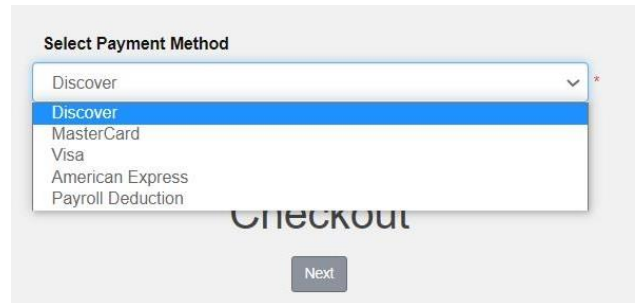
Select the permit type NIGHT OVERTIME / Single Day Permit Extension from the permit list.

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



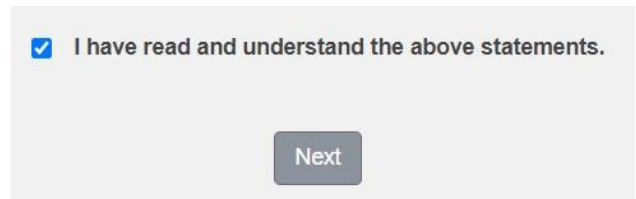
Step 4

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**.



Step 5a

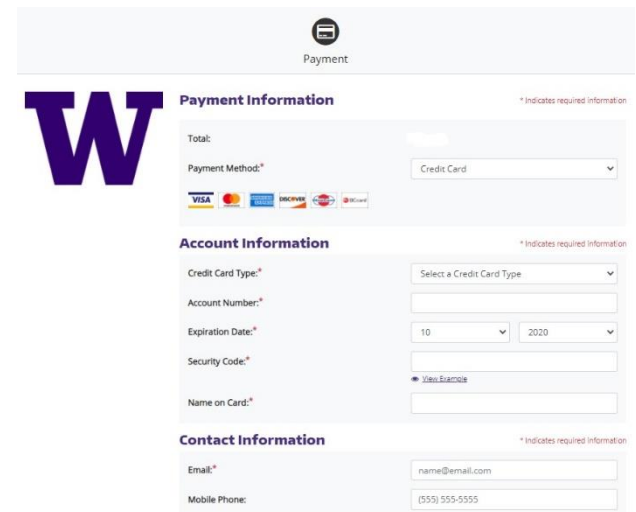
If you selected payroll deduction as your payment method, review the charges associated with your permit and check the box to indicate that you confirm your permit purchase before clicking **Next** to finalize.



Step 5b

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.



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.