Customer portal user guide
Out-of-area Permit

Out-of-area permits allow eligible customers to park in a lot they are not assigned to. There is no cost to these permits, but not all parking permits include them.

You may reserve an Out-of-area permit once per day and it is subject to space availability at the time of reservation. Out-of-area permits can be reserved online or obtained in person at a campus gatehouse.

**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 / Out of Area**.

Review Transportation Services’ policies and confirm your review of the policies before clicking **Next**.
Step 4
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 5
Select the lot you would like to park in. Access to a particular lot is based on space availability at the time of reservation. 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 6
Review your reservation. Check the box to indicate that you confirm your reservation before clicking Next to finalize.

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

Review more resources at transportation.uw.edu/customer-portal-guide.