

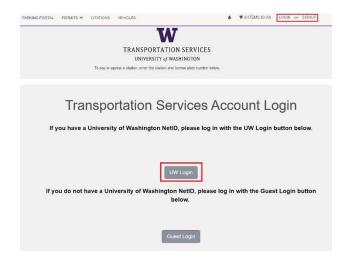
# Customer portal user guide Out-of-area Permit

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.

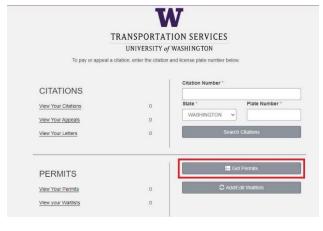
# Step 1

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



## Step 2

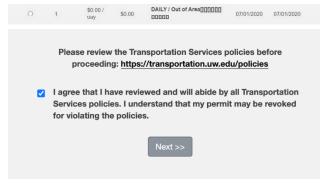
Click **Get Permits** in the Permits section of your account dashboard.



#### 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.

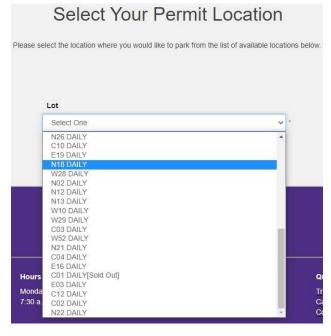
If the vehicle you would like linked is not listed or you have not registered your vehicle yet, click **Add Vehicle** and follow the instructions.



## 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.