Customer portal user guide

UW Retiree Permit

Complimentary parking is available to employees who have retired from the University and their spouses. Retirees must obtain a permit each time they park on campus, either by reserving one online or by stopping at a gatehouse when entering campus. UW retirees who have returned to work must pay for work-related parking. More details on eligibility are online.

UW retiree permits are only valid in certain lots. Eligible lots are shown in the drop down menu of the permit lot selection step (step 5).

**Step 1**
Log into your account on the online customer portal using your UW NetID.

Spouses will need to have their permits reserved by the UW Retiree on the customer portal.

**Step 2**
Click Get Permits in the Permits section of your account dashboard.

**Step 3**
Select the permit type RETIREE / Daily.
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 primary lot you would like to park in. You will still be able to park in multiple lots, 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 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.