Customer portal user guide
Swing Permit

Swing permits are valid from 2:30 p.m. to midnight and can be purchased on a quarterly, annual or short-term basis.

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 (SWING / Annual, SWING / Quarterly or SWING / Weekday Short-Term) you are interested in.

Depending on the time of year, you may also select a Swing permit for the duration of an academic quarter (SWING / Fall Quarter, SWING / Winter Quarter, SWING / Spring Quarter, SWING / Summer Quarter, SWING / Summer A-Term or SWING / Summer B-Term).
Review Transportation Services’ policies and confirm your review of the policies before clicking **Next**.

**Step 3a**

If you selected SWING / Weekday Short-Term, select the dates you would like your SWING / Weekday Short-Term permit to be active for.

If you selected an academic quarter based permit, you only need to select the start date for your permit. End dates are automatically selected based on the UW's academic calendar.

You may select a start date up to two weeks in the future. Click **Next**.

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**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 purchase. If a lot is full, it will be indicated with “[Sold Out]” text following the lot name (see W13 in the example).

Click Next once you’ve selected your desired lot from the list of eligible lots associated with this permit.

Step 6
Select your preferred payment method. Not all products or staff are eligible for payroll deduction, so you may not see it listed as an option. Click Next.

Step 7a
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 7b
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.