

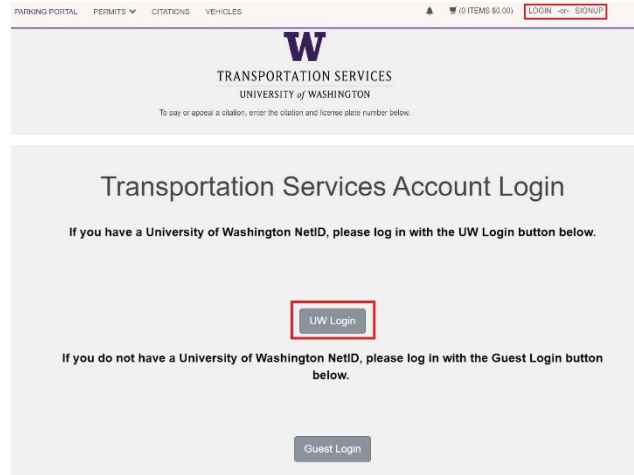
Customer portal user guide

Swing Permit

Swing permits are valid from 1:30 p.m. to midnight and can be purchased on a quarterly, annual or short-term basis.

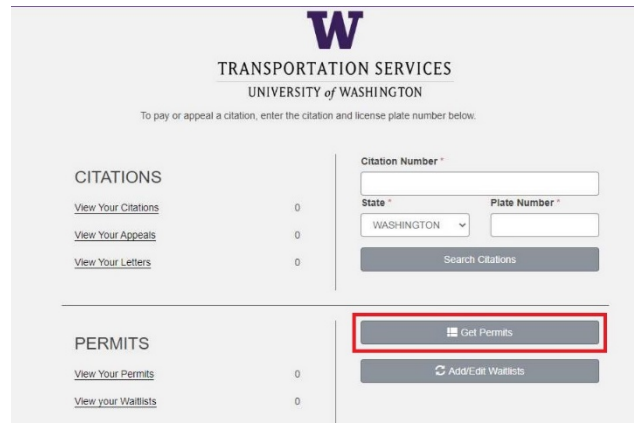
Step 1

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).

<input type="radio"/>	1	\$750.23	\$0.00	SWING / Annual	07/01/2020	06/30/2021
<input type="radio"/>	1	\$248.18	\$0.00	SWING / Quarterly	10/01/2020	12/31/2020
<input type="radio"/>	1	\$4.20 / day	\$0.00	SWING / Weekday Short-Term	-select-	-select-

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

Please review the Transportation Services policies before proceeding: <https://transportation.uw.edu/policies>

I agree that I have reviewed and will abide by all Transportation Services policies. I understand that my permit may be revoked for violating the policies.

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**.

October 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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.

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	WASHINGTON	GODAWGS	2020	Nissan		Black

Add Vehicle

Next >>

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.

Lot

Select One

- Select One
- N13
- W13[Sold Out]
- W35
- W42[Sold Out]
- W28[Sold Out]
- N15
- C03
- W46
- E08
- C05
- W24[Sold Out]
- C06
- N14
- E16[Sold Out]
- W10
- N03
- W41
- W32
- W34[Sold Out]

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**.

Select Payment Method

Discover

- Discover
- MasterCard
- Visa
- American Express
- Payroll Deduction

CHECKOUT

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.

I have read and understand the above statements.

Next

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.

Payment

W Payment Information * Indicates required information

Total:

Payment Method: * Credit Card

VISA MasterCard DISCOVER AMERICAN EXPRESS

Account Information * Indicates required information

Credit Card Type: * Select a Credit Card Type

Account Number: *

Expiration Date: * 10 2020

Security Code: *

[View Example](#)

Name on Card: *

Contact Information * Indicates required information

Email: * name@email.com

Mobile Phone: (555) 555-5555

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.