Customer portal user guide

Value Permit

Value permits allow customers to park in the E18 lot every day for the duration of their permit and are valid at all times of the day.

**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 (VALUE / Annual, VALUE / Quarterly or VALUE / Short-Term) you are interested in.

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

**Step 3a**
**If you selected VALUE / Short-Term**, select the dates you would like your VALUE / 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**.

**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 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 6a**
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 6b**
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 how to resources at transportation.uw.edu/online-customer-portal