Direction for purchasing: Once you have logged into the parking.ucsd.edu website you can select the link on the ‘Buying a Parking Permit’ page that is labeled in the picture below.

Once you have clicked the link above you will be brought to this page and will need to select ‘Purchase Permit and Transit Menu’
You will now be brought to this page and will need to select ‘Guest Account’ to create a new guest user login.

Once you have clicked ‘Guest Account’ you can now click the link ‘Register here’ to create your new guest login.
You will now be brought to this page where you will need to enter Your Email Address, First Name, Last Name, Phone Number, and Password to create your new guest account.

**Guest User Registration**

Enter all required information below and click "Create Account"
Once your information has been input click ‘Guest-Create Account’ and you will see the screen below. Now click ‘Proceed to log in to your new account’

You will be taken back to this page and need to select ‘Guest Account’.
This link will take you to the login page where you can enter your new accounts information.

**Guest Login**

Enter your email address and Password. If you have not previously registered with this site you may register here or you may retrieve your lost information if you have lost it.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>*</td>
</tr>
</tbody>
</table>

* indicates a required field

[Login]

[Home]
Select the ‘Purchase Permits, Summer Transit Passes, and Holiday Shuttle Seats’
You will then be prompted to enter your mailing address please fill in this information to continue your purchase.

Shipping Address

Holiday Shuttle Seats and Transit Passes please enter mailing address to proceed.
Please verify your information and update your address if necessary.
If you are a new user, please enter your information below.
You now have the opportunity to select the permit, transit pass, or shuttle seat that works best. On this page you will need to agree to the terms and conditions to continue your purchase.

Main Menu > Introduction > Select Permit

Select Permit

Please make your item selection from the list below and please read the agreement.

Payment Information:

Choose Preferred Permit or Transit Pass

- Items can be paid in full using Visa, MasterCard or American Express credit card, or through student account billing
- Staff transit: Some transit passes are eligible for payroll deductions only.
- Student Transit: Holiday Airport Shuttle Pickup service from Rupertus Lane, near Student Services Center.

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Permit Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>$57.60</td>
<td>CC - MTS 30 Days Student Card SU15 eBiz $57.6</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>$136.00</td>
<td>CC - MTS 90 Days Student Card SU15 eBiz $136</td>
</tr>
</tbody>
</table>

Where you can click and agree to the terms and conditions.

I certify that the information I have provided is true and hereby submit my UC San Diego parking permit/transit pass application for the period of 30/90 days.
You will then need to select a start date for your pass as it will be valid starting on that date.

You will have to confirm your mailing address even though the pass will be printed at the end of your transaction or via confirmation email.
This page will appear after you have selected your start date and you will need to click add vehicle to include the vehicle information for the car you will be using the permit with.

You then need to enter your Vehicle information.
You should then see that your information was added successfully. Select ‘Next’.
Please verify your mailing information is correct and proceed with transaction.

You will now be able to select the method of payment you would like to use. Select ‘Pay Now’.
Confirm the permit or transit pass selected is correct and select ‘Checkout’.

The last page you will enter your Payment information and select ‘Pay Now’. This will complete the transaction.
The completed transaction page will look like the page below, by clicking the blue link labeled ‘Print my Receipt/ Temporary Permit’.
An example of the Parking Pass is attached below.