

## Purchasing a Permit – Faculty & Staff

Once you have selected the zone where you want to park, and required permit type (refer to ‘Selecting a Parking Zone and Permit’ found in the ‘Need Help’ section), you can purchase the permit online using a credit card. If you want to pay by cash or debit card, you may do so at the **Parking Services office\***.

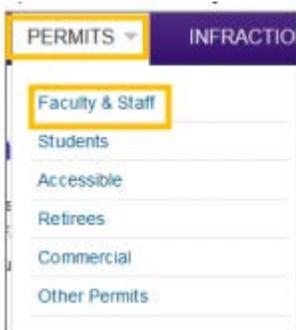
**Note:** For reserved parking and parking in core lots please email [wparking@uwo.ca](mailto:wparking@uwo.ca)

Follow the steps below to purchase a permit online.

- 1) Go to <https://www.uwo.ca/parking>

**TIP:** the recommended web browser is Microsoft Edge.

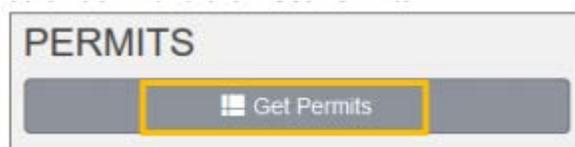
- 2) Hover over **‘Permits’** from the menu at the top, and select **‘Faculty & Staff’** from the drop-down menu.



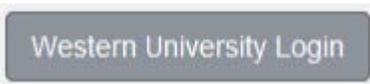
- 3) Click **‘Purchase / Renew Parking Permit’**



- 4) Scroll down and click **‘Get Permits’**



- 5) Click **‘Western University Login’** from the middle of the screen.



- 6) Enter your Western **‘User ID’** and **‘Password’**, this is the same information you used to login to My HR.

**TIP:** Your Western User ID is the first part of your Western email. For example, if your email is parktest@uwo.ca, the Western User ID is ‘parktest’.

User ID:

Password:

Warn me before logging me into other sites.

**TIP:** If you click 'Log In' and the system returns you to the 'Customer Authentication' page this means that your employee information has not transferred over from HR to the Parking System yet and you need to set up your account before continuing. Please refer to the instructions for '**Setting up a Parking Account**' found in the 'Need Help' section on the website.

7) Click '**Next**' to continue.

**Purchase or Renew a Permit**

The following screen displays the permits available for you to purchase online.

**NOTE:** If you are renewing a permit that has already expired, it may take up to 24 hours before your Hang Tag or Western One card will open a gate!

8) Select '**AVI Tag Deposit**' to purchase your Hang Tag if you do not already have one.

**TIP:** The hang tag is the physical permit you will hang in your vehicle which will activate the parking gates when you have a paid virtual parking permit. Your hang tag will need to be picked up; see your permit receipt for pick up instructions.

Select	Quantity	Permit Fee	Deposit	Permit Description
<input type="radio"/>	1	\$0.00	\$\$\$.	AVI Tag Deposit / AVI Deposit

9) Select the '**Permit Description**' that matches the zone where you would like to park.

<input type="radio"/>	1	\$\$\$.	\$0.00	Perimeter non-reserved / PNR Continuous Monthly Payroll Deduction
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10) Click the **check boxes** to agree to the Rules and Regulations.

- a. To review the rules and regulations click '**Parking Rules and Regulations**'
- b. Click '**Next**' to continue

Please read each of the statements below. Check the box indicating you have read and agree to these terms and conditions.

I have read and agree to abide by Western University's [Parking Rules and Regulations](#).

I agree that my permit may not be transferred to another user.

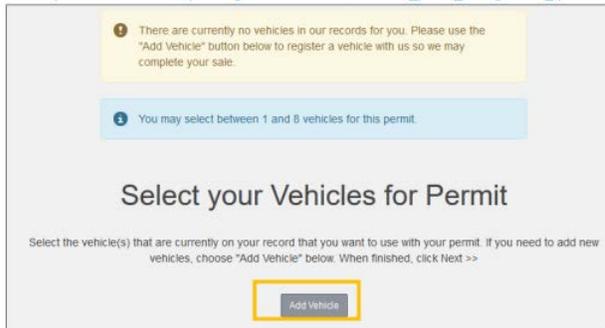
I understand that my parking rights may be revoked at any time.

11) Click **'Add Vehicle'** to add your vehicle information to your permit.

**TIP:** Western uses License Plate Recognition (LPR) to verify which vehicles are authorized and registered to park on campus. It is important to keep your vehicle information up to date to avoid being ticketed.

For more information about Licence Plate recognition, go to:

[https://www.uwo.ca/parking/modernization/license\\_plate\\_recognition\\_lpr.html](https://www.uwo.ca/parking/modernization/license_plate_recognition_lpr.html)



12) Enter the **'License Plate Number'** for the first vehicle you plan to park on campus.

<b>Plate Number (No spaces eg: AAVV561)</b>
<input type="text" value="ABCD123"/>
<b>Plate Number (No spaces eg: AAVV561) (confirm)</b>
<input type="text" value="ABCD123"/>

13) Continue selecting your vehicle properties using the drop-down arrows.

- a) Select your **'Relationship to vehicle.'**
- b) Select the **'Province/State'** of your vehicle.
- c) Select the **'Make'** of your vehicle.
- d) Select the **'Model'** of your vehicle. a) If your model is not available, leave it blank.
- e) Select the **'Colour'** of your vehicle.
- f) Select the **'Style'** of your vehicle.

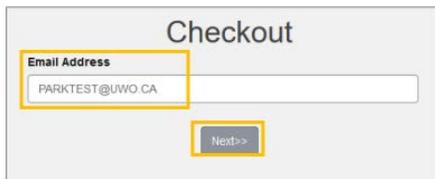
Once all the vehicle properties have been selected, click **'Next'**.

14) Click **'Add another vehicle'**, if applicable, OR

- a) Select the vehicle you just added and click **'Next'** to continue. This attaches the vehicle to your permit and authorizes it to park in campus lots.



15) View your purchase details and confirm your **'Email Address'**, and then click **'Next'** to complete the purchase.



The image shows a 'Checkout' form. At the top, the word 'Checkout' is centered. Below it, there is a text input field labeled 'Email Address' containing the text 'PARKTEST@UWO.CA'. To the right of the input field is a 'Next >>' button.

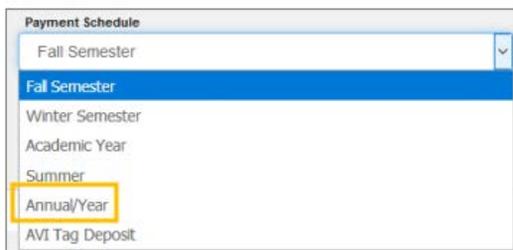
16) Review the 'Payment Information', and then click **'Next'** to finalize the purchase.



A rectangular button with the text 'Next >>' in a light gray font on a darker gray background.

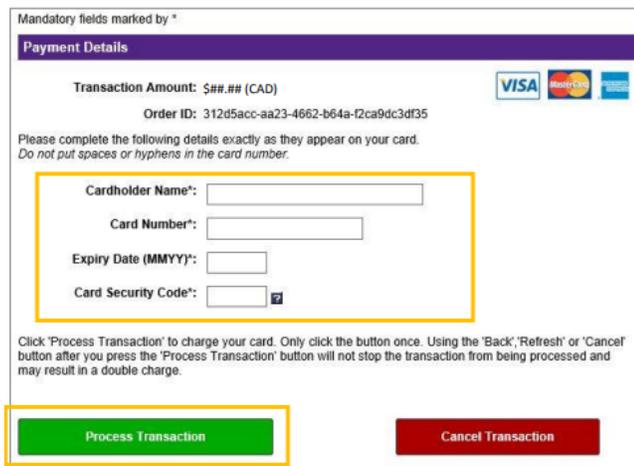
17) If you are paying by payroll deduction, you will be prompted to:

- a) Click the **'Payment Schedule'** drop down arrow and select the payment period.
- b) For payroll deduction select Annual/Year. This will automatically set up payroll and renew the permit each year.



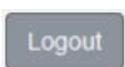
The image shows a 'Payment Schedule' dropdown menu. The menu is open, showing several options: 'Fall Semester' (selected), 'Winter Semester', 'Academic Year', 'Summer', 'Annual/Year' (highlighted with a yellow box), and 'AVI Tag Deposit'.

18) If you are paying by credit card you will be prompted to enter your billing information. Enter the credit card information and click **'Process Transaction.'**



The image shows a 'Payment Details' form for credit card payment. At the top, it says 'Mandatory fields marked by \*'. Below that, there is a 'Transaction Amount: \$##.## (CAD)' and 'Order ID: 312d5acc-aa23-4662-b64a-f2ca9dc3df35'. There are logos for VISA, MasterCard, and American Express. A note says 'Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number.' Below this, there are four input fields: 'Cardholder Name\*', 'Card Number\*', 'Expiry Date (MMYY)\*', and 'Card Security Code\*'. A yellow box highlights these four fields. At the bottom, there are two buttons: 'Process Transaction' (green) and 'Cancel Transaction' (red).

19) Review the Receipt information and then click **'Logout'** to exit the Parking Portal



A rectangular button with the text 'Logout' in a light gray font on a darker gray background.

\*For Parking Services location and hours of operation please visit <https://www.uwo.ca/parking/>