

# Instructions for first time Parkmobile users

## All Day Parking Permits

1. OHSU Daily Permits: Go to [Ohsu.edu/permit](http://Ohsu.edu/permit)

**OHSU Daily Permits** Powered by **Parkmobile**

**My Order**

Facility  
OHSU

Type  
All Day Parking Permits

**Date & Service Option**

Select Service

You Currently Have 1 Items In Your [Cart](#)

**All Day Parking Permits**

Select Date  
09/06/2016

Service Option  
 Buy permits for today or next business day

◀ Back Next ▶

**Parkmobile** RESERVATIONS MADE SIMPLE

Call customer service at 866-330-7275

2. Click the calendar icon to **select the date** for which you want to purchase parking (available for today or the next business day).
3. **Click “Next”** to advance to the next page.

## Select Service

4. **Select the location** for which you want to purchase parking.
5. A drop down menu will populate. **Select the number of permits** you want for that lot.
  - You may select *multiple permits* for the *same facility* and assign them to different vehicles on the Finalize Order page.
  - If you want to purchase for *multiple facilities* or *multiple days* select one first, click “Add to Cart” and on the next page click “Continue Shopping” on the left side.
6. Scroll to the bottom of the page and **click “Add to Cart.”**

- Garage D Daily Parking**  
Garage D at OHSU 

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⊕ \$14.00 includes all applicable fees & taxes
- Lot 60 Daily Parking**  
Lot 60 at OHSU 

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⊕ \$14.00 includes all applicable fees & taxes
- Garage A Daily Parking**  
Garage A at OHSU 

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Quantity

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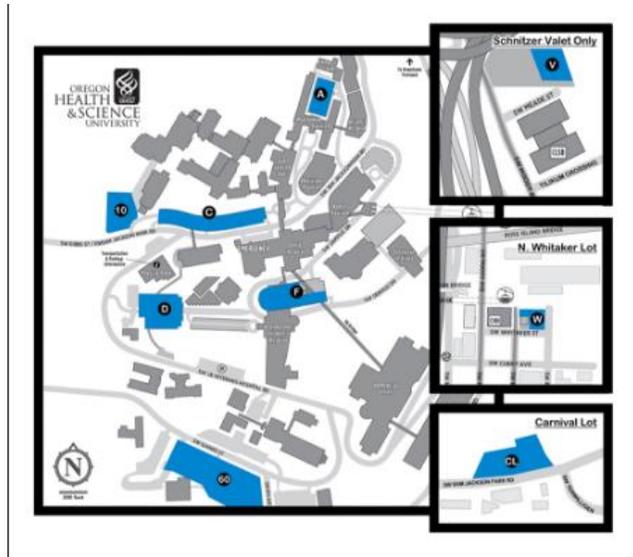
⊕ \$14.00 includes all applicable fees & taxes
- Lot 10 Daily Parking**  
Lot 10 at OHSU 

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⊕ \$14.00 includes all applicable fees & taxes
- Garage C Daily Parking (P2 and P3)**  
Garage C at OHSU 

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⊕ \$14.00 includes all applicable fees & taxes



click / tap to enlarge



## Shopping Cart

7. After confirming the item in your shopping cart is correct, click the **“Continue Checkout”** button in the bottom right hand corner of the page in the Guest Checkout box.  
*Note: The login and password you formerly used to purchase daily parking on the old online site will not work here. You need to create a new account with Parkmobile.*

# Shopping Cart

Item Description	Price
<b>Garage C Daily Parking (P2 and P3)</b> Aug 26, 2016 (12:00 AM PDT - 11:59 PM PDT) Garage C at OHSU 	
<a href="#">Remove Item</a>	
Item	\$14.00
<hr/>	
<b>Total:</b>	<b>\$14.00</b>

## Promo Codes

Do you have a promotional/discount code?

### Returning User Checkout

Sign in to complete your order faster.

Email Address

Password 

### Guest Checkout

You don't need an account to complete an order.



## Finalize Order

*Note: On this page, there is a note telling you to print your permit at home. **YOU ARE NOT REQUIRED TO PRINT YOUR PERMIT.***

- 8. Enter your information:** Enter your billing information, vehicle information, and enter your credit card information. Please note that by purchasing a permit through this site, you are agreeing to OHSU Parking Code.
- 9. Create User account:** If you plan to purchase parking regularly from us, we strongly recommend you create a user account so that your information will be stored and future transactions will be quicker. Select the box that reads "Create Account." New fields will populate asking you to create a password, and select whether you want to store your vehicle and/or credit card information. You are also welcome to check out as a guest if you do not want to create an account. Please note that your Parkmobile account is NOT tied to your OHSU login.

## Payment Information

### Credit Card Information

Credit Card Number \*

Credit Card Type \* American Express ▼

Credit Card CVV \*  ?

Credit Card Expiration \* 01 ▼ 2016 ▼

### Create User Account

Access your orders from our microsite and complete future orders more quickly. Click the checkbox below to set up your account. The next time you visit, login to your account using your email address and password. Skip this step to complete your purchase without creating a user account.

Create Account?

Password \*

Password must be between 8 and 20 characters

Password Confirmation \*

Save Vehicle to My Profile

Save Card to My Profile

10. Check the box to agree to Parkmobile Terms & Conditions.

11. Select the "Complete Purchase" bottom at the bottom of the page.

### Terms & Conditions

I have read and agree to the Parkmobile [Terms & Conditions](#).

Your card will be charged **\$14.00**

**Complete Purchase** ▶

## Order Summary

You are done! From this page, you are able to print or download your permit. Again, printing permits is no longer necessary at OHSU. You can also click "custom driving directions" to get directions from your house to your selected lot or garage.