Procedure for Purchasing Permit at Parking Online

1. Go to Parking Services webpage at http://www.uaf.edu/parking.
2. Select Online Permit Purchasing under the Parking Online Logo.
3. Select Purchase Permits from the Menu.
4. Log in by using your Network, Google mail or Black Board account login and password.
5. Select Purchase Permits.
6. Select Next >.
7. Verify the Home Address information and make any necessary changes and select Next >.
8. Select Permit.
9. Select rules and regulations if you need to link to the Parking Services Manual.
11. Select “I have read and understand the above statement” and select Next>>
12. Select a vehicle and select Next OR
   - Select Add Vehicle and fill in asterisked information and select Next>>
   - Fill in asterisked information and the vehicle year and select Next>>
   - Select the new vehicle and select Next>>
13. Select one of the pickup options or a mailing address from the Delivery Option dropdown list. (You can also add an additional mailing address from here by selecting Add). Select Next>>.
14. Select Payment Method from the dropdown list
   Web Credit Card
   - Select Submit.
   - Fill in Credit card information and select Next>>.
   - Check for Payment confirmation and select Submit.
   UA Online Payment
   - Select Submit.
   - If you select “UA Online Payment” as your payment method, please check to make sure you have added the parking charge to your account. If it has not been added, prior to paying your fees, please add the parking fee on UA Online. If it is not added, Parking Services will add the charge to your UA account within a 24 hour period.
15. You can print a copy of your receipt by selecting Print.
16. You can print your 2 week temporary permit that can be used immediately until you have received the original permit. Select Print Temporary Permit.