

Procedure for Purchasing Permit at Parking Online

1. Logon to Parking Services webpage at <http://www.uaf.edu/bursar/parkingservices>
2. Select **Purchase Permit** under Manage Parking Online or select **Purchase parking decal online**.
3. Select **Manage Account**.
4. Log in at **Affiliated Login** by using your Network, Google mail or Black Board account login and password.
5. Select **Permits** Tab.
6. Select **Get Permits** under Permits.
7. Select **Next >>**.
8. Verify the Home Address information and make any necessary changes and select **Next >>**.
9. Select button for Permit type.
10. Select **rules and regulations** if you need to link to the Parking Services Manual. Link to Parking Services Manual in new window (close when finished).
11. Check box **"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 a Delivery Option. You can also add an additional mailing address from here by selecting **Add**. Select **Next>>**.
14. View Cart. Select **Submit**.
15. 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 (Students Only)

- 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.

Payroll Deduction (Staff/Faculty Only)

- Select **Submit**.
- Select **"I have read and understand the above statement"**
- Enter the **Amount Deducted per Pay Period** (within given range).
- Select **Submit**.

16. You can print a copy of your receipt by selecting **Print**.
17. You can print your 2 week temporary permit that can be used immediately until you have received the original permit. Select **Print Temporary Permit**.