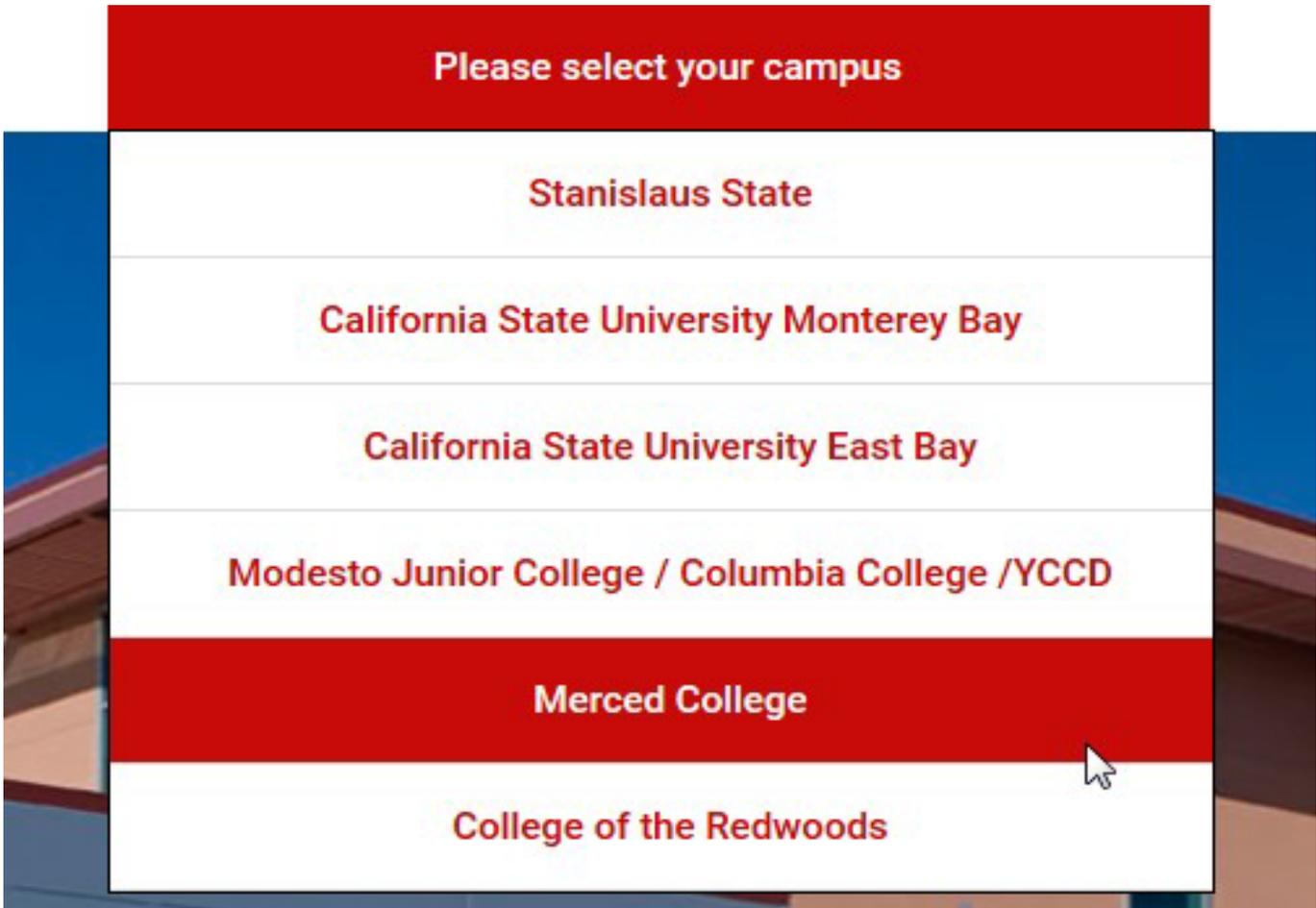


How to Purchase a Parking Permit

1. Go online to [Parking Management Bureau](#).
2. Select Merced College from the "Please select your campus" drop down.



3. You will be directed to the Merced College domain. Click on the "Student" button.



- If you are a community member wanting to purchase a permit, you will click "Community" and create your account. You will then continue with step 4.
4. Login using your Merced College portal login information.
 5. Begin filling out the order form. Your shipping address is where your parking permit will be mailed.
Please note: If you live in an apartment please input the apartment # on the 2nd address line.

Shipping Address

Street Address:
Street Address (OR) P.O. Box

Apartment, Suite, Dorm, Room Number, Department, etc.

City: State: Zip:

6. Fill out the automobile and/or motorcycle information. Please include your license plate number, and the make & color of your automobile and/or motorcycle. When you have finished inputting your vehicle information, press the “Save” button at the bottom of the screen, then press the “Buy a Parking Permit” button.

Automobile Information

License Plate: Make: Color:

Motorcycle Information

License Plate: Make: Color:



7. Select what you would like to purchase.
- Permit pricing and options may vary from the screenshot below

Available Parking Permits

Select	Description	Price
<input checked="" type="checkbox"/>	Student 18 available! Permit is valid from 1/1/17 to 5/31/17 A temporary permit will be available to print and your permit will be mailed to the address of your choice.	\$30.00

Order Total: \$30.00

[Proceed To Shopping Cart](#)

- You will have a chance to review your order and enter a promo code if applicable. If your order is correct, click the **“Continue to Pay”** button. You will be automatically sent to our safe & secure TouchNet website. We accept a variety of credit card options (American Express, Discover, MasterCard, and Visa). Select the **“Credit Card”** option to enter your card information.
 - If you would like to cancel or choose other items to purchase, you can click the **“Cancel”** button or **“Back”** button. You will need to click on the box agreeing to your campus parking regulations before continuing.

Review Order

Cart Content	
Description	Price
Student (Add Promo Code)	\$30.00
Total Due \$30.00	

Customer Information	
Name:	Joe Student
E-mail:	joe.student@campus.mccd.edu
ID #:	5555555

Shipping Information (Edit)	
Address:	123 Any Street MERCED, CA 95348-2806

Cancel	Back	Continue to Pay
------------------------	----------------------	---------------------------------

- Click the **“Next”** button, then check the **“Acknowledgement”** box to complete the transaction.
- Your receipt will be automatically emailed to your campus email address.
 - If you would like a copy of the receipt, you can click on the **“Print Receipt”** button at the top of the page.

[Email Another Receipt](#)

[View Printable Receipt](#)

10. You have now successfully ordered your parking permit!

- Delivery of your parking permit will take approximately 7-10 business days.

11. Print your temporary parking permit while you wait for your permit to arrive in the mail. On the receipt page, click the link “[Click here to print a temporary permit for your dash](#)” or log back into your account and select the “**My Permits**” tab.

[Click here to print a temporary permit for your dash.](#)

It is good for 10 days. Your permanent pass will arrive in the mail within 10 days.

[For directions on how to print your temporary permit click here.](#)

- **Please Note:** Place your temporary permit on your vehicle’s dashboard until you receive your permit in the mail. Please check the “Valid From” date on your temporary parking permit to see when you can start using your temporary parking permit.