

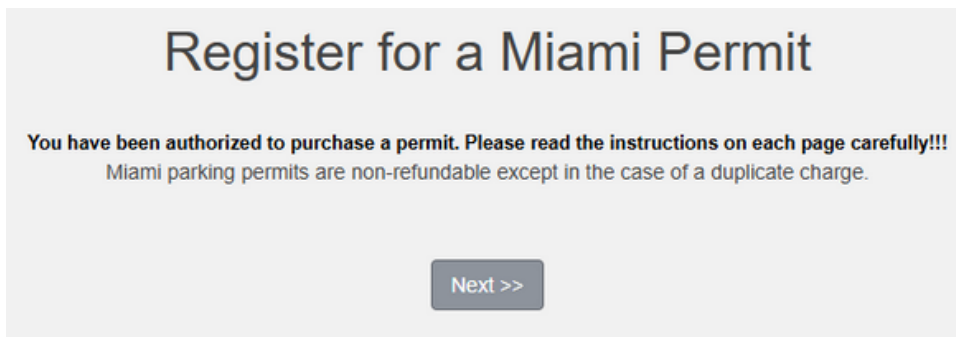
# Parking Permit Guide for Campus Guests

## Creating an Account

1. Follow the parking permit link to Miami's Parking Portal.
2. At the bottom of the page click "Guest Login"
3. Select "Create an Account"
4. Fill in the required fields and select a password.
5. After account creation, login to your account. Once you are in, follow the steps for registering for a parking permit.

## Registering for Parking Permit

1. After creating an account or signing into your existing account, click on the parking permit link shared for your event.
2. You should see that you have been authorized for a permit. Click "Next"



3. On the next page you should see the permit for your event and a total of \$0. Select the permit and check the boxes to abide by the rules, regulations, and terms.
4. You will now be prompted to add a vehicle to your account. Enter all the required fields.
5. Now you can add the vehicle to your permit and select "Next."
6. On the view cart page, review your details to make sure everything is accurate and the amount is \$0. Select "Next" to checkout.
7. Select "Pay Now" to finalize your order.
8. The next page will be your confirmation. You should also receive an email confirmation.

\*\*University staff and faculty must use their Miami Accounts to register for parking permits. Students are not permitted to sign up for event parking permits. They must use allotted student parking lots\*\*