Purchasing an ‘S’ Permit Online


2. Either select the Permits menu option across the top of the page or click on the Employee or Student Permits button and log in.

3. Permit Type: Select the type of permit you wish to purchase and click Next.

4. Location: Not necessary for Student Commuter permits, click Next.

5. Vehicles: All permits require at least one vehicle to continue. Verify or add a vehicle and click Next.
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a. If you have purchased permits in the past this screen will show you all of the vehicles you have associated with your account.
b. If you don’t anticipate using a vehicle on this permit, uncheck the box next to the plate number.
c. If you have a new vehicle but have the same plates, please use the “Edit” button to update your vehicle.
d. If adding a new vehicle please be as accurate as possible; DO NOT guess on plate numbers and be sure to select the proper plate type from the Plate Type dropdown if you have specialty plates.
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6. **Delivery Option**: Select an option and click Next. 
   **New Pickup Location – Blugold Central, Old Library 1108**

   ![Delivery Option Image]

7. **Shipping Address**: If an address is required enter that address here ensuring it matches the delivery method you’ve selected in the previous step. Click Next to continue. 
   **NOTE**: Each field with an asterisk must be filled in before you proceed.

   ![Shipping Address Image]
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8. **Finish:** Click *Add permit to cart* at the bottom to proceed.

9. Verify the permit is in your cart and click **Complete Checkout** to be taken to the payment processor.

10. You will receive an email confirmation that your permit request has been received.

11. If you elected to pick up your permit you will receive another email when it is ready for pickup.

**IMPORTANT:** A valid photo identification will be required to receive your permit.