Purchasing a Permit via Payroll Deduction


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.
   NOTE: Purchasing a Faculty Permit forfeits your application for a Guaranteed Faculty Permit.

4. Location: If a location is required (ex. Guaranteed Faculty Permits) select an option and click Next, otherwise simply click Next.
   NOTE: If you believe that the location available to you is an error, please contact the Parking Office at (715) 836-2002
5. **Vehicles**: All permits require at least one vehicle to continue. Verify or add a vehicle and click **Next**.

   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 – Ask Center, Schofield 230**

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.
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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 select a payment method:**

   a. **Credit Card**: Select this option and click **Complete Checkout** you will be taken to the payment processor.
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b. **Payroll Deduction Options**: The appropriate option will appear based on your classification. If you do not feel the option is appropriate contact the Parking Office at (715) 836-2002.

   i. **University Staff** - Read through the information regarding payroll deduction and select the agreement checkbox next to I Accept.

   ![Payment Information: University Staff Payroll Deduction](image)

   ii. **Faculty, Academic Staff, Limited Payroll** – Read through the information regarding payroll deduction and select the agreement checkbox next to I Accept.

   ![Payment Information: FASL (Faculty, Academic Staff, Limited) Payroll Deduction](image)

   c. Click **Complete Checkout** and your information will be submitted to HR to have equal amounts deducted from your paycheck over the year.

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.