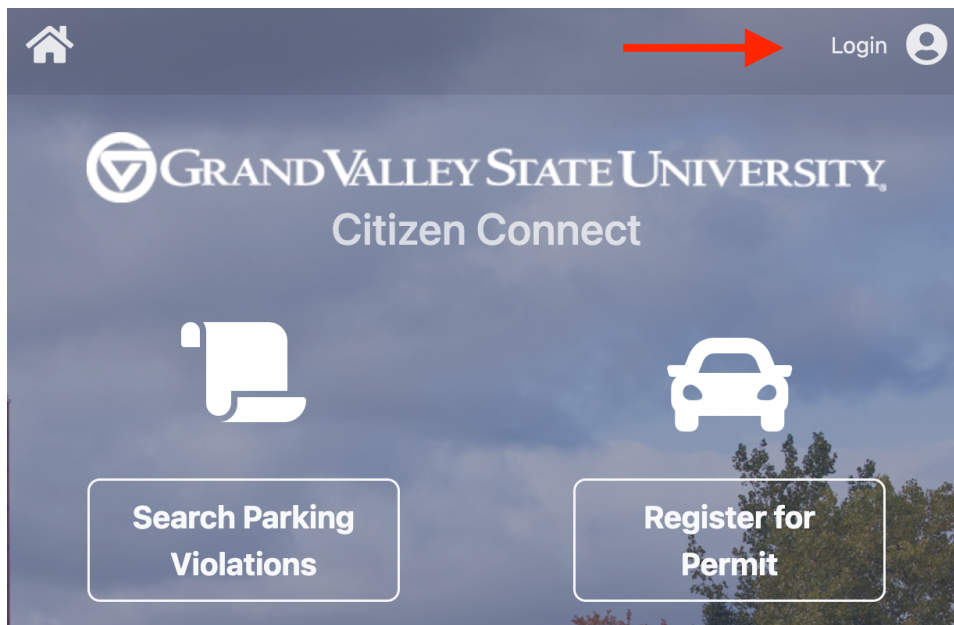


# How to register for a permit

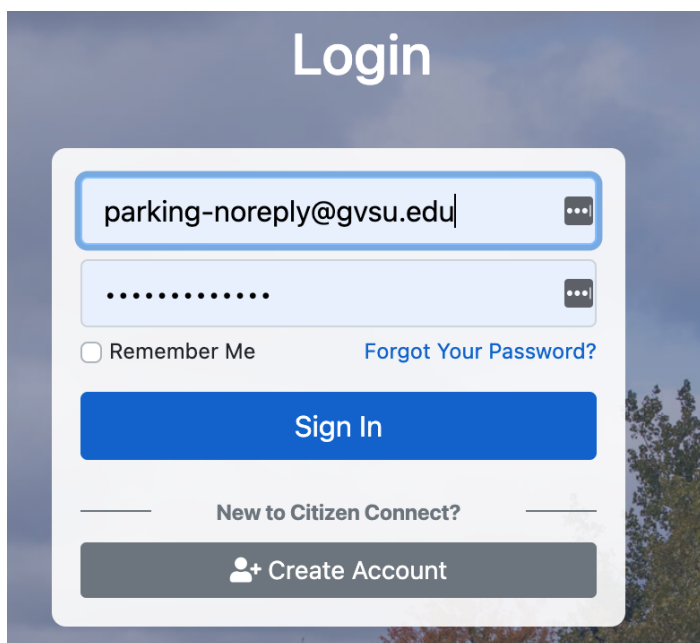
**Step 1:** To register for a permit, visit <https://www.tocite.net/gvsu/portal>

**Note:** Please use Chrome browser for better connectivity.

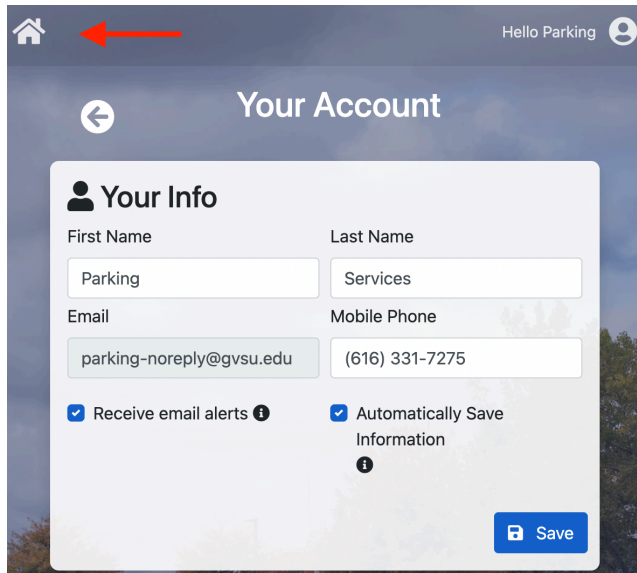
**Step 2:** Login to your account by clicking '**Login**' in the upper right corner.



**Step 3:** Type in the email and password used when creating your account. Next, click '**Sign In**'.

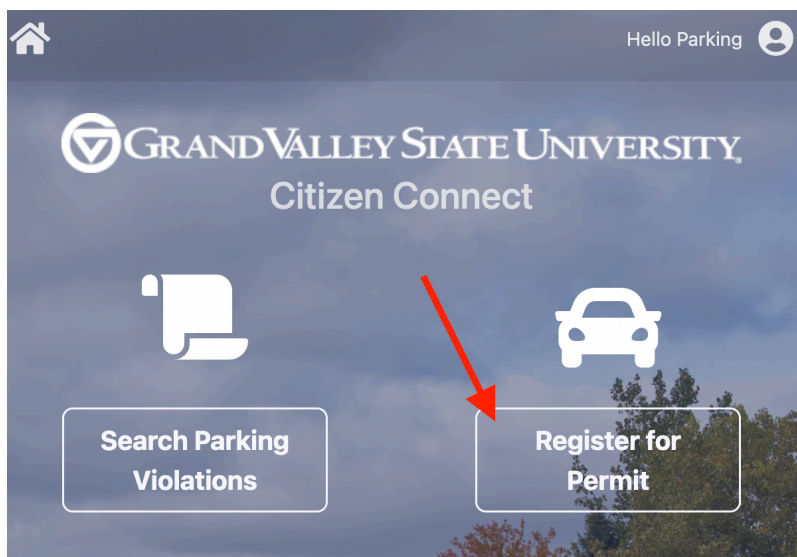


**Step 4:** Next, click the house in the upper left corner.



The screenshot shows the 'Your Account' page. At the top left, there is a home icon (house) with a red arrow pointing to it. The page title is 'Your Account'. Below the title is a 'Your Info' section with a person icon. It contains two columns of input fields: 'First Name' (containing 'Parking') and 'Last Name' (containing 'Services'). Below these are 'Email' (containing 'parking-noreply@gvsu.edu') and 'Mobile Phone' (containing '(616) 331-7275'). There are two checkboxes: 'Receive email alerts' (checked) and 'Automatically Save Information' (checked). A 'Save' button is at the bottom right.

**Step 5:** Then click the 'Register for Permit' button.



**Step 6:** Click 'Register' for obtain the permit for which you are eligible. The two permits shown below are a representation only.

**Fall 2022 Pew Student Resident**  
On sale until 12/17/2022  
**Student**  
Must be an active GVSU student who lives in GVSU housing on the Robert C. Pew Grand Rapids Campus (Winter or Secchia Hall). Price of this permit is \$210 per semester and will be charged to your student account.  
[Link to Robert C. Pew and Health Campus Map](#)  
**\$ 210.00**  
7/25/2022 - 12/16/2022  
 Register

**Fall 2022 Student Commuter**  
On sale until 12/17/2022  
**Student**  
You must be an active GVSU student who lives off-campus (not in GVSU housing).  
The price of this permit is \$240 per semester and will be charged to your student account.  
[Allendale Campus Map](#)  
[Pew campus map](#)  
**\$ 240.00**  
8/20/2022 - 12/16/2022  
 Register

**Step 7:** Type your G# in the G# field including the 'G' and click 'Submit'.

**Permit Approval**

Please provide the following information to acquire a permit.  
Contact us with any questions.

G# (include G)

Last Name

7/19/2022 - 8/31/2023

**Step 8:** Fill out your Preferred First Name. Next, click the gray drop down box to select your address. Once these two items are filled out, you'll click **'Add vehicle to Permit'**.

**Your Info**

First Name: Parking  
Last Name: Services  
Email: parking-noreply@gvsu.edu  
Phone: (616) 331-7275  
G# (Include the G): G00000001  
Preferred First Name: Preferred First Name  
Address 1: Choose from your addresses  
Address: 1 Campus Drive, SER 1017  
City: Allendale  
State: Michigan  
Zip: 49401  
Address 2 (optional): Choose from your addresses  
Address: --Select--  
City: --Select--  
State: --Select--  
Zip: --Select--  
Vehicles: + Add Vehicle To Permit

**Step 9:** Select the vehicle you'd like to add to your permit from the **'Choose from your vehicles'** dropdown menu. Then click **Add vehicle to Permit** button.

**Add Vehicle**

Choose from your vehicles  
Jeep Wrangler (PARKING, Michigan)  
Truck (PRKNG, Michigan)  
Vehicle Make: --Select--  
Vehicle Model (optional):  
Vehicle Color: --Select--  
Vehicle Type: --Select--  
Close + Add Vehicle to Permit



**Step 10:** Confirm the vehicle you chose is listed under vehicles. Once you've read the terms and conditions, check the box and click **'Register for Permit'**.

The screenshot shows a web form for registering a permit. At the top, there are input fields for 'State' (a dropdown menu showing '--Select--') and 'Zip'. Below these is a section titled 'Vehicles' with a car icon. Inside this section, a card displays 'CHEVROLET Colorado' and 'PRKNG, Michigan'. To the right of this card are edit and delete icons. Below the vehicle section, the 'Permit Cost' is listed as '\$0.00' and the 'Total Due Today' is also '\$0.00'. A checkbox is checked, with the text 'I have read, accepted, and am responsible for the Terms and Conditions'. At the bottom is a large blue button with a person icon and the text 'Register For Permit'. Three red arrows originate from a single point on the right side of the vehicle card: one points to the vehicle name, one points to the checked checkbox, and one points to the 'Register For Permit' button.

State: --Select--

Zip:

**Vehicles**

**CHEVROLET Colorado**

PRKNG, Michigan

\$0.00 Permit Cost

\$0.00 Total Due Today

☒ I have read, accepted, and am responsible for the **Terms and Conditions**

**+ Register For Permit**

**Step 11:** After successfully registering, you'll get a white pop-up window as well as a confirmation email.

