How to register for a permit

Step 1: To register for a permit, visit [https://www.tocite.net/gvsu/portal](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.

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.

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

**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.
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’.

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