



## How to Purchase a Parking Permit

Guest / Non Affiliated Staff

### Overview

Obtaining a University of Delaware parking permit for a non affiliated staff member is a two step process. Please follow each step carefully to ensure your permit can be purchased without delay.

### Step 1: Create a Guest Parking Account

- 1 Using a computer browser, go to <https://sites.udel.edu/parking/> and click **MY PARKING ACCOUNT**.
- 2 Scroll down and click **GET PERMITS**.
- 3 Select **GUEST LOGIN**.
- 4 If you already have a username and password, proceed to **Step 2**.
- 5 If you do not have an account, click **CREATE ONE** and complete the registration.

**After creating your account:** Email Parking Services to inform them you have created a Guest account and are requesting permission to purchase a **Non Affiliated Staff permit** for the company you are working for (example: Aramark). Parking Services will notify you when your account is ready for Step 2.

### Step 2: Purchase the Permit

- 1 Return to <https://sites.udel.edu/parking/> and click **MY PARKING ACCOUNT**.
- 2 Scroll down and click **GET PERMITS**.
- 3 Select **GUEST LOGIN** and enter the username and password you created.
- 4 Click **GET PERMITS**, then click **NEXT**.
- 5 Select the permit you wish to purchase.
- 6 Check the box acknowledging: **"I have read and understand the above statement."**
- 7 Click **ADD VEHICLE** and enter the vehicle information to be associated with the permit.
- 8 Click **NEXT**, then select **PAY NOW**.
- 9 Enter your payment information and click **CONTINUE**.
- 10 Confirm the payment details and click **OK** to complete the purchase.

**Need help?**

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