Online Visitor Permit Purchasing Guide
This guide is intended to help visitors to the University of Mississippi purchase a visitor parking permit for up to a 7 day period through the university’s online parking portal.

Please feel free to contact our offices at 662-915-7235 if you have any questions.

1) Use the link provided on the Visitor Page of the Parking website to access the University of Mississippi Online permit web portal or simply click on the “My Parking Account” button on upper right of any of the parking website pages. You will be redirected to the online web portal shown below.

2) Select “PURCHASE PERMITS” link on the page shown below.

MY PARKING ACCOUNT WEB PORTAL
3) Log into your personal My Parking Account by using the “GUEST LOGIN” button.

**NOTE – Students, Faculty and Staff of the University of Mississippi may not purchase visitor permits for themselves or others.**
4) Enter your account **LOGIN** information or click the red **CREATE ONE** link to establish a new account.

   **Go to Step 5 to create a new account.**

   **Or**

   **Go to Step 6 (Page 6) to continue the purchase process if you already have a guest account.**
5a) Creating a GUEST USER ACCOUNT

Please enter all of the required information and at least one phone number (Preferably a mobile phone that you will be using while on the University campus) and click the CREATE ACCOUNT button at the bottom of the page.
5b) When your account is completed you will see the following page. Click on the red **PROCEED TO LOG IN TO YOUR NEW ACCOUNT** link to progress return to the log in page (Step 3 - Page 2)
6) Managing your MY PARKING ACCOUNT page.

This page provides you with all the links and options to manage the various aspects of your parking account. You can update addresses, phone numbers and vehicles as well as view any existing permits and citations you may have received.

In order to purchase a Visitor Permit click on the **PURCHASE PERMITS** link and proceed to Step 7.
7a) Purchasing a permit.

If your account was registered properly, you will see the following page and message confirming the system has authorized you to purchase a permit. Click on the **NEXT** button to continue.
7b) This page will display the permits that you are authorized to purchase through the online portal. As a registered **Guest User** you should only see the Daily ONLINE VISITOR PERMIT available for the current daily rate. (the example below is $2.00/day, effective July 1\textsuperscript{st}, 2015 the rate will be $3.00/day).

If there is no permit available or something other than the Online Visitor Permit is displayed as an option, please contact our office at 662-915-7235.

Make sure the Online Visitor Permit is selected and AGREE to each of the statements by checking each of the three check boxes. Click the **NEXT** button to proceed.
7c) Choose the STARTING date for the permit (*the first day you will be on campus*). After selecting the start date, you will be given the option change the number of days the permit will be effective for (*this option will not be visible until you chose your starting date*).

You may request a permit to be effective for up 7 days (including weekends). *Example: if you need a permit to cover Friday, Saturday, Sunday and Monday you will need to select 4 for the number of effective days. Weekends are free so you will only be charged for Friday and Saturday.*

Click the **NEXT** button after selecting the number of EFFECTIVE DAYS.
7d) Linking a Vehicle to your permit.

All permits are required to be linked to a vehicle. If you will be coming to campus in your personal vehicle please provide information for that vehicle.

If there are no vehicles on record for your account please use the ADD VEHICLE button to enter vehicle information.
7e) Enter vehicle information.

If you do not know the information for the vehicle you will be driving (Rental or otherwise), please use the 10 digit phone number (no dashes, example: 5551234567) associated with your account as the plate number and choose Rental for the State/Province. Select the first option available for Make, Model and Color (Acura, Other-Not Listed, Beige).

Once all the required vehicle information is entered, click the NEXT button.
7f) Complete the vehicle selection by clicking the select box for the vehicle you will be driving or the one you just added.

Add another vehicle as needed or click the NEXT button to continue.
7g) View Shopping Cart and select payment option.

Verify all of the info such as the dates of the permit and vehicle information. Click the view details link to see dates and vehicle info.

Review the amount “Due Now” to make sure it is appropriate for the dates you have selected. Weekends are free so for a Friday, Saturday, Sunday, Monday permit, the charge will only be 2x the daily rate.

Select payment method – either Visa or Mastercard only.

Click the PAY NOW button to proceed.
7h) Confirm the information and click the NEXT button. This step will transfer information to a third-party credit-card processor used by the University of Mississippi. **Please do not submit more than once and allow the page to finish processing.**
7i) Enter all of the required information to complete the credit card transaction. A receipt will be emailed to the email you provide.

Click the **CONTINUE** button to complete the transaction.
7j) Wait for the credit card to be processed – the site will return to the Parking web portal when complete. Again, do not refresh your browser window or use the back button as this may result in a duplicate charge.
7k) When the credit card transaction is completed the site will return the user to the Parking portal at the following page. This page is a copy of your receipt.

Click on the red PRINT PERMIT link to print a copy of your visitor parking permit. Note this will attempt to open the printable PDF in a new web browser window so you may need to allow this process.

You will also be emailed a copy of this information along with a similar link to reprint the Visitor permit if needed.
8) Example permit.

Place on the driver’s side dash of the related vehicle.

Visitor Permits are valid in any campus parking space except reserved spaces and otherwise specially marked spaces for service vehicles. If parking in a marked handicap parking space the vehicle must also display the required ADA/Handicap credentials as well.

Permits are not valid in any reserved UM sporting event parking areas.
For questions or comments, please contact:

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