OLLI Members are eligible to purchase monthly parking permits by using the CSULB Online Parking Services website. This guide will walk you through the permit purchasing process.

To begin, navigate to [CSULB Online Parking Services](#).

The Parking Homepage is accessible from most electronic devices.

1. Type the email address provided when you created your account, and type your Last Name as your password.
   
   For example:
   
   Email: FName.LName@gmail.com
   
   Password: LName

2. Click the **Login** button.
You must create your own password before you may continue the purchase process.

3. In the **Change Your Password** page, type your own password.
   
   Passwords must contain at least six (6) characters, with at least one (1) upper case, one (1) lower case, and one (1) special character.

4. Click the **Update** button.
   
   This action returns you the steps for purchasing your permit.
Your password change confirmation appears at the top of the page.

5. Click the Get Permits button to continue purchasing your permit.

6. Purchase a Permit – you will need your license plate information to purchase a permit.

7. Click the Next button.
8. OLLI members’ virtual parking permits are valid for one month. You must purchase permits for additional months.

The permit fees are determined by the selected **Permit Description**: 
- **Community Monthly** – this permit description allows OLLI members to park in **General Lots** all day.
- **Community Activity Monthly** – this permit description allows OLLI members ONLY park in **General Lots** on Monday-Friday after 4:00 PM, and all day Saturday-Sunday.

9. Check the button that corresponds with the permit description.

10. Check the box indicating you have read and agree to the permit regulations.

11. Click the **Next** button.
12. Review the vehicle(s) that will are attached to your permit. To add additional vehicles, click the **Add Vehicle** button.

13. To continue the purchasing process, click the **Next** button.

14. View your cart.

   - Click the **View Details** link to view the details of your parking permit.
   - Click the **Remove** button to remove a permit from your cart.
   - Click the **Cancel All** button to cancel the permit purchase.
   - Click the **Add Permits** button to add a permit for each additional month.

15. Click the **Next** button.

   This action opens the Payment Information page.
16. Review your payment information then click the **Checkout** button.

This action advances you to the CASHNet system to check out.

17. In the CASHNet system, select your method of payment – either Credit Card or Electronic Check.

18. Click the **Continue Checkout** button.
19. If paying by Credit Card:
   • Enter your credit card information. Fill in all fields that have a red asterisk.

20. If paying by Electronic Check:
   • Enter your check information. Fill in all fields that have a red asterisk.
21. Confirm the information is correct.

22. Click the **Submit Payment** button.

23. You have completed purchasing a parking permit.

You may print the receipt for your records.