

Help Guide for OLLI Members: How to Purchase Parking Permits Online

Parking and Transportation Services

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.

Guest Login

Enter the email address and password that you provided when you created your Guest User Account.

If you have not registered for a Guest Account, you may [create one](#), or you may [retrieve your lost information](#) if you've forgotten or lost it.

Email Address

Password

* indicates a required field



Login

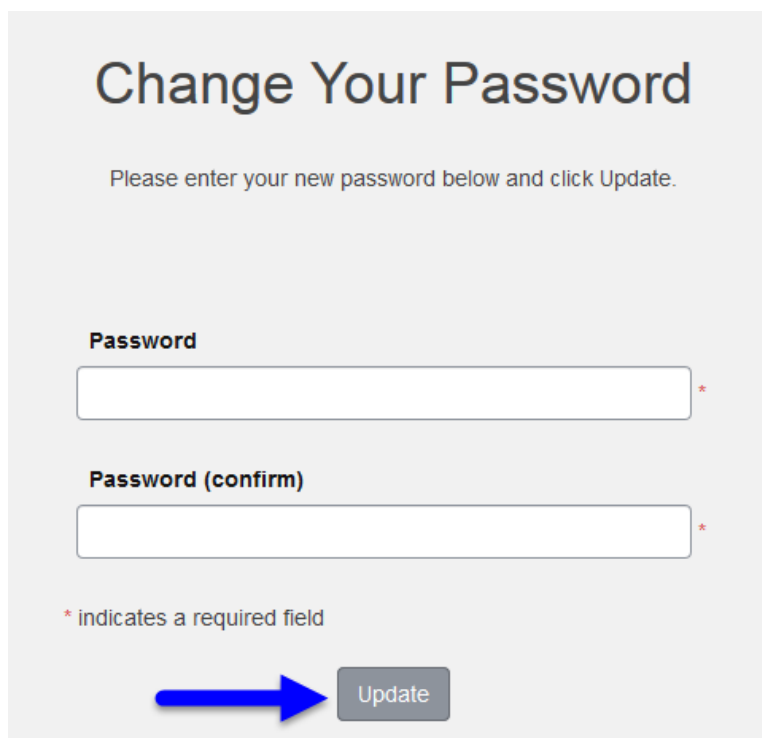
You must create your own password before you may continue the purchase process.

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 (1) special character.

4. Click the **Update** button.

This action returns you the steps for purchasing your permit.



The screenshot shows a web form titled "Change Your Password". Below the title is the instruction: "Please enter your new password below and click Update." There are two input fields: "Password" and "Password (confirm)". Both fields have a red asterisk to their right, indicating they are required. Below the fields is a legend: "* indicates a required field". At the bottom right is a grey "Update" button. A blue arrow points to the "Update" button.

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Your password change confirmation appears at the top of the page.

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

✓ Your password has been updated.

CSULB Online Parking Services

To pay or appeal citations, please enter the citation number or your vehicle plate information below.

CSULB uses License Plate Recognition (LPR) and virtual permitting. [More Info](#)

New: Starting Jan. 15, 2018, all CSULB parking lots will be renamed as part of a campus-wide [Signage and Wayfinding Improvement Project](#).

Please note that this website is optimized to use Internet Explorer.

CITATIONS		Citation Number	<input type="text"/>
View Your Citations	0	-OR-	
View Your Appeals	0	State	<input type="text" value="CALIFORNIA"/>
View Your Letters	0	Plate Number	<input type="text"/>
		<input type="button" value="Search Citations"/>	

PERMITS		<input type="button" value="Get Permits"/>
View Your Permits	0	

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

7. Click the **Next** button.

Purchase a Permit

CSULB uses License Plate Recognition (LPR) and virtual permitting. [More Info](#)
You will need your license plate information to purchase a permit.

Housing students are not eligible for regular student parking permits.
Purchase of this permit could result in a citation and the permit may be rescinded.

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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.

Select Permit


All permits are nontransferable and may only be used by the individual to whom the permit is issued.
If a prorated price applies to the permit, the price will display at checkout.

Other Permits

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
Auto					
<input type="radio"/>	1	\$16.00	Community Activity Monthly - April	04/01/2018	04/30/2018
<input type="radio"/>	1	\$16.00	Community Activity Monthly - March	03/01/2018	03/31/2018
<input type="radio"/>	1	\$16.00	Community Activity Monthly - May	05/01/2018	05/31/2018
<input checked="" type="radio"/>	1	\$31.00	Community Community Monthly - April	04/01/2018	04/30/2018
<input type="radio"/>	1	\$31.00	Community Community Monthly - March	03/01/2018	03/31/2018
<input type="radio"/>	1	\$31.00	Community Community Monthly - May	05/01/2018	05/31/2018

[CSULB Parking Regulations](#)

I have read and agree to the above regulations.



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

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

Vehicles Attached to your Permit

The vehicles listed below will be attached to your permit. If you need to add a vehicle, click the **Add Vehicle** button below.

If a vehicle listed should not be associated with this permit, please uncheck the box next to the vehicle.

Existing vehicles cannot be edited.
If the existing vehicle license plate number is correct, you are not required to update any other field to avoid a citation.
If the vehicle license plate number is incorrect, you are required to add a new vehicle and then uncheck the box next to the incorrect vehicle.

Then, click the **Next>>** button.

Important: Only one vehicle allowed on campus at a time.

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	CALIFORNIA	5BBO007				

Add Vehicle

Next >>

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.

View Cart

Do not use the back button at any time during this transaction.

Qty	Type	Description	Amount	Actions
1	Permit	Community Community Monthly - April (04/01/2018 - 04/30/2018) view details	\$31.00	Remove
1	Permit	Community Community Monthly - May (05/01/2018 - 05/31/2018) view details	\$31.00	Remove

Total Charges: \$62.00

Cancel All **Add Permits**

Checkout

Next

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16. Review your payment information then click the **Checkout** button.

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

Payment Information

Please review the item(s) and total below.
Please do not use the back button at any time.

Qty	Type	Description	Amount	Actions
1	Permit	Community Community Monthly - April (04/01/2018 - 04/30/2018) view details	\$31.00	Remove
1	Permit	Community Community Monthly - May (05/01/2018 - 05/31/2018) view details	\$31.00	Remove

Total Charges: \$62.00



Checkout >>

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

18. Click the **Continue Checkout** button.



[checkout](#) [sign out](#)

Parking Permits and Citations

Select Method of Payment

New Payment Methods

- Credit Card
- Electronic Check



[Continue Checkout](#)

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19. If paying by Credit Card:

- Enter your credit card information. Fill in all fields that have a red asterisk.



SmartPay
powered by CASHNet

[checkout](#) [sign out](#)

Parking Permits and Citations

Enter credit card information

Total Amount: \$62.00

Credit Card Number	<input type="text"/>		
Expiration Month	Select Month		
Expiration Year	Select Year		
Cardholder Name	<input type="text"/>		
Address	<input type="text"/>		<small>* Enter the address where you receive the bill for this card.</small>
City	<input type="text"/>		
State/Province/Region	<input type="text"/>		
Zip/Postal Code	<input type="text"/>		
Country	United States		
Email Address	<input type="text"/>		

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

20. If paying by Electronic Check:

- Enter your check information. Fill in all fields that have a red asterisk.



[checkout](#) [sign out](#)

Parking Permits and Citations

Enter check information

Total Amount: \$62.00

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number	<input type="text"/>	
Confirm Bank Account Number	<input type="text"/>	
Account Type*	<input type="radio"/> Checking <input type="radio"/> Savings	
Routing Transit Number	<input type="text"/>	
Account Holder Name	<input type="text"/>	
Email Address	<input type="text"/>	

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

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21. Confirm the information is correct.

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



[checkout](#) [sign out](#)

Parking Permits and Citations

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
T2 Student Pkg-Online	\$62.00
Total Amount	\$62.00

Payment Information

Email Address: LName2@test.com
Account Number: XXXX567
Account Type: Checking
Routing Transit Number: 322282001
Bank: SCHOOLSFIRST FEDERAL CREDIT UNION, TUSTIN, CA
Account Holder Name: FName LName



23. You have completed purchasing a parking permit.

You may print the receipt for your records.

Receipt

Thank you for your payment.

NOTE: Please print this page for your records.

Purchased Items

Qty	Type	Description	Amount
1	Permit	Community Community Monthly - April [COM004492] (04/01/2018 - 04/30/2018) view details	\$31.00
1	Permit	Community Community Monthly - May [COM004493] (05/01/2018 - 05/31/2018) view details	\$31.00

Total Charges: \$62.00

Transaction Summary

CC Receipt Number 5941104
Payment Method Web Payment
Payment Date 02/23/2018 10:40:54 AM

