Parking Account Portal Manual

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Welcome Wildcats! For all the above instructions, you must login to your parking account portal.
1. Go to parking.arizona.edu
2. Select “Account Portal”
3. To access the portal directly click on Parking Account Portal
Purchasing a Parking Permit

1. Go to the Parking Account Portal
2. Scroll to the bottom of page and select “Get Permits.”
3. Login with your UA NetID.
5. From the product selection page, select a parking permit location. You may add yourself to an available waitlist if your location is not listed. Purchase an available permit to secure a parking space and if you are assigned your preferred location, we will notify you by email. [How to add waitlist request: Add/Edit Waitlists]

6. Review and acknowledge key regulations. Select “Next.”
7. Add a vehicle to be associated with the parking permit. You may add up to three vehicles but only one vehicle can be parked in the permit location using the permit at a time. Select “Next.”

8. Review mailing address if applicable. Permit-by-License Plate locations will not receive a physical permit, license plates are parking permits. Select “Next.”
9. Select a Payment Method. Click on the dropdown box. Employees may select “Payroll deduction 18” for PR deduction. Students may select “Bursar Transfer” to transfer the cost to their bursar account.

All parties can pay with a credit card. From the dropdown box select the credit card provider. Select “Continue.” Skip to #11 to continue with credit card process.
10. Payment Review- Employee PR Deduction and Student Bursar Transfer:
Review and authorize payment plan agreement. Select “Pay Now.” Skip to #12.
11. Enter credit card information including email address and select “Pay.” Wait for transaction to be completed.
12. Review Payment Receipt. A confirmation will be emailed to your UArizona account. Logout.
Adding a vehicle to your parking permit

You may add three vehicles to an active permit but only one vehicle can be parked in the permit location using the permit at a time.

1. Go to the [Parking Account Portal](#)
2. From the top menu bar select “VEHICLES.”
3. Login with your UA NetID.

![Parking Account Portal Image]
4. Select “Add Vehicle.”

Manage your Account Vehicles

Below is a list of the vehicles associated with your account. To add a vehicle to your records, select the “Add Vehicle” button below.

<table>
<thead>
<tr>
<th>Reg. Type</th>
<th>Plate Number</th>
<th>Plate State</th>
<th>Year</th>
<th>Vehicle Make</th>
<th>Vehicle Model</th>
<th>Vehicle Color</th>
<th>Registration Exp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>TBTN1234X</td>
<td>Arizona</td>
<td>2021</td>
<td>Dodge</td>
<td>Caliber</td>
<td>Pink</td>
<td></td>
</tr>
</tbody>
</table>

Add Vehicle Add Bicycle

5. Enter the details of your vehicle. Select “Next.”

Register Additional Vehicle

Please enter the details for your new vehicle and then click Next.

- Plate Number (prefer only numbers and letters, no special characters)
- Make
- Model
- Color
- Style

Next >>
6. An update confirmation will appear on the screen. The vehicle is now associated with your permit.
To disassociate (delete) a vehicle from your parking permit

IMPORTANT: Deleting a vehicle only removes the vehicle from an active permit. The vehicle information remains in a customer’s account. If you no longer own the vehicle, email our Customer Relations at PTS-ParkingInformation@email.arizona.edu In the subject line, “Remove vehicle from account” and provide the vehicle specs in the body of the message.

1. Go to the Parking Account Portal
2. From the top menu bar select “PERMITS.” Select “View Your Permits.”
3. Login with your UA NetID.
4. Under “Status” select your “Active” Permit.

If you have a permit in a gated garage, do not select the RFID permit. These permits start with an “I” and are associated with the RFID unit that lifts the gates of the garage.
5. Select the “Delete” button of the vehicle you want to remove. In this example, we want to delete license plate number “WILLEY.”

6. A confirmation message will appear on the screen. Select OK.

The vehicle is now disassociated from your active permit. Note: You must always have one vehicle associated with your permit.
How to add a waitlist request: Add/Edit Waitlists

1. Go to the [Parking Account Portal](#).
2. Scroll to bottom of page and select “Add/Edit Waitlists.”
3. Login with your UA NetID.

![UArizona Parking & Transportation Portal](image)

![Customer Authentication](image)
4. Review waitlist statements, agree and select “Next.”

Add/Edit your Account Waitlists

Placing yourself on a waitlist holds your place in line until a permit becomes available in your preferred location.

A location will not appear for selection if the Waitlist is closed.

Waitlists are cleaned annually in February. If not assigned by then, you will need to place yourself on a waitlist the following permit year.

For questions, please contact PTS-ParkingInformation@email.arizona.edu
5. Ensure that vehicle information is accurate. You may add up to three vehicles to your permit but only one vehicle can be parked in the permit location using the permit at a time. Select “Next.” To delete a vehicle from your active permit, see To disassociate (delete) a vehicle from your parking permit.

![Update Account Vehicles](image)

5. Select “Add” of your preferred parking location. In this example, we have selected Zone 1. If the waitlist location is not available, it means the waitlist is full.

![Add Waitlist Selections](image)
6. Your selection and request date will display. You may only sign-up for one (1) waitlist location. You may always delete a waitlist request and choose another location if available. Select “Done”

7. A waitlist acknowledgement will display confirming your waitlist location and request date. If you are awarded a permit from the waitlist, you will receive an email notification from PTS-ParkingInformation@email.arizona.edu with further instructions.