



Online Permit Registration Instructions

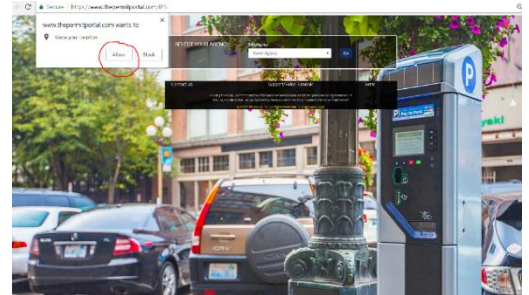
This document is available on the City website at:

www.eugeneparking.com

Below you will find instructions for registering on the new online parking permit application system, managed through IPS Group. If you need further assistance, please contact Travis Hargitt at thargitt@eugene-or.gov and he will walk you through the process.

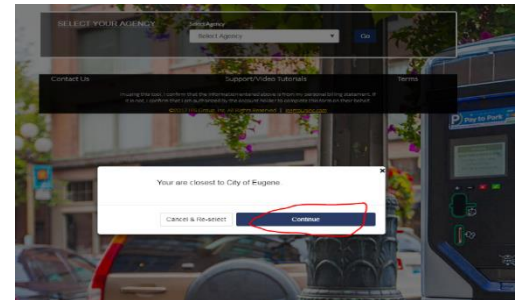
1. Navigate to <https://www.thepermitportal.com> (Note that this site is best accessed through Google Chrome.)

To the right is a screenshot of the page you will see. If you would like your location identified automatically, select “allow” to enable this feature and press “Continue”. Otherwise, select Eugene manually from the drop-down menu. Press “GO” after you select City of Eugene manually.



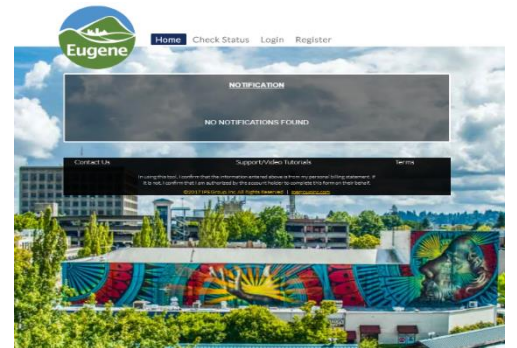
2. You should now see a screen, customized with the City of Eugene logo and a picture of the downtown LTD station mural.

3. To create your account, click on “Register” at the top right.

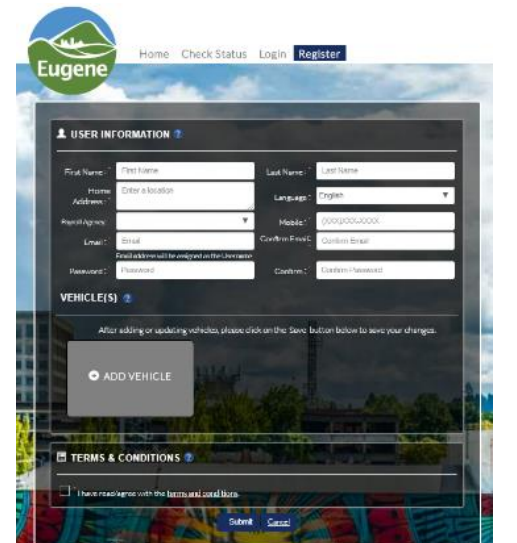


4. Complete the registration form.

- a. The email address will be your user name and receive invoices and receipts. City/County employees on payroll deduct must register with their respective agency email to validate payroll deduction.
- b. Cell phone provider is not currently mandatory.
- c. Be sure to enter you home address and not work address.
- d. City of Eugene/Lane County employees on payroll deduct, select the appropriate Payroll Agency from the drop down.
- e. Until we switch to full digital permits you will receive a hangtag permit or use a garage access card. For digital permits, the system will utilize your vehicle license plate as your permit and will no longer require a physical permit. You may register multiple vehicles to the same permit so long as only one vehicle is parked in the permitted location at any time.
- f. If you receive a residential zone sticker permit each vehicle requires an application.
- g. Read and accepted the terms and conditions then submitted the form.



5. Check your email for a message from Permits@thepermitportal.com, you may need to search for this email address and add it to your trusted list if you find it in your junk/spam folder. Click the “here” link to verify your email. You will be redirected to the main permit portal page. Log-in and enter the email address for your user name and password you created during registration.



6. Congratulations! You’re now registered in the system. The next step is to purchase your parking permit(s). A permit-purchase instructional document can be found at our webpage www.eparkeugene.com Select Residential or Commuter permits depending on your situation.