SPACE RENTAL PERMIT APPLICATION PROCESS

- Create an application at www.thepermitportal.com
  - Your agency is City of Eugene
- Validate email address via the email you received after registering. Be sure to check your junk folder for an email from permits@thepermitportal.com
- Login to your account
- Click on gray box "Apply for Permit"
- Determine which type of space rental you are applying for:
  - If in a residential zone, select that zone from drop down menu
  - If off street in City parking garage or lot, select that location from drop down menu
  - If on street at a parking meter or time limit zone, select Special Use Permits
- After selecting the desired location, select the following:
  - Residential Zone = Space Rental
  - Garage or Lot = Space Rental – Off Street
  - Meter or Time Limit Zone = Space Rental – On Street
- Acknowledge the Important Note pop-up window before proceeding
- Enter the desired permit start date, 2nd box down on right
- Select Application Type – Individual or Company, 3rd box down on left
- Enter the number of permits desired, 4th box down on left
- Enter number of consecutive days you want the permit from start date, 4th box down on right
- Select payment option, 5th box down on left
- Notes Field: Enter type of work being done, address of reservation and meter numbers (if applicable)
- Press the white plus button to Add Address, enter location of permit use in popup window
- Vehicle Options:
  - If license plate is known: Press white plus button, enter vehicle info in popup and check select box. Do this for all vehicles using permit
  - If license plate is not known: do not select a vehicle. You will download a permit to display on the dash as proof of permit once application is approved and paid for.
- Press Submit
- You will receive an email after approval directing payment.
- Login to account
- If you have not registered a credit card, follow these steps otherwise skip to next bullet.
  - Click on blue box "Edit Profile"
  - Click on ADD CARD
  - Enter card info on next screen and press Register Card (Visa and Mastercard only)
  - Press Save
  - Select permits at the top right
- Select the green box "My Permits"
- Select the blue "View" box on the right for the desired permit
- Select Proceed to Checkout at top of page
- Select Pay Now at top of page
- After payment if you did not enter license plates, press the download button and a PDF of your physical permits will be generated for you to print and place on the dash of the vehicles.

Contact Parking Services at 541-682-5729 or parking@ci.eugene.or.us if you have questions.