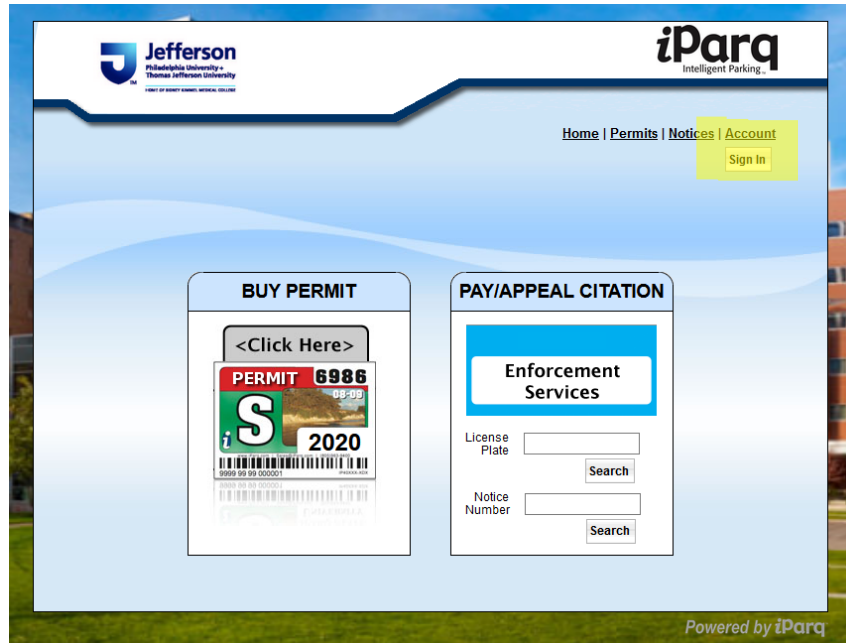
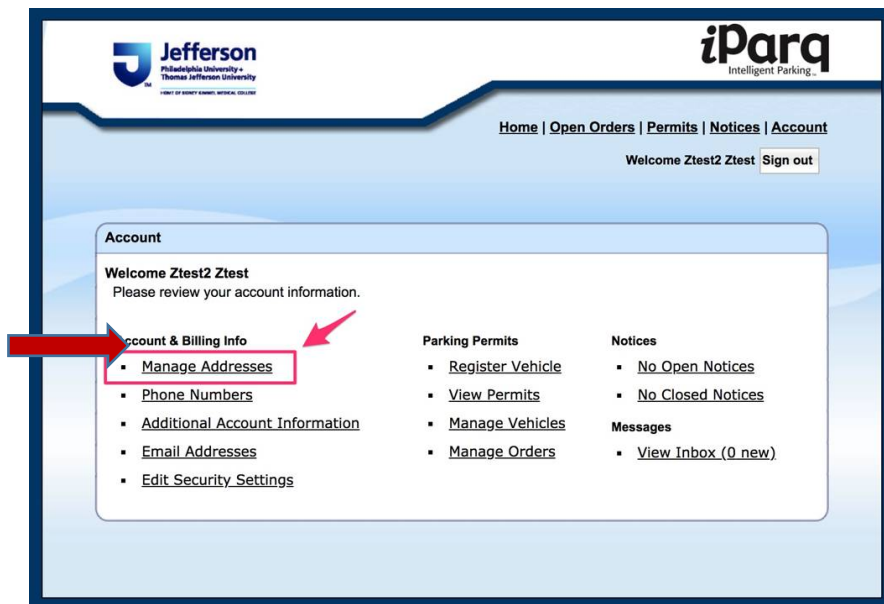


## REGISTERING YOUR VEHICLE THROUGH iPARQ

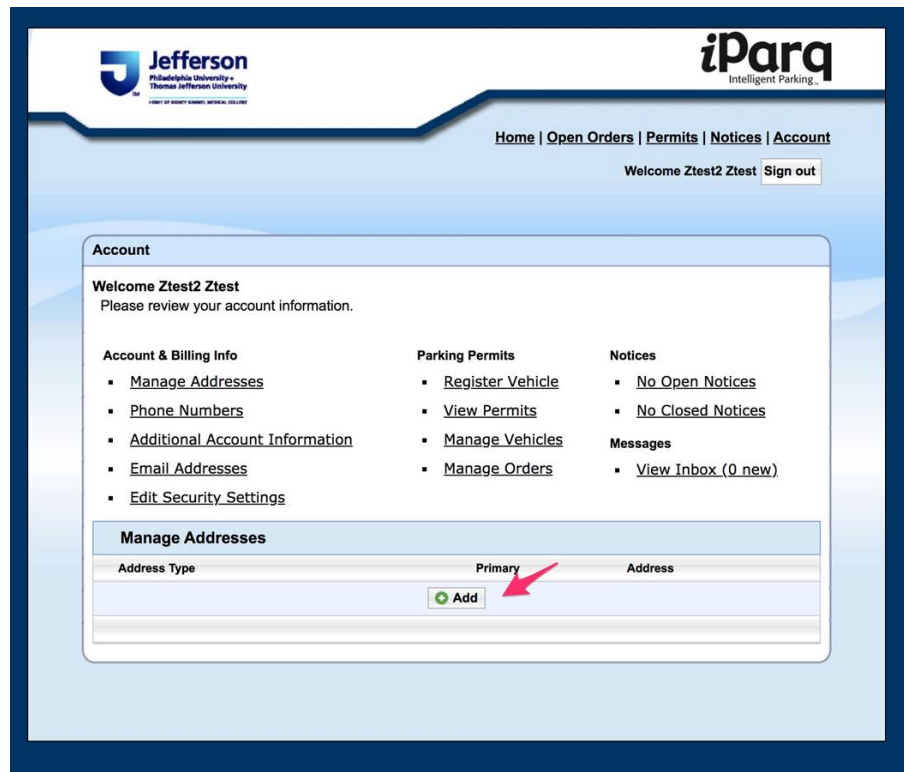
1. Before beginning make sure you have your Campus Key and University Password.
2. After following the link "Online parking registration", you will be directed to the page shown below.
3. Please click "Sign-In", and enter your campus key and University password. You will then see "Welcome" and your name under the account option.



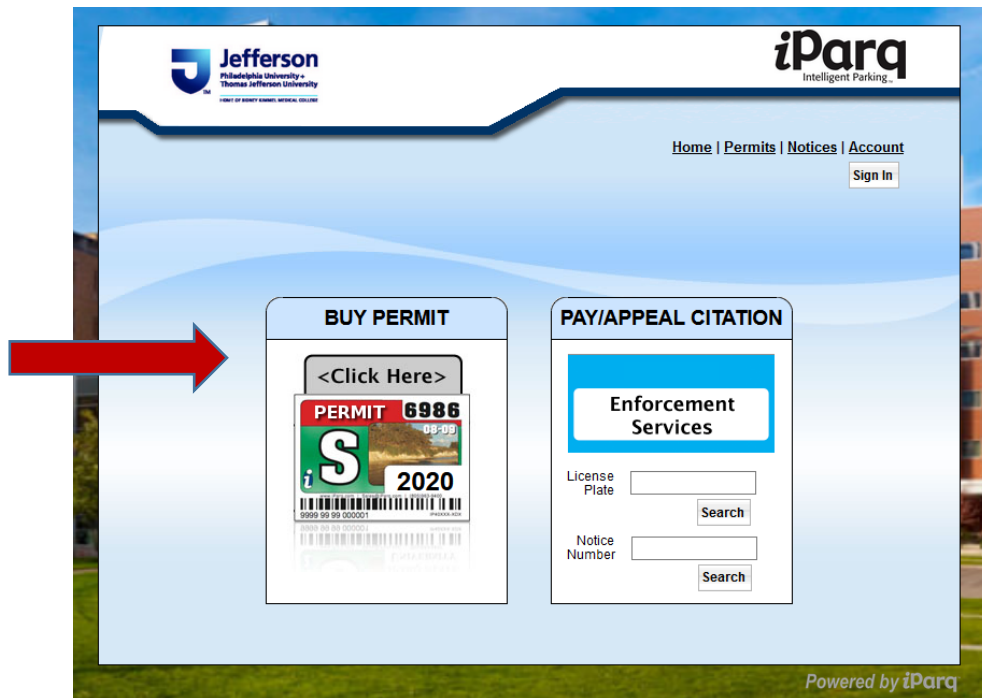
4. Once you are logged in you must either add or update your current shipping or mailing address. To do this, click on "Account" and "Manage Addresses". A valid shipping or mailing address must be entered under the customer's account settings before they place an order.



5. To enter your address click on the “Add” button. Once the address is entered make sure you click on “Save” and then click on “Home” (top of the screen).



6. Once you are back on the Home page, click on “Click Here” under “Buy Permit” option (by the red arrow).



7. Select the appropriate permit by clicking "Add Item".

**JEFFERSON UNIVERSITY - EAST FALLS CAMPUS PERMITS**

**Pre-Approval Search**  
Jefferson University - East Falls Campus offers Pre-Approved Permits.  
To see if you've been pre-approved, please enter all applicable data below.  
Last Name:   
Campus Key:

**Pre-Approved**  
**Faculty/Staff - Full Time Faculty/Staff Full Time WHITE 19-20**  
Price: \$ 35.00 Valid Dates: Aug 13, 2019 to Aug 14, 2020

**Pre-Approved**  
**Faculty/Staff - Full Time (ADDITIONAL) Faculty/Staff - WHITE Full Time Additional 19-20**  
Issued after administrative review  
Price: \$ 0.00 Valid Dates: Aug 13, 2019 to Aug 14, 2020  
This permit is currently not available.

8. The Permit information screen is to identify which permit belongs to which vehicle. In the drop down menu next to "Vehicle", select whether you are registering a vehicle already in the system or a new one. Once you are finished click "Continue".

**Jefferson** Philadelphia University - Thomas Jefferson University  
**iParq** Intelligent Parking

Home | Open Orders | Permits | Notices | Account  
Welcome Stefanie Karp

**Checkout**  
1. Shopping Cart 2. Additional Info 3. Shipping / Billing 4. Review 5. Complete

**Permit information.**  
Please select a vehicle for each permit.  
If you do not have any vehicles on record, you will need to select "Add New Vehicle" to link one to your permit.  
Faculty/Staff - Full Time - Fac/Staff - Full Time White 20-21 Vehicle:

**Additional information is required for your purchase.**  
Please complete the required fields below. The other data is optional.  
ID Number:

Powered by iParq

9. On the page that appears next, you will see “Delivery Options” and “Payment Options”.
  - a. If you are a University Student “Delivery Options” should be disregarded, as all permits will ship directly to Public Safety and we will set up times to handout permits in Kanbar. For “Payment Options” select your method of payment.
  - b. Due to COVID 19, Faculty/Staff permits will be mailed to your home address at your expense. **YOU MUST ENTER YOUR HOME ADDRESS** as your “Delivery address”, which may have been your campus address. To replace your prior address with your HOME address, please select “Additional Address” and enter your current home address. This will now become the “Delivery address”. Faculty/Staff permits **will not** come to Public Safety.

The screenshot shows a 'Checkout' page with a progress bar at the top indicating steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, and 5. Complete. The 'Delivery Options' section includes a table for 'Permit Type' with columns for 'Permit Type' and 'Qty'. The table lists 'Faculty/Staff - Full Time' and 'Fac/Staff - Full Time White 20-21' with a quantity of 1. Below this, there is a dropdown for 'US Postal Service - \$4.95'. A yellow highlighted note states: 'Due to COVID-19, all Faculty/Staff permits must be mailed via USPS. Please be sure the mailing address is up to date.' Under '2. Delivery address:', there are radio buttons for '3590 Vaux Street Philadelphia, PA 19129' and 'Additional Address:'. The 'Additional Address' section has input fields for 'Street (line 1):', 'Street (line 2):', 'Street (line 3):', 'City:', 'State: [SELECT]', and 'Zip:'. The 'Payment Options' section shows a total of '\$70.00 plus shipping' and a 'Payment Method:' dropdown menu with options: American Express, Discover, Mastercard, and Visa. At the bottom, there are buttons for 'Go Back to Shopping Cart' and 'Continue'.

10. The “Review” page will have all of the details of your order. It is important to review your order before it is processed. Ensure to verify that the correct vehicle and price information is listed, correct name, address, ID information present, and desired method of payment chosen. Once you have done those things, go to the terms and conditions sections.
11. Note the starred statement, “By clicking the ‘I Agree’ button you agree to the terms above.” This is very important to read and understand. Clicking the “I Agree” button means that you have reviewed the parking rules and regulations and that you are aware of Jefferson University’s policies.

The screenshot shows a 'Review' page for 'PARKING & PERMITS'. The page title is 'Please review your order.' and it includes a 'Welcome Warren Young Sign out' link. The order details section shows 'Faculty/Staff - Full Time - 2014-2015' for \$70.00, with shipping of \$0.00 and a total of \$70.00. Below this, there are sections for 'Information' (Last Name: Young, ID Number: 0123456), 'Shipping', and 'Payment' (Payment Deduction: 1234567). The 'Terms and Conditions' section contains a disclaimer: 'Philadelphia University shall assume no liability or responsibility for theft, damage, or loss that may occur during use of parking facilities or services. Individuals choosing to use Philadelphia University do so at their own risk. Damages by, misuse, or neglect.' A red arrow points to the 'I Agree' button, which is accompanied by a red star and the text: 'By clicking the "I Agree" button you agree to the terms above.' At the bottom, there are buttons for 'Go Back to Order Details' and 'I Agree'.

12. The last page is the completed order page. On that page, you will see a link to where you can print a copy of your temporary permit. **You MUST place your temporary permit on your dash board until your permit sticker arrives.**
  - a. Please note the expiration date of the temporary permit. After that date, the temporary permit is NO longer valid and the vehicle will be viewed as unregistered.
  - b. Faculty/Staff permits will be mailed directly to your home.
  - c. Students will be notified via email when permits are available to be picked up in Kanbar.
13. Your primary University function determines parking eligibility. Students with work-study employment or an internship, must register for either a Residential student, Commuter student or Ravenhill parking permit. You may be full-time or part-time, so if you do not see your correct designation, please contact Public Safety at 215-951-2620.
14. If it is brought to the attention of Public Safety that you are registered for an incorrect permit, your parking privileges may be revoked.