

Retiree Parking E-Permit Order Guide

Please note:

A few problems have appeared in the guide. In Step 2, you may have to click on “Account” before you get to create a new account. You may have to choose a “User Name” other than the one you may be used to using. You will be asked to put your University of Akron ID. This number is found on the back of your University of Akron ID Card. **If you can't find your UA ID number**, please call Danielle Ester in HR for help in getting your number. Danielle Ester's direct phone number is: 330 972 4708. Please leave a voice mail, or email (dester@uakron.edu) or phone number. If you have other problems with getting a parking permit, you may call or email the Parking & Transportation Services office. The Parking Office contact information is on the next page.

PLEASE CONTINUE ON THE NEXT PAGE

Retiree Parking E-Permit Order Guide

The following guide will assist you to obtain your free University of Akron Retiree parking e-permit. All current Retirees have been pre-approved for this permit, however newly retired employees may need to contact the Parking & Transportation Services office to receive their initial pre-approval. Assistance is available at parking@uakron.edu or (330) 972-7213.

All parking permits on the Akron campus are now electronic parking permits, which means that the license plate number of your vehicle(s) now acts as your permit, and there is no longer a hangtag to display. While you may have as many vehicles registered to your account as you wish, you may have up to two of them active at any given time on your retiree permit. You may change them at any time. Retiree permits are now valid for a 5-year period.

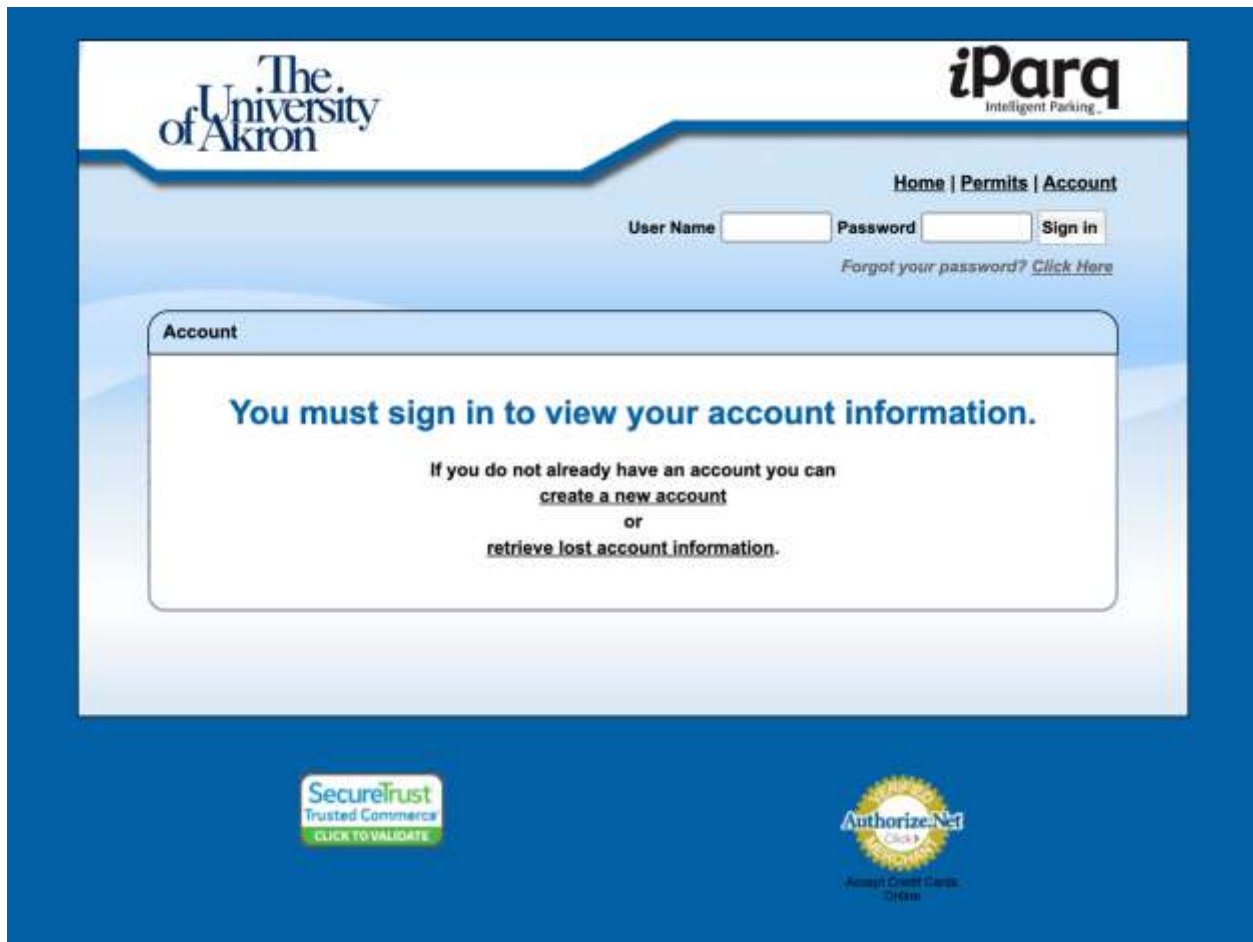
Ordering your Retiree parking permit:

1. In your web browser, go to akronguest.thepermitstore.com. You will see the following page. Click on the "Account" link in the upper right corner of the page.

The screenshot shows the iParq website interface for the University of Akron. At the top left is the University of Akron logo, and at the top right is the iParq logo with the tagline "Intelligent Parking". Below the logos are navigation links for "Home | Permits | Account". A login section includes fields for "User Name" and "Password", a "Sign in" button, and a link for "Forgot your password? Click Here". The main content area features a prominent instruction: "CLICK 'SEARCH' TO VIEW ALL PERMITS". Below this is a "Pre-Approval Search" section with the text: "University of Akron Guest offers Pre-Approved Permits. To see if you've been pre-approved, please enter all applicable data below." The form includes input fields for "Campus Vendor:", "Visiting Student:", "Direct Connect:", "REC/ONAT:", and "UA Retiree:". A "Search" button is located at the bottom of the form. At the bottom of the page, there are logos for "SecureTrust Trusted Commerce" and "Authorize.Net".

Retiree Parking E-Permit Order Guide

2. Since this is your first time registering for an e-permit, you must create a new account withiniParq. You will not have to repeat this part of the process when you renew your permit in the future. Click on the “create a new account” link.



Retiree Parking E-Permit Order Guide

- The upper portion of the account creation page can be seen below. Select your username and password, input your contact information, and choose your password recovery options. Required fields are marked with an asterisk. You do not need to upload any attachments because as a retiree you are not required to register any state-issued handicap accessible placards which you may have with the University (you must display your placard when parking in accessible parking spaces on campus). When finished, click on the "I'm not a robot" button, review the terms and conditions and check the "I Agree" box, and then click on the "Create Account" button.

The University of Akron

iParq
Intelligent Parking

Home | Permits | Account

User Name Password Sign in

[Forgot your password? Click Here](#)

Create New Account

To create an account, enter username, password, name, and at least one form of contact information (email, phone, or address.)

Username and Password

Use names must be 3 to 100 characters long and passwords must be 7 to 100 characters long. Your password cannot be the same as your username, and must contain at least one letter and one numeral or symbol. Use names and passwords are case sensitive.

Your email address makes a good user name

*Username

This username already exists in the system. [Use 33 instead](#)

Enter Password: Enter Password Again:

*Password

Contact Information

You must provide your name, address, email and phone number.

First Initial Last

*Name

*Email

Phone Type Number Extension

*Phone

Retiree Parking E-Permit Order Guide

4. You will be returned to the home page, but this time you will see that you are logged-in because of the welcome message containing your name near the upper right corner. By default, this page only displays parking permits that do not require pre-approval. Since retiree permits are not available to everyone and require pre-approval, type your university-issued employee ID number (emplid) into the "UA Retiree" search box. Click on the "Search" button.

The screenshot shows the iParq website interface. At the top left is the University of Akron logo, and at the top right is the iParq logo with the tagline "Intelligent Parking...". Below the logos is a navigation bar with links for "Home", "Open Orders", "Permits", and "Account". A welcome message reads "Welcome Jared Coleman" with a "Sign out" button next to it. A prominent instruction says "CLICK 'SEARCH' TO VIEW ALL PERMITS". The main content area is divided into two sections. The first section, "Pre-Approval Search", explains that the University of Akron Guest offers pre-approved permits and asks users to enter applicable data. It includes input fields for "Campus Vendor", "Visiting Student", "Direct Connect", "REC/ONAT", and "UA Retiree", along with a "Search" button. The second section, "Guest One Day Permit", describes the permit for visitors and provides a link for more information. It lists the price as \$8.00 per selected day and the valid dates as Sep 1, 2020 to Aug 31, 2022, with a "Select Dates" button.

The University of Akron

iParq
Intelligent Parking...

[Home](#) | [Open Orders](#) | [Permits](#) | [Account](#)

Welcome Jared Coleman [Sign out](#)

CLICK "SEARCH" TO VIEW ALL PERMITS

Pre-Approval Search
University of Akron Guest offers Pre-Approved Permits.
To see if you've been pre-approved, please enter all applicable data below.

Campus Vendor:

Visiting Student:

Direct Connect:

REC/ONAT:

UA Retiree:

[Search](#)

Guest One Day Permit
This permit is for visitors who would like to park on campus for one day. This permit allows you to park in any commuter or all permit lot. One day permits are not valid in the visitor lot or at parking meters.

PLEASE CLICK THE 'MORE' LINK BELOW TO READ IMPORTANT INFORMATION ABOUT THIS PERMIT

... [more](#)

Price: \$ 8.00
(\$8.00 per selected day.)

Valid Dates: Sep 1, 2020 to Aug 31, 2022

[Select Dates](#)

Retiree Parking E-Permit Order Guide

5. The page will reload, but this time it will show you that you have been pre-approved for the retiree parking e-permit. If you do not see this permit, please contact the Parking & Transportation Services office for assistance (see contact info on page 1). Clicking the “more” link will expand the description so that you can read all the information pertaining to this permit (recommended). Click the “Add Item” button to add this permit to your cart.



Pre-Approved
Guest UA Retiree 2022 - 2027

This five year permit is free for University of Akron retirees. If you change your license plate after you register, you will need to update your information through the akronguest.thepermitsstore.com or contact the Parking Office.

PLEASE CLICK THE 'MORE' LINK BELOW TO READ IMPORTANT INFORMATION ... [more](#)

Price: \$ 0.00 **Valid Dates:** May 4, 2022 to Jun 30, 2027

Powered by iParq

Retiree Parking E-Permit Order Guide

6. Your shopping cart will be displayed and will contain your free retiree parking permit. Click on the "Continue" button.

The screenshot shows the iParq shopping cart interface. At the top left is the University of Akron logo, and at the top right is the iParq logo with the tagline 'Intelligent Parking'. Below the logos are navigation links: Home | Open Orders | Permits | Account. A user greeting reads 'Welcome Jared Coleman' with a 'Sign out' button. The main content area is titled 'Shopping Cart' and contains a table of permits. The table has columns for 'Permits', 'QTY', 'Total Amount', and 'Remove'. One item is listed: 'Guest - UA Retiree 2022 - 2027' with a quantity of 1 and a total amount of 0.00. Below the item is a link for 'Important Permit Info' and a note '(No vehicle associated yet.)'. Summary rows show 'Permit Total: 1 \$ 0.00' and 'Grand Total: 1 \$ 0.00'. At the bottom are buttons for 'Add More Items', 'Update Order', and 'Continue'. The footer text reads 'Powered by iParq'.

Permits	QTY	Total Amount	Remove
Guest - UA Retiree 2022 - 2027 Important Permit Info (No vehicle associated yet.)	1	0.00	<input type="checkbox"/>
Permit Total:	1	\$ 0.00	
Grand Total:	1	\$ 0.00	

Retiree Parking E-Permit Order Guide

- Next you will need to register your vehicle(s) to your account and associate them with your parking permit. To do so, click on the "Vehicle" dropdown box and then select the "[Add New Vehicle]" option.

The University of Akron

iParq
Intelligent Parking

Home | Open Orders | Permits | Account

Welcome Jared Coleman Sign out

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.

Guest - UA Retiree 2022 - 2027

Vehicle: [SELECT]

Add Another Vehicle

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

Campus Vendor:

Visiting Student:

Do you have Accessibility Placard?: Choose either Yes or No

Direct Connect :

REC/ONAT:

UA Retiree: 1291223



Go Back to Shopping Cart Continue

Powered by iParq

Retiree Parking E-Permit Order Guide

8. A pop-up window will appear. Input all the required information regarding your vehicle, and then click on the “Add” button. The pop-up window will disappear, and you will be taken back to the previous page. You have now registered the vehicle to your account, but you have not yet associated it with your permit. To do so, click once again on the “Vehicle” dropdown box, and this time select the vehicle that you just registered. The page will reload, and you will now see your vehicle listed.

If you need to add another vehicle (as a retiree you may have up to two vehicles active on your permit at any time, but you may change the active vehicles whenever you wish through your account page) simply click on the “Add Another Vehicle” button and repeat this process.

 **Add Vehicle for Jared Coleman** 

***License Plate & State** [SELECT] v

***Year** [SELECT] v



***Color** [SELECT] v

***Make** [SELECT] v

***Model**

***Type** [SELECT] v

Owner? [SELECT] v

 **Cancel**  **Add**

Once your vehicle(s) appear in the dropdown box(es), click on the “Continue” button in the lower right corner of the page.

Retiree Parking E-Permit Order Guide

9. The next page requires no input from you for shipping/billing because you will be receiving a free electronic permit. Simply click on the "Continue" button to proceed.

The University of Akron

iParq
Intelligent Parking

Home | Open Orders | Permits | Account

Welcome Jared Coleman [Sign out](#)

Checkout

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

Delivery Options

1. Delivery method:

Permit Type	Qty
Guest	1
UA Retiree 2022 - 2027	

E-Permit Service Fee - Free

[Go Back to Shopping Cart](#) [Continue](#)

Powered by iParq

Retiree Parking E-Permit Order Guide

10. The order review page will appear and will display some of the information which you have already provided. The upper portion of this page can be seen below. When you have verified that this information is correct and have read the terms and conditions, click on the “I Agree” button to proceed to checkout.

If something is incorrect, you may click on the “Go Back to Shopping Cart” button to make any necessary corrections.

The screenshot shows the checkout page for the University of Akron's iParq system. The page header includes the University of Akron logo and the iParq logo with the tagline "Intelligent Parking...". Navigation links for Home, Open Orders, Permits, and Account are visible, along with a user greeting "Welcome Jared Coleman" and a "Sign out" button. The checkout process is shown in a progress bar with five steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review (current step), and 5. Complete. The main content area displays the order details: "Guest - UA Retiree 2022 - 2027" for \$0.00, a vehicle description "2006 Red Saturn Vue EWA5662 OH", and a total of \$0.00 including shipping and handling. Below the order details is a section titled "IMPORTANT INFORMATION" which contains a thank you message, a link to parking rules and regulations, and contact information for the Parking and Transportation Services department.

The University of Akron **iParq**
Intelligent Parking...

[Home](#) | [Open Orders](#) | [Permits](#) | [Account](#)

Welcome Jared Coleman [Sign out](#)

Checkout

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

Please review your order.

Guest - UA Retiree 2022 - 2027	\$0.00
🚗 2006 Red Saturn Vue EWA5662 OH	
Shipping and Handling:	\$0.00
Total:	\$0.00

IMPORTANT INFORMATION

Thank you for selecting your permit.

Visit www.uakron.edu/parking for rules and regulations. By submitting choosing this permit you agree to abide by all University of Akron parking rules and regulations.

If you have any questions, please contact the Parking and Transportation Services department at 330-972-7213 or email parking@uakron.edu. Due to COVID-19, walk-in assistance will be limited, so please call ahead of time to schedule an appointment. Thank you!

Retiree Parking E-Permit Order Guide

11. You have now completed your order, and you should see a confirmation page with your order number like the one shown below. You may now close your browser window. Your permit is now active, and you may begin using it immediately.

You can return to akronguest.thepermitstore.com at any time to manage your account: add or remove vehicles, renew your permit, etc.

The screenshot shows the checkout confirmation page for iParq, The University of Akron. The page features the university logo on the left and the iParq logo on the right. Navigation links for Home, Open Orders, Permits, and Account are visible. A user is logged in as Jared Coleman, with a Sign out button. The main content area is titled 'Checkout' and displays a 'Thank you for your order!' message. Below this, it states 'Please print this page for your records.' and 'Your order number is 5863518.' A table lists the order items and their costs.

Checkout	
Thank you for your order!	
Please print this page for your records.	
Your order number is 5863518.	
Guest - UA Retiree 2022 - 2027 #6919037	\$0.00
2006 Red Saturn Vue EWA5662 OH	
Shipping and Handling:	\$0.00
Total:	\$0.00