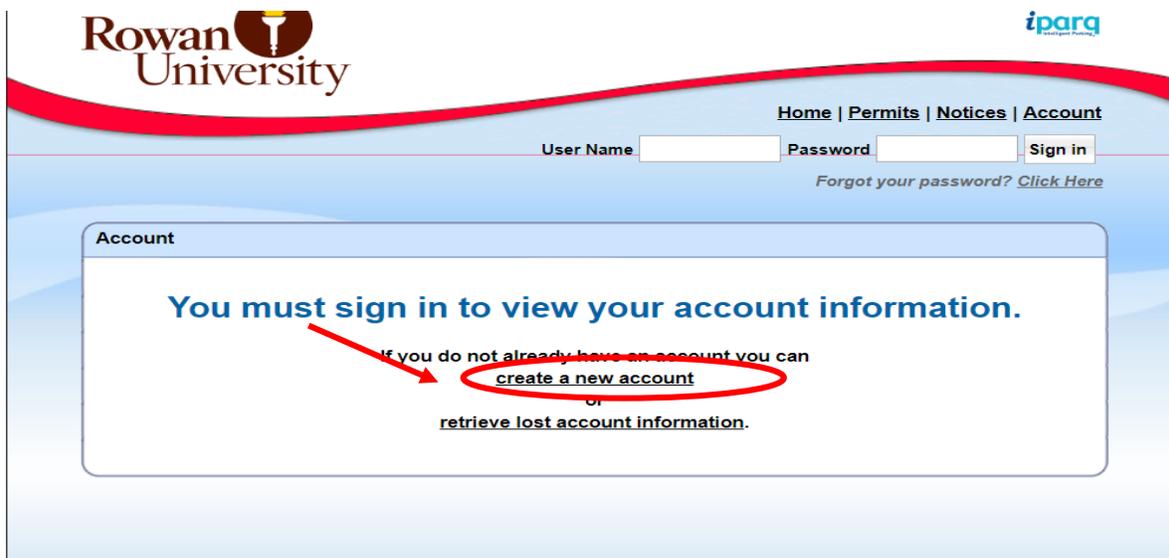
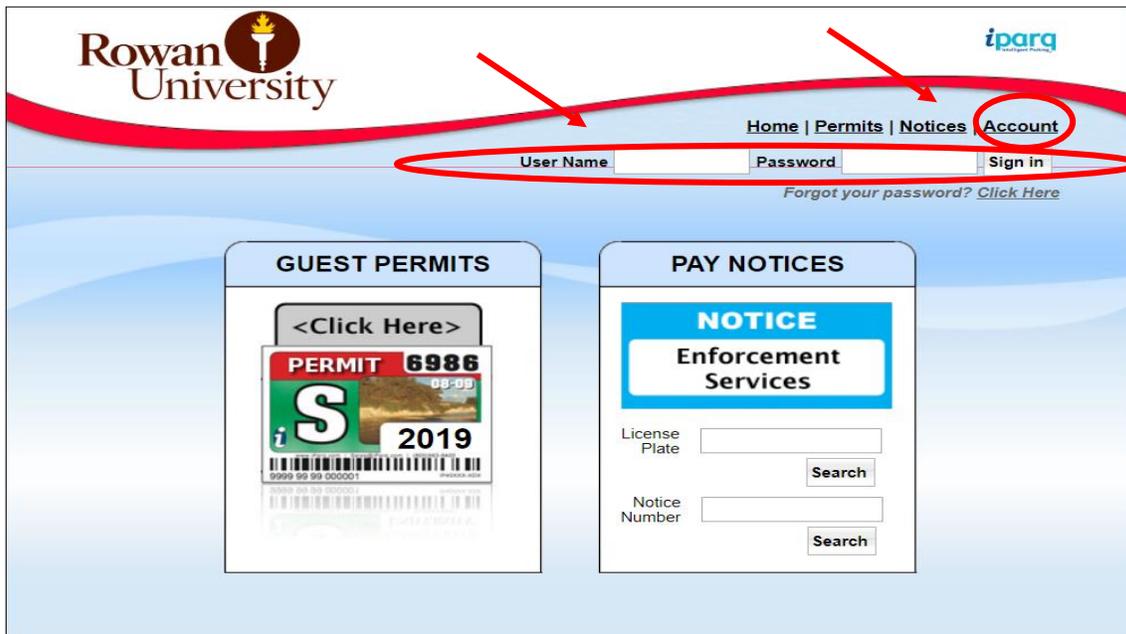
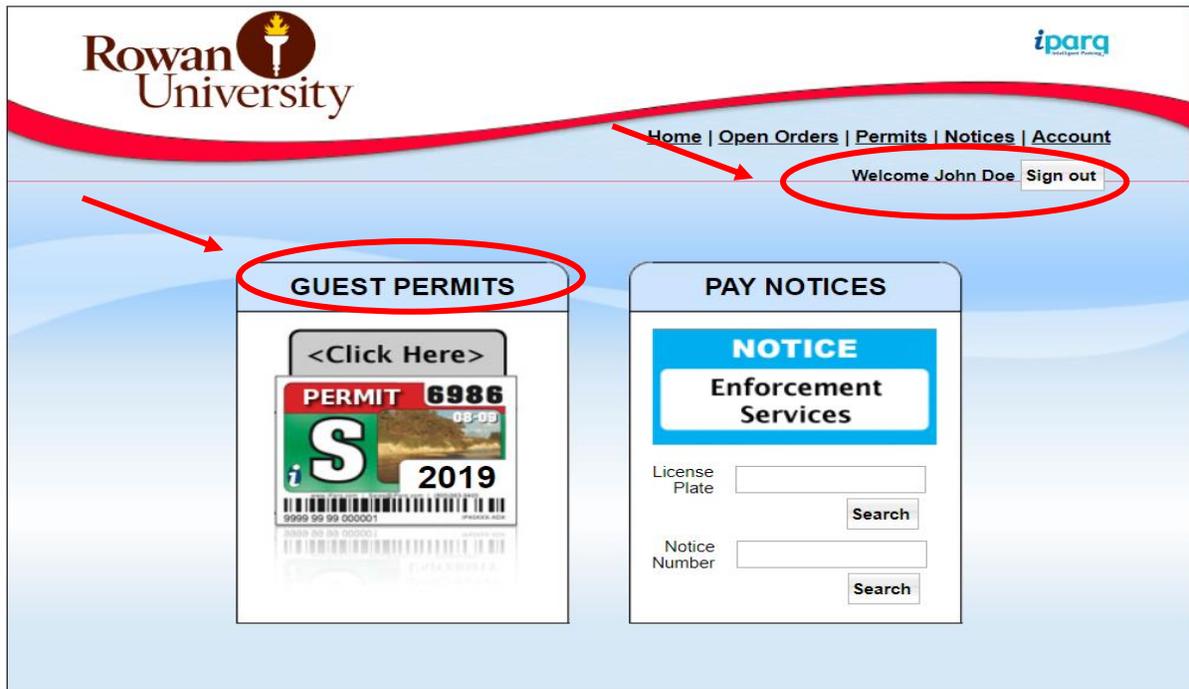


## How to Order a Parking Permit – Vendor/Service

**Step 1:** Visit [Rowanu.thepermitstore.com](http://Rowanu.thepermitstore.com). If you have an existing account, enter your “User Name” and “Password”. If you are a new customer, click on “Account” in the upper right hand corner. Click on “create a new account” and complete the required information.



**Step 2:** Once you have successfully signed in, the screen will read Welcome (your name). In the “GUEST PERMITS” box, click on <Click Here>.



A menu of permit types will display for the current academic school year. Select the permit type required.



**Step 3:** Verify that the permit selected in your “Shopping Cart” is correct. Click “Continue”.

The screenshot shows a 'Shopping Cart' window with a 'Permits' section. A table lists the items in the cart, and there are buttons for 'Add More Items', 'Update Order', and 'Continue'. Red annotations highlight the 'Service Spring - 2019' item and the 'Continue' button.

Permits	QTY	Total Amount	Remove
Service Spring - 2019 <small>(No vehicle associated yet.)</small>	1	25.00	<input type="checkbox"/>
<b>Permit Total:</b>	<b>1</b>	<b>\$ 25.00</b>	
<b>Grand Total:</b>	<b>1</b>	<b>\$ 25.00</b>	

Buttons: Add More Items, Update Order, Continue

**Step 4:** Click on the “Vehicle” drop down arrow to select a vehicle or add a vehicle. Enter a Banner ID number and Last Name in the appropriate fields. If you don’t know the Banner ID number to use, contact the Parking Office at 856-256-4575. Gourmet Dining Employees use 373407889. Click “Continue”.

The screenshot shows a checkout interface with a progress bar at the top containing five steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, and 5. Complete. The current step is 'Additional Info', which is titled 'Permit information.' Below the title, there is a text prompt: '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.' A red arrow points from this text to the 'Add Another Vehicle' button. The 'Service Spring - 2019' label is also circled in red. The 'Vehicle:' field is a dropdown menu with '[SELECT]' and a downward arrow, which is circled in red. Below this field is the 'Add Another Vehicle' button. The next section is titled 'Additional information is required for your purchase.' and includes a note: 'Please complete the **required** fields below. The **other** data is optional.' There are four input fields: '\* Banner ID:', '\* Last Name of Visitor:', '\* Start Date:', and '\*\*End Date:'. The first two fields are circled in red, with a red arrow pointing from the 'Banner ID' field to the 'Last Name of Visitor' field. At the bottom left is a 'Go Back to Shopping Cart' button, and at the bottom right is a 'Continue' button, which is circled in red. A red arrow points from the 'Continue' button to the right.

**Step 5:** Add or select the “Delivery address”. Click on the drop down arrow to select the “Payment Method” and complete the required information. Click on “Continue”.

**Checkout**

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

### Delivery Options

**1. Delivery method:**

Permit Type	Qty
Service Spring 2019	1

US Postal Service - Free! ▼

**2. Delivery address:**

Rowan University  
ATTN: Parking Office  
201 Mullica Hill Road  
Sewell, NJ 08080-08080

Additional Address:

[Go Back to Shopping Cart](#)

### Payment Options

The order total comes to \$25.00 plus shipping. What payment method do you want to use?

New Method

Payment Method: [ SELECT ] ▼

[Continue](#)

**Step 6:** Review your order and scroll down to read and familiarize yourself with the Parking Rules and Regulations. If your order is correct and you agree with the “Terms and Conditions”, click on “I Agree”.

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

**Please review your order.**

<b>Service Spring - 2019</b> <span style="color: red;">Awaiting Approval!</span>	\$0.00
2018 Black Acura RDX Test NJ	
** (Deferred) Shipping and Handling:	\$0.00
** Deferred Total:	\$0.00

Your order contains permits which must be approved by an administrator.  
\*\* You will only be charged for those permits (and their shipping fees) when and if they are approved.

**Information**

Banner ID:  
999999999

Last Name of Visitor:  
Doe

\* Start Date:

\*\*End Date:

**Shipping**

US Postal Service

to:  
Rowan University  
ATTN: Parking Office  
201 Mullica Hill Road  
Sewell, NJ 08080-08080  
USA

**Payment**

No payment necessary.

**Terms and Conditions**

**Rowan University Parking Rules and Regulations**

**Glassboro Campus**

**General Information**

By clicking the "I Agree" button you agree to the terms above.

[Go Back to Shopping Cart](#) | [I Agree](#)

**Step 7:** Your permit order will require approval by an administrator as noted below. After your permit application is approved, you will receive an automated email that the permit is approved or denied. If approved, you can re-access your account and follow the instructions named “Print a Temporary Parking Permit after the Permit is Ordered and Approved” which can be located on the “Parking Permits” tab on the Parking website.

Fold the temporary pass in half and place on the dashboard of the registered vehicle with the information visible to avoid a citation.

When the “stickered” parking permit arrives in the mail (within ten days), instructions to “Activate” your permit will be included.

Otherwise, follow the “Activate your Parking Permit” instructions on the “Parking Permits” tab on the Parking website.

**Checkout**

**Thank you for your order!**  
Please print this page for your records.

Your order number is **4700440**.

<b>Service Spring - 2019</b>	<b>Awaiting Approval!</b>	\$0.00
2018 Black Acura RDX Test NJ		
** (Deferred) Shipping and Handling:		\$0.00
** Deferred Total:		\$0.00

Your order contains permits which must be approved by an administrator.  
\*\* You will only be charged for those permits (and their shipping fees) when and if they are approved.

<p><b>Information</b></p> <p><b>Banner ID:</b> 999999999</p> <p><b>Last Name of Visitor:</b> Doe</p> <p><b>* Start Date:</b></p> <p><b>**End Date:</b></p>	<p><b>Shipping</b></p> <p><b>US Postal Service</b></p> <p>to:</p> <p>Rowan University ATTN: Parking Office 201 Mullica Hill Road Sewell, NJ 08080-08080 USA</p>	<p><b>Payment</b></p> <p>No payment necessary.</p>
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[Start New Order](#) [My Account](#)