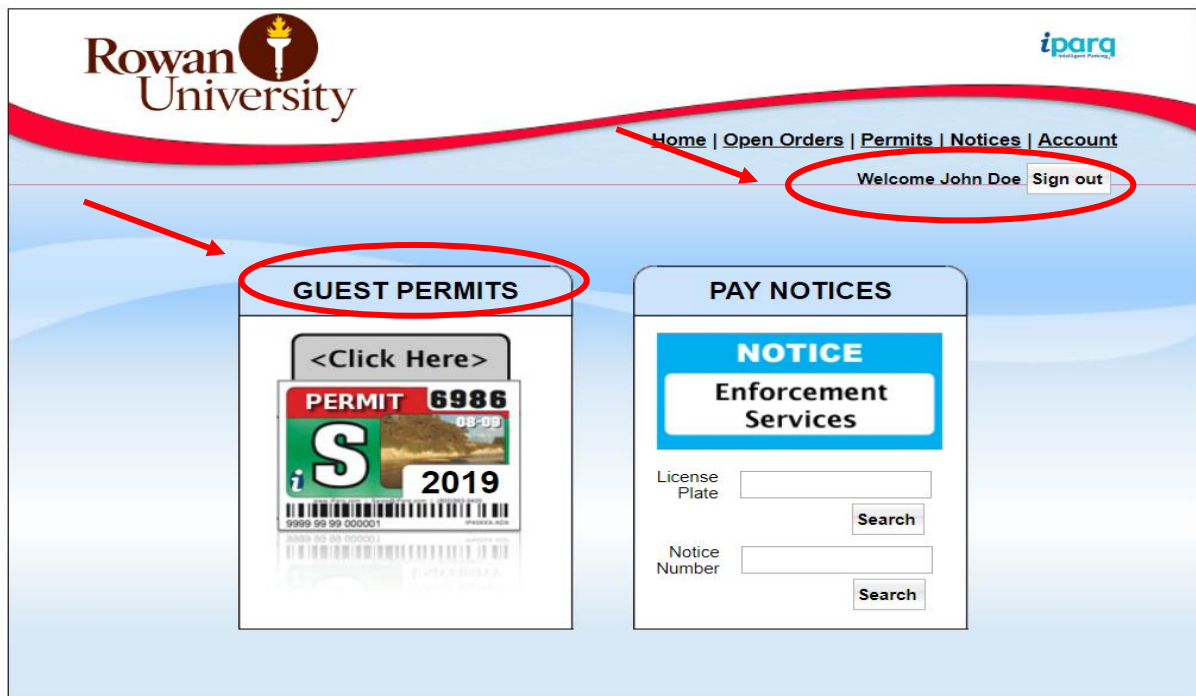


How to Order a Parking Permit – Vendor/Service

Step 1: Visit 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.

<p>Rec Center 2018-2019</p> <p>Issued after administrative review Ordered by Recreation Staff Only.</p> <p>Price: \$ 25.00</p> <p>Add Item</p>	
<p>Service Fall/Spring Replacement 2018-2019</p> <p>Issued after administrative review</p> <p>Price: \$ 25.00</p> <p>Add Item</p>	
<p>Service Spring 2019</p> <p>Issued after administrative review Vendor/Contract/Volunteers/Uncompensated employees on campus for an extended period of time and Gourmet Dining employees. Excludes parking in the garages.</p> <p>Price: \$ 25.00</p> <p>Add Item</p>	
<p>Unlimited 2018-2020</p> <p>Issued after administrative review Rowan University Board of Trustees only.</p> <p>Price: \$ 0.00</p> <p>Add Item</p>	

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

Shopping Cart

Permits

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


Add More Items**Update Order****Continue**

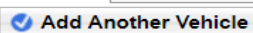
Step 4: Click on the “Vehicle” drop down arrow to select a vehicle or add a vehicle. Enter a Banner ID number and Last Name in the appropriate fields. If you don’t know the Banner ID number to use, contact the Parking Office at 856-256-4575. Gourmet Dining Employees use 373407889. Click “Continue”.

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.

Service Spring - 2019 Vehicle: [SELECT] 



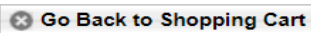
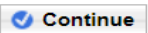
Additional information is required for your purchase.
Please complete the **required** fields below. The **other** data is optional.

* **Banner ID:**

* **Last Name of Visitor:**

* **Start Date:**

** **End Date:**

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”.

4

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

Please review your order.

Service Spring - 2019	Awaiting Approval!	\$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.

Service Spring - 2019	Awaiting Approval!	\$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.

[Start New Order](#) [My Account](#)