How to Print a Temporary Parking Pass – Vendor/Service (Guest Account)

**NOTE:** A Temporary Parking Pass can only be printed *AFTER* the permit application is approved. Also, once your permit application is approved, the system will automatically email a temp pass to the primary email address listed under your account in The Permit Store.

**Step 1:** Visit RowanU.thepermitstore.com and enter your “User Name” and “Password” and then click on “Sign In”.

![Image of the Rowan University permit store website interface]
**Step 2:** Click on “Account”, at the top right hand corner of the screen:

![Account section of a website](image)

**Step 3:** Click on “View Permits”:

![View Permits section of a website](image)
**Step 4:** You should now see a history of your permits. Click the “Print” button next to the permit ordered:

![Permits Table]

The temporary pass will print with an expiration date extended to ten days past the order date. The “stickered” permit should arrive in the mail within ten days. Fold the temporary pass in half and place on the dashboard of your registered vehicle to avoid a citation.

If you have not received the “stickered” permit in the mail before the temp pass expires, contact the Parking office at 856-256-4575 or email Parking@rowan.edu to email an extended temp pass. If thirty days have passed and you still have not received the “stickered” permit in the mail, contact the Parking office again and the Parking office staff will reorder the permit for you. The “stickered” permits are mailed by Rowan’s parking vendor to the primary address listed under your account in The Permit Store or the address keyed during the ordering process.