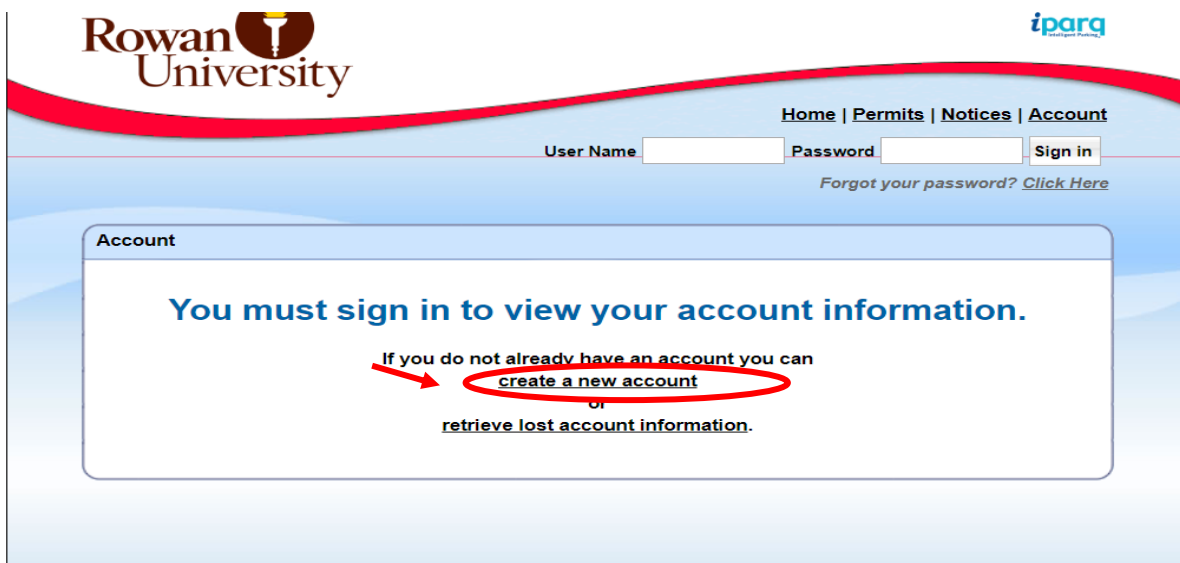
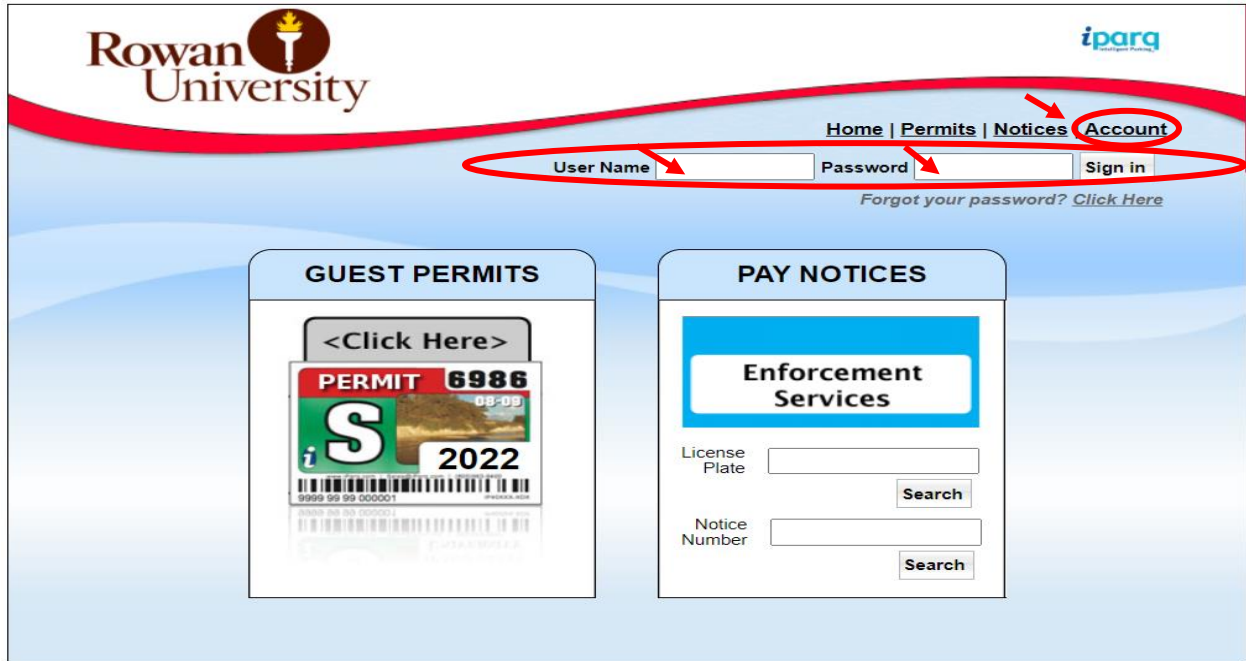
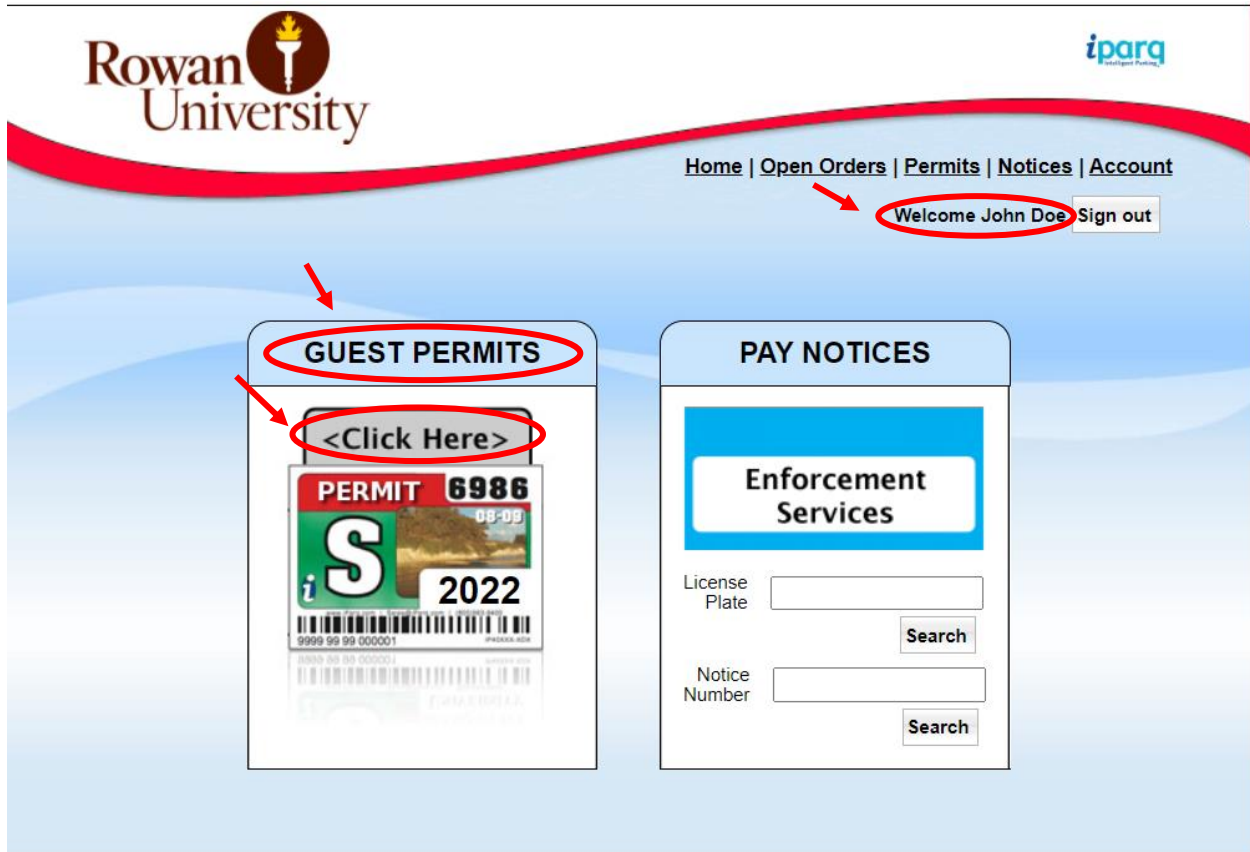


How to Order a Parking Permit – Vendor/Service (Guest Account)

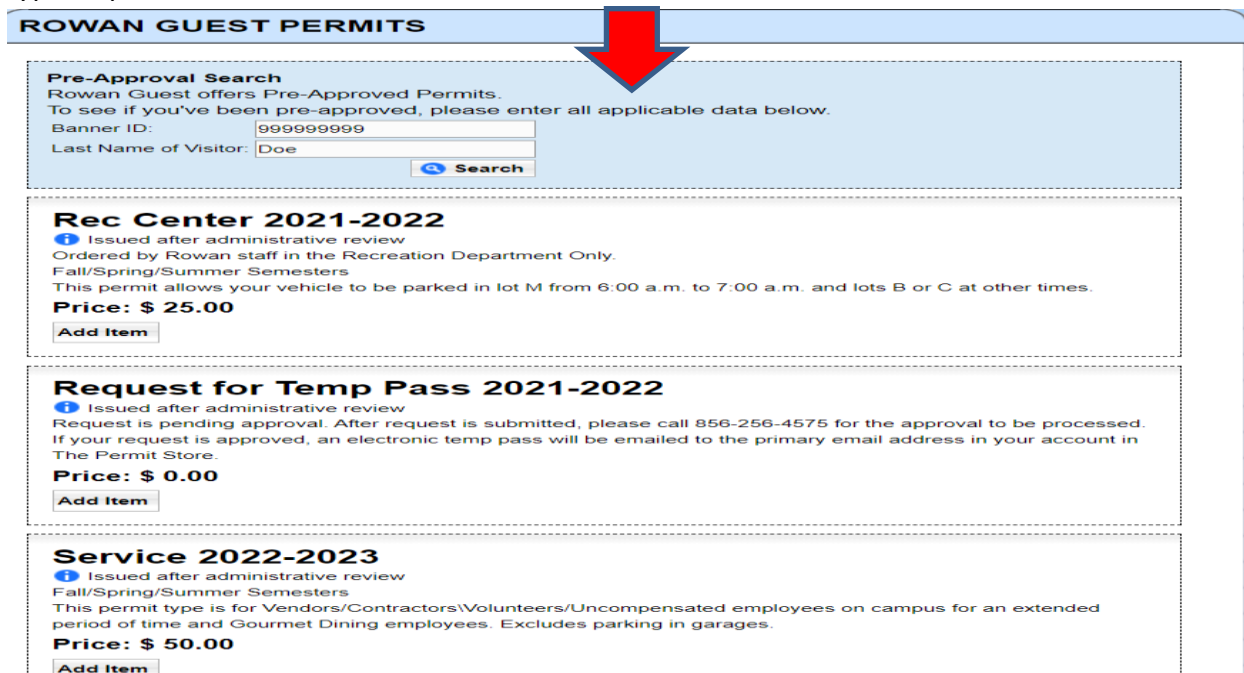
Step 1: Visit RowanU.thepermitstore.com. If you have an existing account, enter your “User Name” and “Password”. If you are a new customer, click on “Account” in the upper right hand corner. Click on “create a new account” and complete the required information:



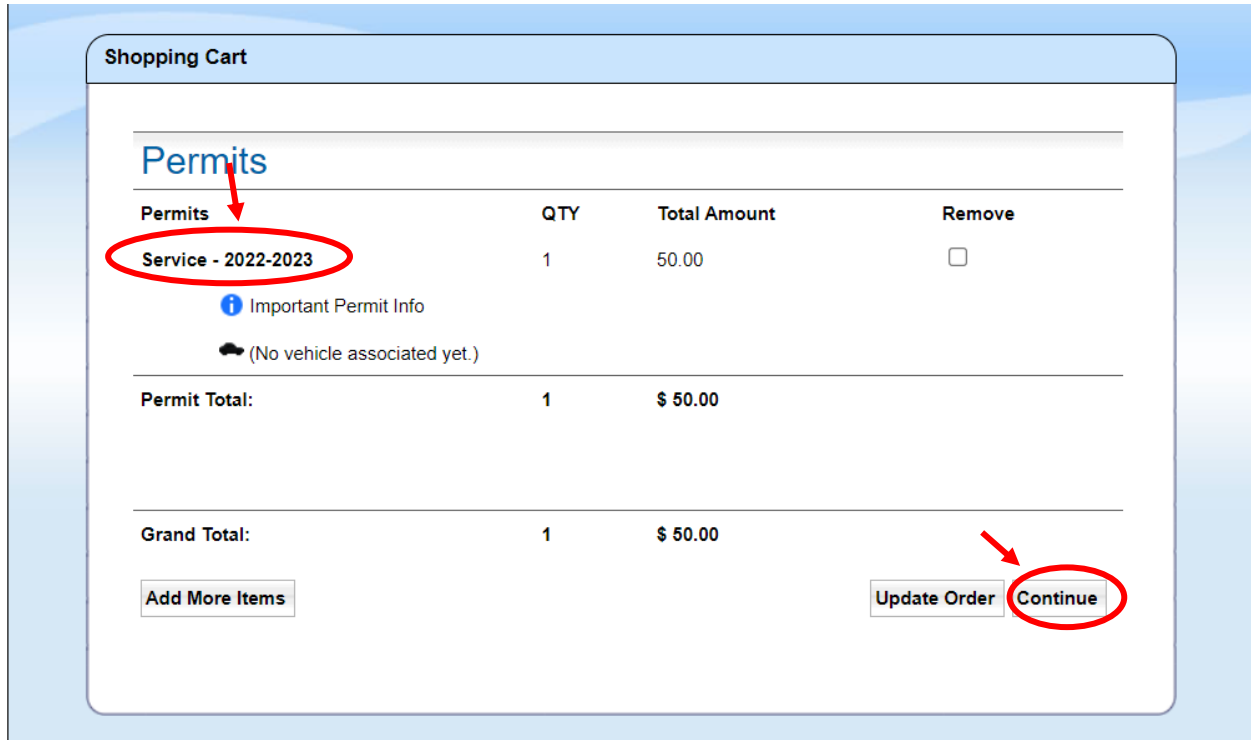
Step 2: Once you have successfully signed in, the screen will read Welcome (your name). In the "GUEST PERMITS" box, click on <Click Here>:



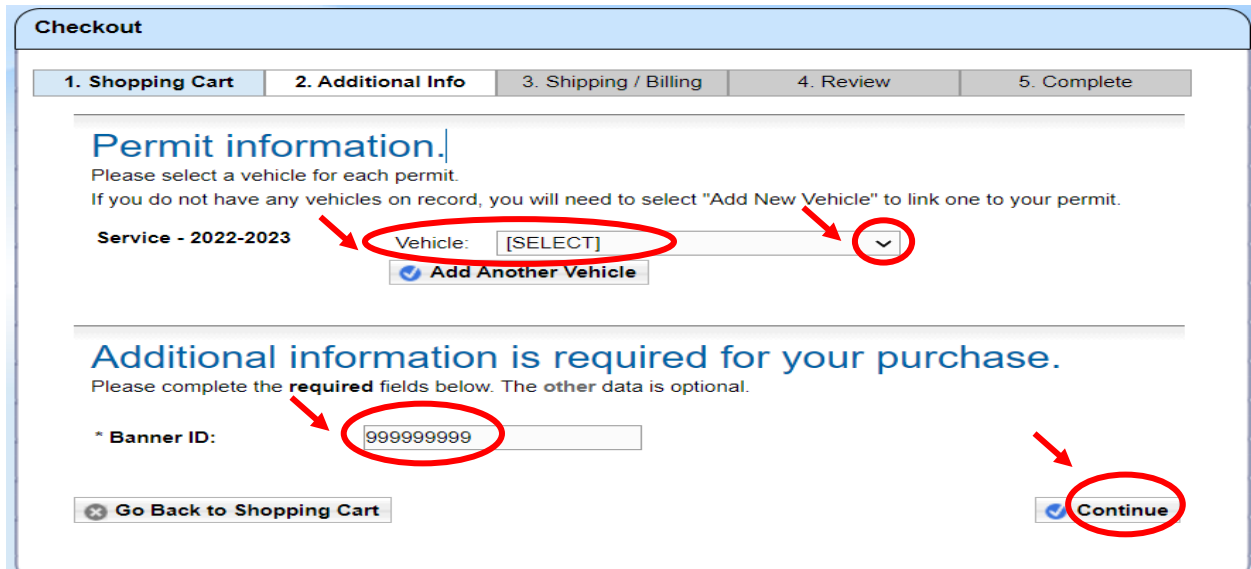
A menu of permit types will display for the current academic school year. Select the permit type required.



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



Step 4: Click on the “Vehicle” drop down arrow to select an existing vehicle or add a vehicle. Key the information in the highlighted fields. In the “Additional information is required for your purchase” section, key the Banner ID number. 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”:



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 2022-2023	1

US Postal Service - Free! ▾

2. Delivery address:

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

Additional Address:

Payment Options

The order total comes to \$50.00 plus shipping. What payment method do you want to use?

New Method

Payment Method: [SELECT] ▾

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”. You have now placed the order:

Checkout

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

Please review your order.

Service - 2022-2023 Awaiting Approval!	\$50.00
2018 Black Acura RDX Test NJ	
** (Deferred) Shipping and Handling:	\$0.00
** Deferred Total:	\$50.00

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.

IMPORTANT INFORMATION

Payment will appear as PERMIT/CITATION PRKGSV SAN DIEGO CA on your statement.

Information	Shipping	Payment
Banner ID: 999999999	US Postal Service	Mastercard: \$50.00
Last Name of Visitor: Doe	to: Rowan University ATTN: Parking Office 201 Mullica Hill Road Sewell, NJ 08080-08080 USA	Ending: -3107 Exp:01/2024
* Start Date: 10/1/2022		
**End Date: 10/1/2022		

Terms and Conditions

Rowan University Parking Rules and Regulations
Glassboro Campus
General Information
2022-2023

General Information

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

Step 7: Once your permit application is reviewed by an administrator, you will receive an automated email whether the permit application is approved or denied. If approved, a temp pass will also be automatically emailed to the primary email address listed under your account in The Permit Store. Otherwise, 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 under the bottom portion of the page (RowanU).

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 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 under the bottom portion of the page (RowanU).

You should receive the “stickered” permit in the mail within ten days of order date. The “stickered” permits are mailed by Rowan’s parking vendor in CA. If you do not receive the “stickered” permit in the mail, contact the Parking office at 856-256-4575 or email Parking@rowan.edu for a resolution.