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”:
**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:
**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.