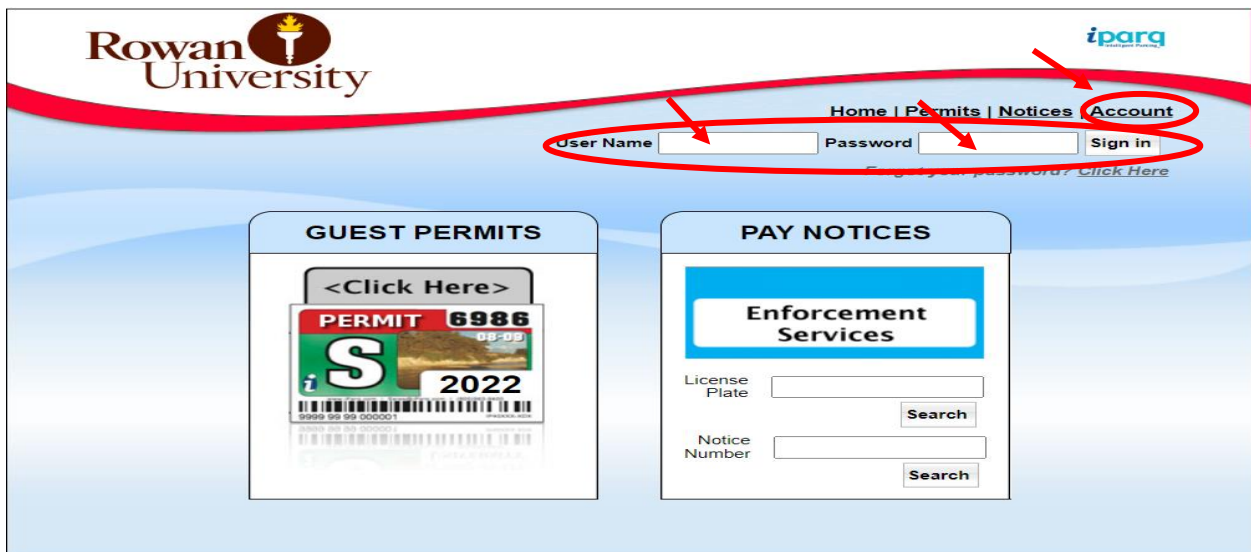


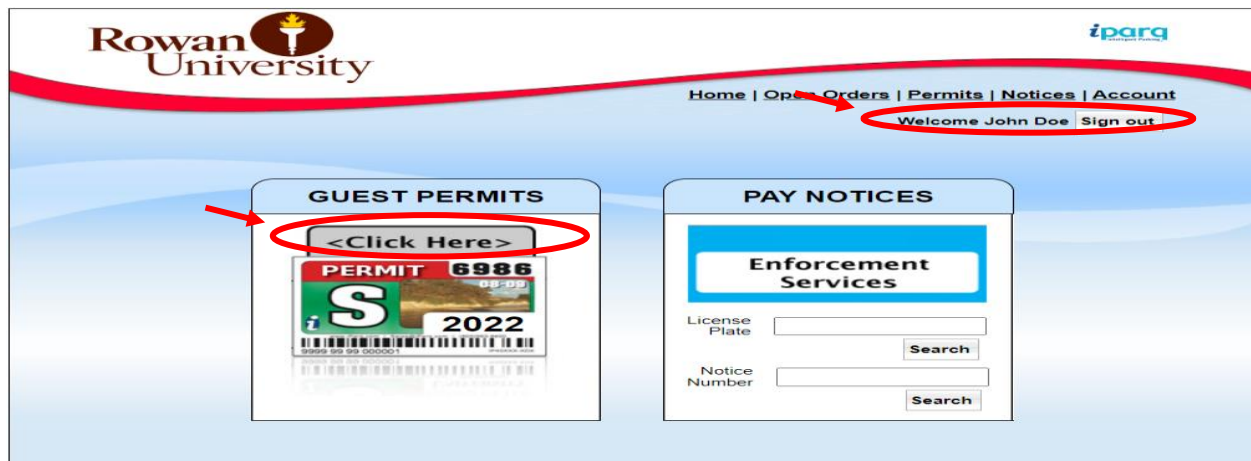


INSTRUCTIONS ON HOW TO ORDER A VISITOR OVERNIGHT PARKING PASS AT ROWANU.THEPERMITSTORE.COM

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>:




Step 3: A menu of permit types will display. Scroll down to “Visitor Overnight Pass” and then click on the “Select Dates” box.

Select the date(s) required and click on “Done”. Then, click on “Update Cart with Selected Dates”:

ROWAN GUEST PERMITS

Visitor Overnight Pass 2022-2023
This is a Visitor Overnight Pass valid until 8:00 a.m. the following morning for parking in lot B only.
Price: \$ 5.00
(\$5.00 per selected day.)


 **Select Dates**

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Done

Visitor Overnight Pass 2022-2023
This is a Visitor Overnight Pass valid until 8:00 a.m. the following morning for parking in lot B only.
Price: \$ 5.00
(\$5.00 per selected day.)

 **Select Dates** **Update Cart with Selected Dates**

Step 4: Verify that the date(s) selected are correct. If yes, click “Continue”. If the selection is incorrect, click in the “Remove” box, then click on “Update Order “and start again:

Shopping Cart

Permits

Permits	QTY	Total Amount	Remove
Visitor Overnight Pass - 2022-2023	1	5.00	<input type="checkbox"/>

Important Permit Info

- 1) 09/26/2022

(No vehicle associated yet.)

Permit Total: 1 \$ 5.00

Grand Total: 1 \$ 5.00

[Add More Items](#) [Update Order](#) [Continue](#)

Step 5: Proceed by clicking on the “vehicle” drop down arrow to select either a vehicle already listed under your account or add a new vehicle. Key the last name of the Visitor. The “Banner ID” field is optional. If you do have a Banner ID number, complete this field. To proceed, click on “Continue”:

Rowan University **ipara**

[Home](#) | [Open Orders](#) | [Permits](#) | [Notices](#) | [Account](#)

Welcome John Doe [Sign out](#)

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.

Visitor Overnight Pass - 2022-2023 (1) Vehicle: [SELECT]

- [Add New Vehicle]
- 2018 Black Acura RDX (Test, NJ)
- 2018 Red Acura RDX (123456, NJ)
- 2018 Beige Acura MDX (456789, NJ)
- 2016 Black Acura RDX (123456, NJ)

Additional information is required

Please complete the **required** fields below. The other data

Banner ID:

Last Name of Visitor:

[Go Back to Shopping Cart](#) [Continue](#)

Step 6: Click on the “Payment Method” drop down arrow, select the payment method and complete the required information. To proceed, click on “Continue”:

The screenshot shows the Rowan University website's checkout process. At the top left is the Rowan University logo, and at the top right is the iparq logo. Below the logos are navigation links: Home | Open Orders | Permits | Notices | Account. A user is logged in as John Doe, with a Sign out button. The main content area is titled "Checkout" and has a progress bar with five steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, and 5. Complete. The "Payment Options" section is active, showing a table of delivery options and a payment method selection area. The "Payment Options" tab is circled in red. A dropdown menu is open, showing options like American Express, Discover, Mastercard, and Visa. The "Continue" button is also circled in red.

Rowan University iparq

[Home](#) | [Open Orders](#) | [Permits](#) | [Notices](#) | [Account](#)

Welcome John Doe [Sign out](#)

Checkout

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

Delivery Options

Permit Type	Qty
Visitor Overnight Pass 2022-2023	1

E-Permit Service Fee - Free! ▾

[Go Back to Shopping Cart](#)

Payment Options

The order total comes to \$5.00 plus shipping. What payment method do you want to use?

New Method

Payment Method:

- [SELECT] ▾
- [SELECT]
- American Express
- Discover
- Mastercard
- Visa

[Continue](#)

Step 7: 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 Parking Rules and Regulations, click on "I Agree". Please note that if you ordered a pass for multiple days, your credit card will be charged one fee for the total price:

Please review your order.

Visitor Overnight Pass - 2022-2023 (1)	\$0.00
1) 09/26/2022	
2018 Red Acura RDX 123456 NJ	
Shipping and Handling:	\$0.00
Total:	\$0.00

IMPORTANT INFORMATION

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

Information Banner ID: 999999999 Last Name of Visitor: Doe * Start Date: 10/1/2022 **End Date: 10/1/2022 Is your vehicle an Electric Vehicle or Hybrid vehicle?:	Shipping E-Permit Service Fee to: Rowan University ATTN: Parking Office 201 Mullica Hill Road Sewell, NJ 08080-08080 USA	Payment No payment necessary.
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Terms and Conditions

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

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

Step 8: Your order has been successfully completed. The system will automatically email you a temp pass to the primary email address listed in your account. If multiple days were selected, the one email will contain a temp pass for each day selected to be printed. You can also click on “Print a temporary permit” on the “Checkout” screen below to print “all” of the selected days. Fold each pass in half and place on the dashboard of the registered vehicle with the information visible. Be sure the pass with the correct date is on the vehicle’s dashboard to avoid a citation. Each pass will expire at 8:00 a.m. the following day.

Checkout

Thank you for your order!

Please print this page for your records.

Your order number is 5908804.

Visitor Overnight Pass - 2022-2023 #6974969 (1)	\$0.00
1) 09/26/2022	
🚗 2018 Red Acura RDX 123456 NJ	
Shipping and Handling:	\$0.00
Total:	\$0.00

IMPORTANT INFORMATION

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

NOTE:

- If necessary, you can sign into your account again, click on “Account” in the upper right hand corner and then click on “View Permits” to print out your pass or passes.
- Each pass allows your vehicle to be parked in Lot B only and is valid until 8:00 a.m. the following day.
- The campus map may be viewed at:
<https://sites.rowan.edu/publicsafety/parking/parking-map-printable.html>