



HOW TO APPLY FOR A VISITOR OVERNIGHT PASS AT ROWANU.THEPERMITSTORE.COM

- 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.
- In the "GUEST PERMITS" box, click on <Click Here>.
- Scroll down the permit menu to select "Visitor Overnight Pass" and click on the "Select Dates" box.
- Select the date(s) required and click on "Done".
- Click on "Update Cart with Selected Dates". Verify that your date selection is correct. If yes, click on "Continue". If incorrect, click on the "Remove" box, then "Update Order" and start again.
- Proceed by clicking on the "Vehicle" drop down arrow to select vehicle or add a vehicle. Under the "Additional Information is required" section, key the "Last name of Visitor". The "Banner ID" field is optional. If you do have a Banner ID number, complete this field. Click "Continue".
- Click on the "Payment Method" drop down arrow, select the payment method and complete the required information. Click on "Continue".
- Review your order and the "Terms and Conditions". If in agreement, click on "I Agree".
- 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 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.

NOTES:

- **Each pass allows your vehicle to be parked in lot B only**
- **The cost of each Overnight Visitor Pass is \$5.00/night**
- **Each pass is valid until 8:00 a.m. the following day**
- **If you ordered a pass for multiple days, your credit card will be charged one fee for the total price**
- **Place the pass with the correct date on the registered vehicle's dashboard to avoid a citation.**
- **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.**
- **The campus map can be viewed at: <https://sites.rowan.edu/publicsafety/parking/parking-map-printable.html>**