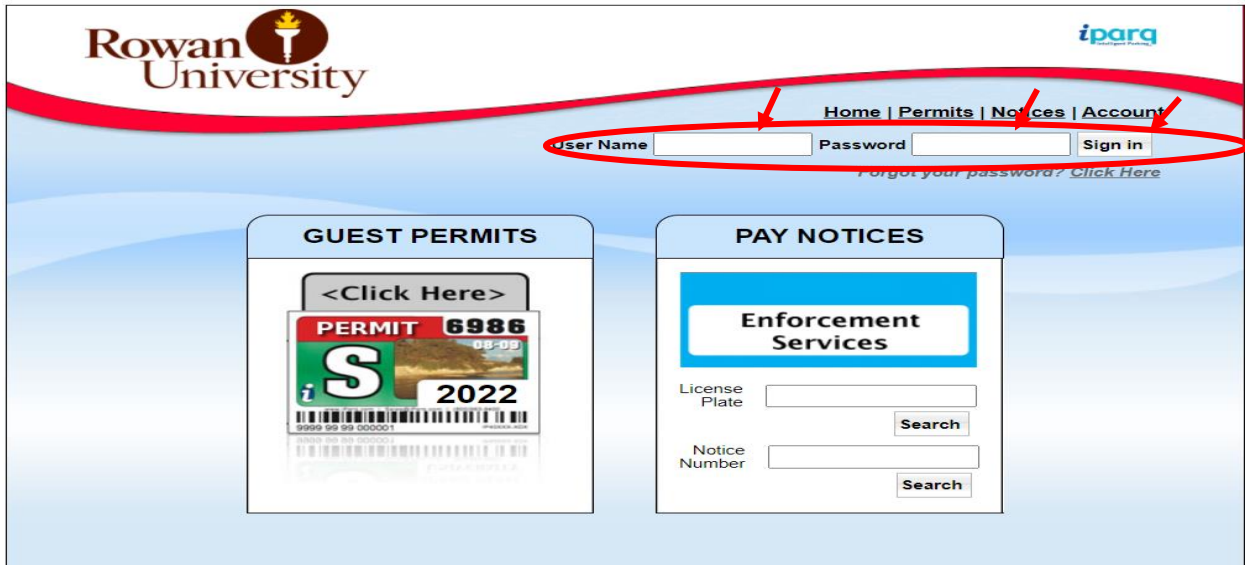
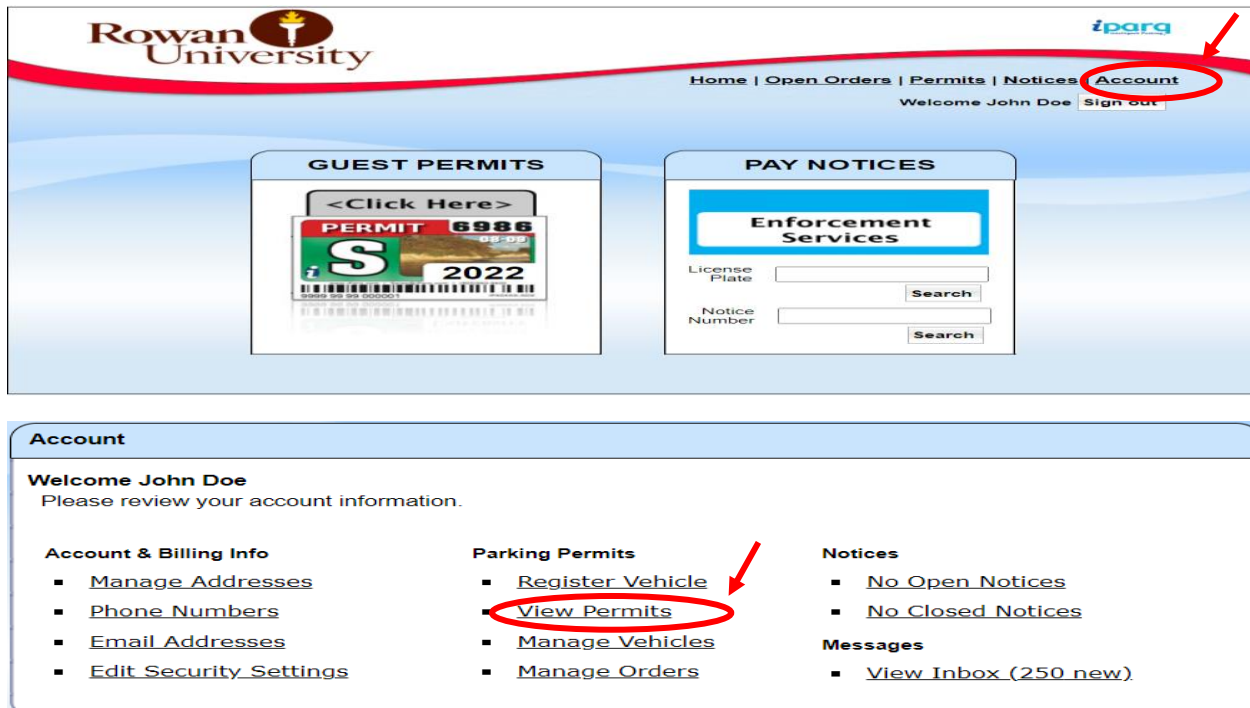


## How to Activate a Parking Permit – Vendor/Service (Guest Account)

**Step 1:** Visit [RowanU.thepermitstore.com](http://RowanU.thepermitstore.com) and enter your “User Name” and “Password” and then click on “Sign In”:



**Step 2:** Click on “Account”, then click on “View Permits” and a history of your permits will appear. The recent permit ordered will be at the status of “Activate”:



**Step 3:** Click on “Activate” and the “Manage Your Permit” box will appear. In the “Select Action” drop box, select “Activate” and then click the “Save” button:

Permits							Click your license plate to change or add vehicles on <b>Valid</b> permits.
Order	Permit	Valid End Date	Barcode	Vehicle	Status	Print Temp	
5899969	Service Spring - 2022	08/31/22	43372106000180	123456	<b>Activate</b>	Print	

**Manage Your Permit**  
Service Spring - 2022

Select Action: [ SELECT ] [ Save ]

Close

[ SELECT ]  
Activate

The permit will now read “Active” under your account:

Permits							Click your license plate to change or add vehicles on <b>Valid</b> permits.
Order	Permit	Valid End Date	Barcode	Vehicle	Status	Print Temp	
5899969	Service Spring - 2022	08/31/22	43372106000180	123456	<b>Active</b>	Print	