



## How to Order a Parking Permit at [RowanU.thepermitstore.com](http://RowanU.thepermitstore.com) – Quick Guide

- Visit [RowanU.thepermitstore.com](http://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> and select the permit type. If you do not know which permit type to select, contact Parking at 856-256-4575 or email [Parking@rowan.edu](mailto:Parking@rowan.edu) for assistance. Click on “continue”.
- Verify that the permit selected in your “Shopping Cart” is correct. If yes, click on “Continue”.
- Click on the “Vehicle” drop down arrow to select an existing vehicle or add a vehicle. Under the “Additional information is required for your purchase” section, add the Banner ID number. If you don’t know the Banner ID number to use, contact the Parking Office. Gourmet Dining Employees use 373407889. Click “Continue”.
- Add or select the “Delivery address”. Click on the “Payment Method” drop down arrow and select the payment method and complete the required information. Click on “Continue”.
- Review your order and scroll down to read the Parking Rules and Regulations. If in agreement, click on “I Agree”. You have now placed the permit order which is awaiting review.
- Whether your permit application is approved or denied, you will receive an automated email notification. If approved, your credit card will now be charged and a temp pass will also be automatically emailed to you to print. Otherwise, for instructions, refer to the “Print a Temporary Parking Permit after the Permit is Ordered and Approved” 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 “stickered” parking permit arrives in the mail, (within ten days), instructions on how to “Activate” the permit will be included.