Buying a Virtual Parking Permit for Community Program class participants, Visitors, and Guests

Purchase a Semester or Daily permit by logging in to the Cuesta College parking permit portal as a GUEST. Go to https://cuestacollege.thepermitportal.com/Guest. The link can also be found on the Campus Police Parking and Permits webpage, under How to Purchase a Parking Permit, click on the Green button.

Pop-ups must be enabled to use the permit portal.

GUEST Parking Permit »

- Click on "Please select an Option" box, choose "Purchase a Permit"
- 2. Enter your Email Address.
- 3. Enter your Last Name.
- 4. Submit.



Select Permit Type

- 1. Under Select Permit Type Choose from:
 - *Daily: valid for one-day on one (1) vehicle.
 - Guest (Fall, Spring or Summer)
 Automobile permit: valid for term/semester noted.
 - Motorcycle (Fall, Spring, Summer)
 permit: valid for term/semester noted. Motorcycles must have a motorcycle permit; they cannot be added as an additional vehicle to a vehicle permit.

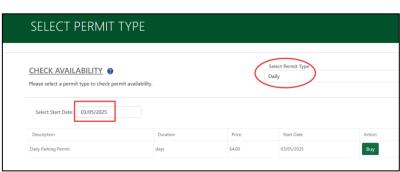
CUESTA COLLEGE

CHECK AVAILABILITY
Please select a permit type to check permit ava

Select Start Date: 03/05/2025

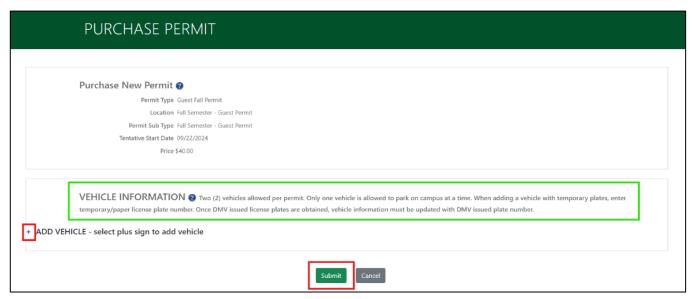
SELECT PERMIT TYPE

- *Daily permits can be purchased for:
- Same day of purchase OR
- For a future date: Click on date box for pop-up calendar to choose a future date.
- Daily permits allow only one (1) vehicle.
- Permit type will appear in Description, click **Buy**.





ADD VEHICLE INFO



- 1. Click the plus (+) sign ADD VEHICLE to add a vehicle.
- VEHICLE INFO box will pop-up.
 To add another vehicle, click on the plus (+) sign again.
 Up to 5 vehicles can be added to your account, but only 2 can be Selected at one time. (under Select Record) Check the DMV vehicle registration for the Make, Model, Color and Year.

** License plate number must be entered correctly. **

New out-of-state vehicles that don't have temporary paper plates, type NEW and last 4 numbers of the VIN number (NEW1234) as the license plate number. Edit plate number when you receive permanent DMV-issued plates.

- 3. **SAVE** information.
- 4. If multiple vehicles have been added to your account, make

sure to put a check next to the vehicle(s) you want registered to the permit. Maximum of two (2) vehicles can be "selected", but only one (1) vehicle can use the permit at a time.

×

Make

Model
--Loading...--

Color

Year Year

Plate Number

Plate Number

--Select Make--

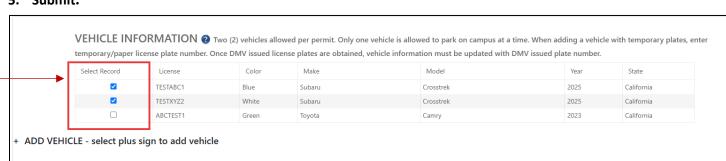
-- Select Color--

State / Province

--Select--

VEHICLE INFORMATION

5. Submit.



After hitting Submit, you'll receive an email from permits@thepermitportal.com.

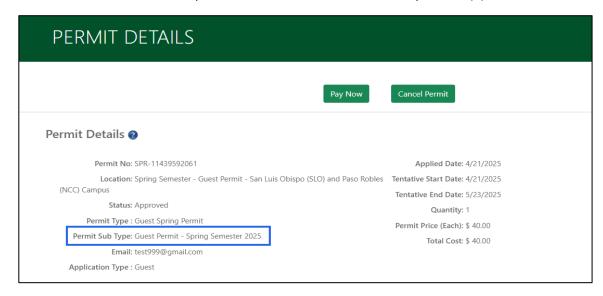


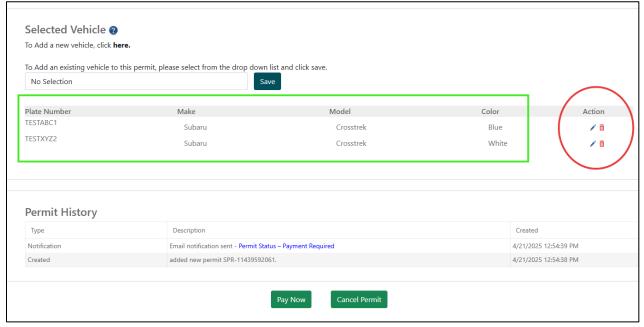
The email will say permits must be in PAID status to be valid. (Once the permit is paid, you'll receive another email saying it's paid and valid.)

PERMIT DETAILS

Before hitting **Pay Now**, check the permit details. The vehicles listed in the Selected Vehicle area are the vehicles that are registered to this permit.

- Is the Permit Type correct? If not, hit the back arrow to return to the previous screen where you can Select Permit Type and choose a different permit type, or you can Cancel the permit and start over.
- Is the vehicle(s) listed under Selected Vehicle the vehicle(s) you want registered to the permit?
 - > If not, click the blue pencil to edit the vehicle and hit Save. The vehicle information will update.
 - ➤ If there are no vehicles listed but the vehicle has been added before, click on the No Selection box for a dropdown of the license plates that have been added before. Choose the one you want on the permit and hit Save.
 - If there are no license plates listed, click on "here" to Add up to two (2) vehicles.





 Click Pay Now. Enter credit card information.
 An email notification will be sent confirming the permit is Paid and Valid.

