

1. Go to the Chapel Hill Transit permit website homepage:

<http://parking.townofchapelhill.org/prlot>

**CARDINAL**  
TOWN OF CHAPEL HILL

Driver License Number:	
Last Name:	
<input type="button" value="Request Permit"/>	

**CARDINAL**  
TRACKING INC.

You must have JavaScript and Cookies enabled to use our e-commerce site.  
TickeTrak Copyright © 2013, Cardinal Tracking Inc.

TickeTrak Database Version: 9

2. Enter your driver's license number and last name and click "Request Permit" button.

**CARDINAL**  
TOWN OF CHAPEL HILL

Driver License Number:	12345678
Last Name:	smith
<input type="button" value="Request Permit"/>	

**CARDINAL**  
TRACKING INC.

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TickeTrak Database Version: 9

3. **First time user:** If this is your first time using the system, your information will not be identified. The system will generate the screen shown below.

Click "Continue" to create an account.

# CARDINAL

**Please verify your login information**

**YOU WERE NOT FOUND IN OUR SYSTEM, CLICK CONTINUE ONLY IF YOU WANT TO REGISTER AS A NEW USER!**

Login:12345678  
Password:smith  
User Type:Transient

4. Complete all fields marked with a red asterisk \* and click "Submit".

# CARDINAL

**Adding New User**

Your name was not found in our database. Please enter your information or go back and login again.

\* First Name:

Middle Name:

\* Last Name:

\* Driver License Number:

\* Driver License State:

\* Email Address:

\*-=Required Fields

5. You will be redirected to a blank address page shown below. The address you enter here will be used to mail your permit. Click "Add" to go to the next page where you will enter your permit shipping address.

# CARDINAL

Address Information For: SMITH, JANE

Select your current address or register a new one

Edit	Select Address	Address	City	State	Zip	Phone
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6. Complete the address form. Make sure that is the address where you want your permit to be shipped to. Verify that your address appears correctly in the grey bar below. Click "Add".

# CARDINAL

Adding Address Entry For: SMITH, JANE

Please enter your current address information

Block :	Direction:	*Street or Dorm Building:	Suffix:	Apt/Room:
<input type="text"/>	<input type="text"/>	<input type="text" value="200 FRANKLIN STREET"/>	<input type="text"/>	<input type="text" value="APT 12"/>
*City:	*State:	*Zip:		
<input type="text" value="CHAPEL HILL"/>	<input type="text" value="North Carolina"/>	<input type="text" value="27516"/>		
County:	Home Phone:	Email:		
<input type="text"/>	<input type="text" value="( 919 ) 999 - 9999"/>	<input type="text" value="jane.smith@gmail.com"/>		

Address Results:

200 FRANKLIN STREET APT 12 CHAPEL HILL NC 27516

\* Required Fields NOTE: If entering a dorm address, please use Building and Room fields above.

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7. Select the address by clicking a round button on the left. Click "Proceed".

Edit	Select Address	Address	City	State	Zip	Phone
	<input checked="" type="radio"/>	200 FRANKLIN STREET APT 12	CHAPEL HILL	NC	27516	(919)999-9999

Proceed Add

8. The next field is used to enter you vehicle information. This information is required to set up an account and issue a permit; however, your permit is transferable between vehicles.

To complete Vehicle Registration form, click "Add".

Edit	Select Vehicle	Year	Make	Model	License Plate	Plate State	Plate Year
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Proceed Add

9. Complete relevant vehicle information and save the form.

All fields marked with a red asterisk must be completed.

**CARDINAL**

Vehicle Editor (add mode)

Please Enter All Available Info On Your Vehicle

\*License Plate: 1234    \*Plate State: North Carolina    Type: Make Selection    Plate Year:

\*Major Color: BLACK    Minor Color: Make Selection    Model Year: 2010

VIN #:     \*Make: ACURA    \*Model: INTEGRA

Style: Make Selection

\* Required Fields If a dropdown does not contain your vehicle's info, you must select NOT LISTED.

Save Cancel

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10. Select your vehicle by clicking a round button on the left. Click "Proceed".

Edit	Select Vehicle	Year	Make	Model	License Plate	Plate State	Plate Year
	<input checked="" type="radio"/>	2010	ACURA	INTEGRA	1234	NC	

11. Click "Request Permit" button to go to the next page where you can make a permit selection.

Lot	Decal Type	Expired	Expire Date	Decal Number	Issue Date
You currently have no permit history to list					

12. Decal selection page is shown below. You can choose **1 monthly** permit or **1 annual** permit. At this time, it is not possible to purchase multiple permits.

**CARDINAL**

Decal And Lot Selection

Please follow the steps below to request a permit online.

Decal Type  
Step 1. Select Decal Type

Parking Lot  
Step 2. Select Parking Lot

COST: 0.00  
Total includes an E-Commerce fee of \$0.00

Step 3. Click Continue

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13. Select a permit you would like to purchase from the "Decal Type" drop down menu. Ignore the "Parking Lot" drop down menu option. Click "Continue".

# CARDINAL

## Decal And Lot Selection

Please follow the steps below to request a permit online.

Decal Type

\$21.00, PARK/RIDE MONTHLY PERMIT ▼

Step 1. Select Decal Type

\$250.00, PARK/RIDE ANNUAL PERMITS

**\$21.00, PARK/RIDE MONTHLY PERMIT**

Step 2: Not Applicable ▼

COST: \$21.00

LOT: NOT APPLICABLE

Step 3. Click Continue

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# CARDINAL

## Decal And Lot Selection

Please follow the steps below to request a permit online.

Decal Type

\$21.00, PARK/RIDE MONTHLY PERMIT ▼

Parking Lot

Step 2: Not Applicable ▼

COST: \$21.00

LOT: NOT APPLICABLE

Step 3. Click Continue

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14. Carefully review your order summary before submitting your transaction. After you click "Submit Transaction" you will be redirected to PayPal to pay for your permit.

**IMPORTANT:**

**AFTER YOU COMPLETE YOUR PAYPAL TRANSACTION, MAKE SURE TO CLICK "RETURN TO TOWN OF CHAPEL HILL". IF YOU DO NOT CLICK "RETURN TO TOWN OF CHAPEL HILL" AFTER YOU SEE THE RECEIPT PAGE ON THE PAYPAL SITE, YOUR TRANSACTION WILL NOT COMPLETE.**

**CARDINAL**

Please Verify Transaction Information

Decal Description: PARK/RIDE MONTHLY PERMIT

Lot Description: NOT APPLICABLE

Total Cost: \$21.00

Payment Type: Credit Card

Click the 'Submit Transaction' button below to request your Parking Permit. You will be passed to a secure web site which may take a few minutes. Only click the button once!

**Thanks for your order**

✓ [redacted], you just completed your payment.

Your receipt number for this payment is: [redacted].

We'll send a confirmation email to [redacted]. This transaction will appear on your statement as PayPal \* [redacted].

[Return to Town of Chapel Hill](#)

If you have forgotten your password, please [reset it](#).

Payments processed by **PayPal**

**If you do not click "Return to Town of Chapel Hill" after you see the receipt page on the PayPal site, your transaction will not complete and delivery of your permit will be delayed.**

Submit Transaction    Go Back

15. Complete your payment information on the PayPal site. You have 2 payment options:


- Pay with my PayPal account
- Pay with a debit or credit card

### Town of Chapel Hill

#### Your order summary

Descriptions	Amount
NOT APPLICABLE	\$21.00
Item number: PARK/RIDE MONTHLY ...	
Item price: \$21.00	
Quantity: 1	
<b>Item total</b>	<b>\$21.00</b>
	<b>Total \$21.00 USD</b>

#### Choose a way to pay





[Pay with my PayPal account](#)  Log in to your account to complete the purchase

[Pay with a debit or credit card](#)  
(Optional) Join PayPal for faster future checkout

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Country:

Card number:

Payment Types:    

Expiration date: mm / yy  
 /

CSC:   
[What is this?](#)

First name:

Last name:

Address line 1:

Address line 2 (optional):


City/State:

ZIP code:

Phone type:   
[Why is this needed?](#)

Phone number: 555-555-1234

Email:

Payments processed by 

[Cancel and return to Town of Chapel Hill.](#)

[Site Feedback \[-\]](#)  
PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#)



16. PayPal will generate a confirmation page.

**Remember to click “Return to Town of Chapel Hill” to finalize your order and get a Parking Permit Receipt.**

**Town of Chapel Hill**

You just made a payment of  
**\$21.00 USD**

[Print receipt](#)

**Paid to**  
Town of Chapel Hill  
chtransit@townofchapelhill.org

**Thanks for your order**

✓ [REDACTED], you just completed your payment.

Your receipt number for this payment is: [REDACTED]

We'll send a confirmation email to [REDACTED]. This transaction will appear on your statement as PayPal \*TRANSITTEST.

[Return to Town of Chapel Hill](#)

*Payments processed by* **PayPal**

[Site Feedback \(+\)](#)  
PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

17. Save the receipt for your records.

**THIS IS YOUR CONFIRMATION THAT THE TRANSACTION WAS SUCCESSFULLY COMPLETED.**

**CARDINAL**

Parking Permit Receipt

Name: [REDACTED]  
ID: [REDACTED]  
Date: [REDACTED]  
Pay Option: [REDACTED]  
Vehicle(s): [REDACTED]  
Transaction Receipt Number: [REDACTED]

TRANSACTION ID: 74.3180778258888142G

Decal	Decal Description	Lot	Lot Description	Cost
PRM	PARK/RIDE MONTHLY PERMIT	NONE	NOT APPLICABLE	\$21.00
			E-Commerce Fee:	\$0.00
			<b>TOTAL:</b>	<b>\$21.00</b>

Please print this receipt and keep it with your important records.

[PRINT RECEIPT](#)  
[REQUEST PERMIT FOR ANOTHER VEHICLE](#)  
[HOME](#)  
[QUIT](#)