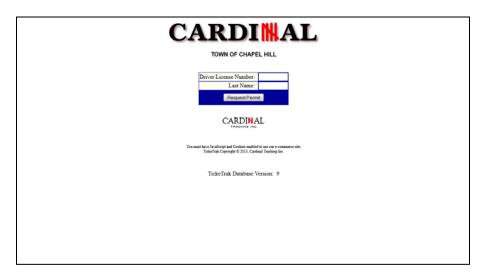
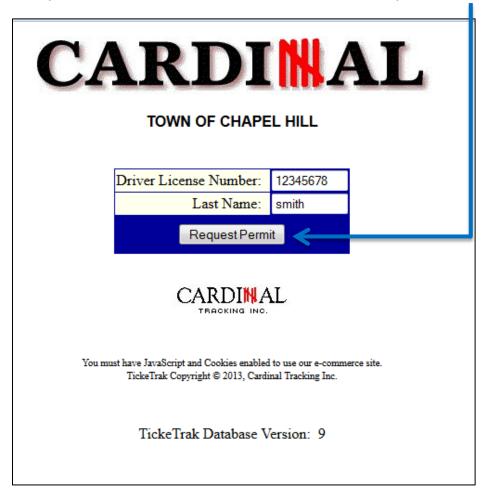
## 1. Go to the Chapel Hill Transit permit website homepage:

http://parking.townofchapelhill.org/prlot



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



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.



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

C.	ARDIMAL
	Adding New User
Your name was not found	in our database. Please enter your information or go back and login again.
	* First Name:
	Jane
	Middle Name:
	* Last Name:
	Smith
	* Driver License Number:
	12345678
	* Driver License State:
	North Carolina ▼
	* Email Address:
jane.smith@	<sup>®</sup> gmail.com
	*=Required Fields
	Go Back Reset Submit

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.

			CARDIMAL			
			Address Information For: SMITH, JANE			
			Select your current address or register a new one			
Edit	Select Address	Address	City	State	Zip	Phone
			Proceed Add			

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".

CA	RDI	AL TH, JANE
Pleas	e enter your current address	information
Block : Direction:	*Street or Dorm Building: 200 FRANKLIN STREET	Suffix: Apt/Room: APT 12
*City: CHAPEL HILL	*State: North Carolina   ▼	*Zip: 27516
County:	Home Phone: (919) 999 - 9999	Email: jane.smith@gmail.com
200 50	Address Results:	NO OZE10
	ANKLIN STREET APT 12 CHAPEL HILL  If entering a dorm address, please use l	
	Add Cancel  Copyright@2013, Cardinal Tracking, In	с.

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

						MAL SMITH, JANE	4			
			Select your cur	rent addre	ss or	register a new one				
Edit	Select Address	Address				City		State	Zip	Phone
<b>&gt;</b>	0	200 FRANKLIN STREET APT 12				CHAPEL HILL		NC	27516	(919)999-9999
				Proceed	Ad	d				

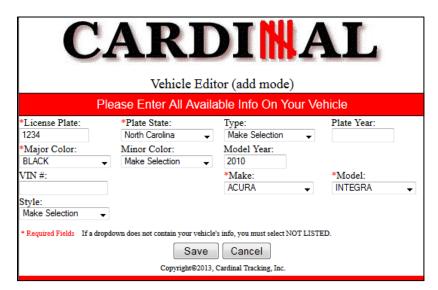
8. The next field is used to enter you vehicle information. This information is required to set up an account and issue a permit; however, your permit is transferable between vehicles.

To complete Vehicle Registration form, click "Add".



9. Complete relevant vehicle information and save the form.

All fields marked with a red asterisk must be completed.



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



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

	CAR	DIMAL	ŀ			-
	Permit His	tory For: SMITH, JANE				
	Parking	Permit History Listing				
ot	Decal Type	Expired	Expire Date	Decal Number	Issue Date	ĺ
	You currently	y have no permit history to list				
	Main M	enu Request Permit				

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
Decai 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  Continue  Cancel  Copyright®2013, Cardinal Tracking, Inc.

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".



## Decal And Lot Selection

Please follow the steps below to request a permit online.

COST: \$21.00

LOT: NOT APPLICABLE

Step 3. Click Continue

Continue Cancel

Copyright@2013, Cardinal Tracking, Inc.

## 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

Continue Cancel

Copyright@2013, Cardinal Tracking, Inc.

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.

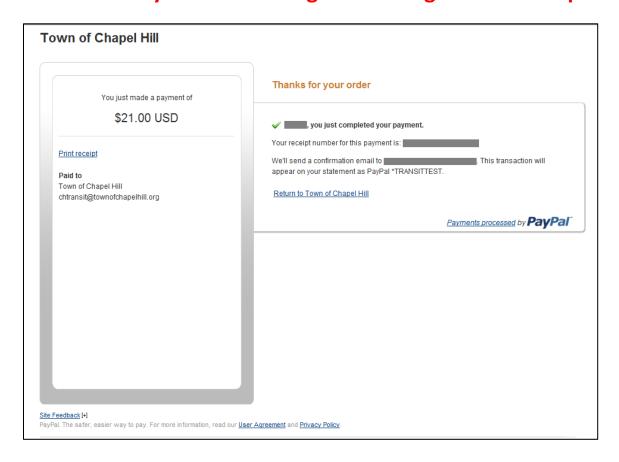


- 15. Complete your payment information on the PayPal site. You have 2 payment options:
  - Pay with my PayPal account
  - Pay with a debit or credit card

Your order summary		Choose a way to pay				
Descriptions	Amount	Pay with my PayPal accou	<u>nt</u>	PayPal"		
NOT APPLICABLE	\$21.00	Log In to your account to complete the pur	chase	PayPal*		
Item number: PARK/RIDE Item price: \$21.00 Quantity: 1	MONTHLY	➤ Pay with a debit or credit (Optional) Join PayPal for fas				
Item total	\$21.00	(Optional) soni i ayi ai ioi ias	ter rature director			
	Total \$21.00 USD	Country	United States	<b>-</b>		
		Card number				
		Payment Types	VISA Materiana DISCOVER	NO.		
		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?	Mobile 🐷			
		Phone number	555-555-1234			
		Email				
			Review and Continue			
	_		<u>Payments pr</u>	ocessed by PayPal		
		Cancel and return to Town of Chape	l Hill.			

## 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.



## 17. Save the receipt for your records.

#### THIS IS YOUR CONFIRMATION THAT THE TRANSATION WAS SUCCESFULLY COMPLETED.

