



Public Works Department · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.5407

To Purchase a Monthly Permit on the Vallejo Monthly Parking Website:

Visit the City of Vallejo Website at www.cityofvallejo.net



On the megamenu, go to "Online Services", under "Online Payments" click on "Waterfront Parking"



Click the link to take you to the Vallejo Parking Webpage

This page has all the information about how you can purchase daily and monthly permits, the costs, and other FAQs

How to Purchase a Monthly Permit

The screenshot shows the login page for the Digital Permit System. The page title is "DIGITAL PERMIT SYSTEM" and it includes the logo for "The VALLEJO" and the text "Online Permit Management System". Below the header, there is a login form with fields for "Email address" and "Password", and a "Log on to my account" button. There are also links for "Forgot your username?" and "Forgot your Password?". At the bottom left, there is a "New User" section with a "Please register here" button. A blue arrow points from the "Please register here" button to the right.

This is the login page for Monthly Permit users

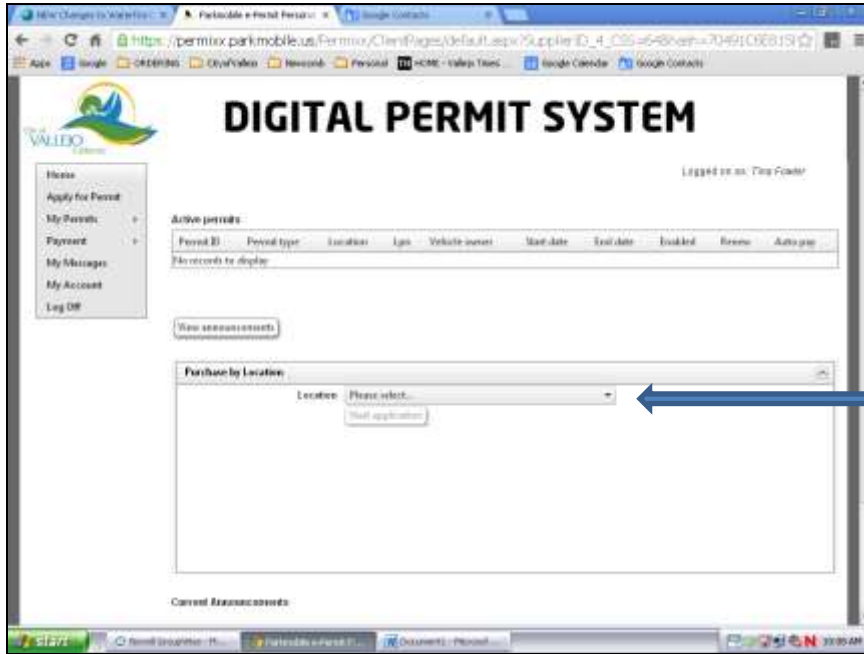
Click "Please Register Here"

You must register, even if you have a Parkmobile account

The screenshot shows the registration page for the Digital Permit System. The page title is "DIGITAL PERMIT SYSTEM" and it includes the logo for "The VALLEJO" and the text "Registration". Below the header, there is a registration form with sections for "Personal Details", "Address Details", and "Main Address". The "Personal Details" section includes fields for "First name", "Last name", and "Email address". The "Address Details" section includes fields for "Daytime Phone Number", "Secondary phone no.", and "Contact method". The "Main Address" section includes fields for "Address", "City/Town", "State", and "Zip code". A blue arrow points from the registration form to the right.

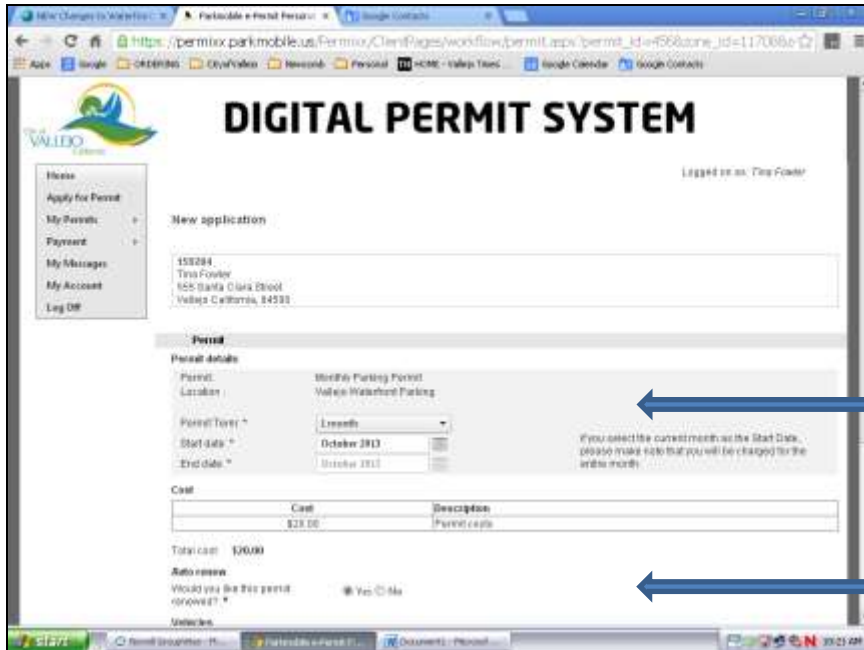
Complete Login form with appropriate information.

How to Purchase a Monthly Permit



This is the homescreen you will see after registering.

To get a new permit, click the drop down arrow next to 'Location' and change to 'Vallejo Water Front Parking'. Click the "Start application" button, then choose 'Monthly Parking Permit' when 'Permit Type' comes up underneath the 'Location' option.



Note: permits are per calendar month, not 30-days

Chose the month which you are purchasing a monthly pass for.

Check "yes" if you would like the monthly parking permit to auto renew.

How to Purchase a Monthly Permit

The screenshot shows a web browser window with the URL https://permix.parkmobile.us/Permox/ClientPages/workflow/permit.aspx?permit_id=495&zone_id=117006. The page is titled "Permit" and contains the following sections:

- Permit details:** Permit: Monthly Parking Permit; Location: Valley Waterford Parking; Permit Term: 1 month; Start date: November 2013; End date: November 2013. A note states: "If you select the current month as the Start Date, please make note that you will be charged for the entire month."
- Cost:** A table with columns "Cost" and "Description". The row shows "\$30.00" for "Permit costs".
- Total cost:** \$30.00
- Auto renew:** "Would you like this permit renewed?" with a radio button selected for "Yes".
- Vehicles:** A button labeled "Register additional vehicle" is highlighted with a blue arrow.
- Vehicle form:** Fields for "License Plate Number", "County" (set to "United States of America"), and "State" (set to "Please select..."). A red warning message reads: "Please make sure your vehicle license plate information is entered accurately. With the implementation of an electronic parking permit system, your license plate information is used to enforce your permit. Failure to enter license plate information accurately, or update information if it changes, may result in a parking violation being issued."
- Buttons:** "Back", "Cancel", and "Continue".

Register the first vehicle that you want the permit for.

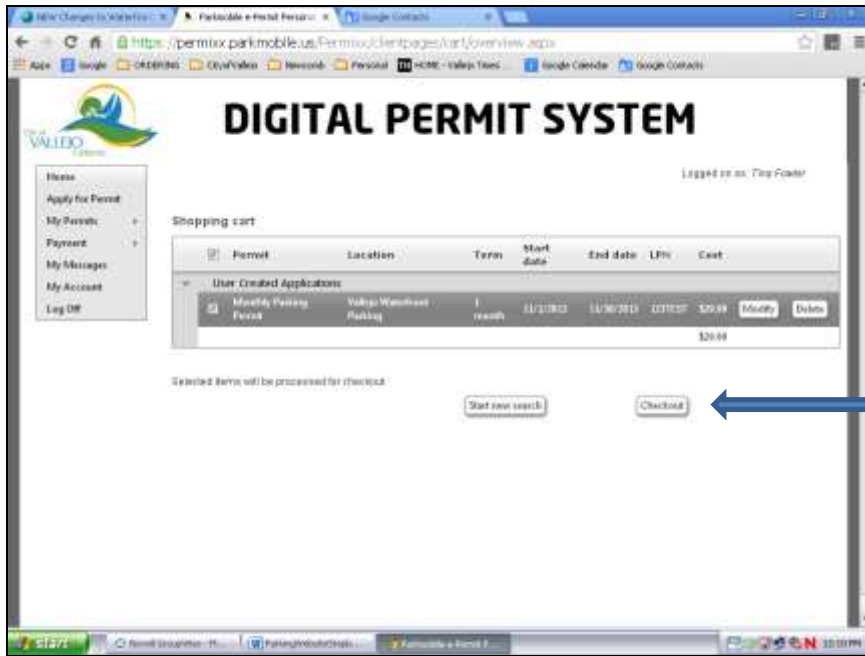
You may register up to 4 vehicles, but only one vehicle may be in the paid parking area at any one time. You can also go back after the permit is purchased to add additional vehicles.

The screenshot shows the "DIGITAL PERMIT SYSTEM" application confirmation screen. The user is logged in as "Tim Foster". The page displays the following information:

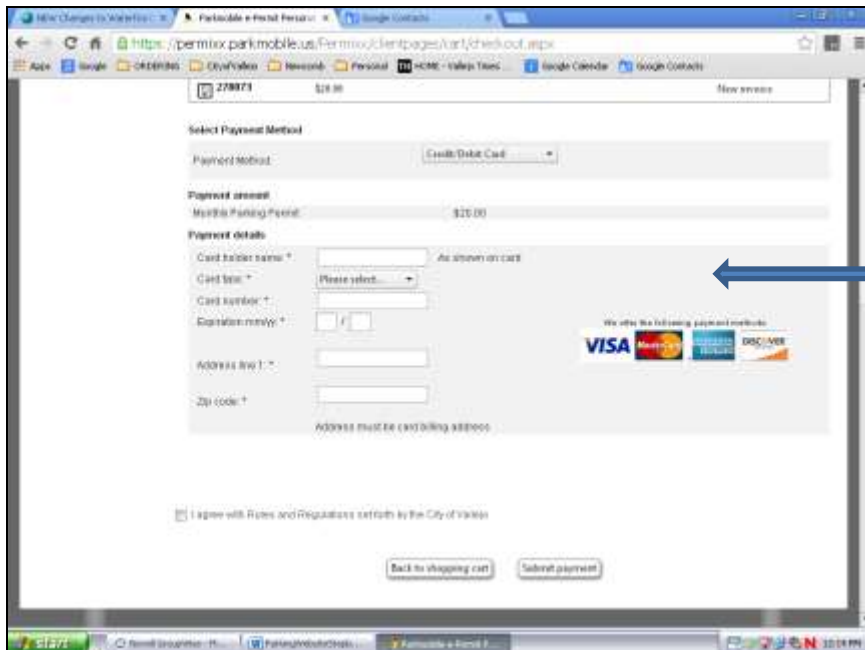
- Application Confirmation:** "You are requesting the following:"
- Permit Summary:** "You are applying for the following:"
 - Permit: Monthly Parking Permit
 - Location: Valley Waterford Parking
 - Permit Term: 1 month
 - Start date: 11/1/2013
 - End date: 11/30/2013
 - Total cost: \$30.00
 - License Plate Number: 1J2T66T
- Buttons:** "Stop", "Back", and "Continue". A blue arrow points to the "Continue" button.

Click "Continue" on the Application Confirmation Screen.

How to Purchase a Monthly Permit



Click "Checkout" of the shopping cart.



Enter your payment information and click "Submit payment"

You can choose to Autopay on this page

You will have the opportunity to print the invoice showing you have paid for your permit. You do not need to print anything or put anything on your dash.

For any questions or concerns please call 707-648-5407.