INSTRUCTIONS ON HOW TO ORDER A VISITOR OVERNIGHT PARKING PASS AT ROWANU.THEPERMITSTORE.COM

**Step 1:** Visit 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.
**Step 2:** Once you have successfully signed in, the screen will read Welcome *(your name)*. In the “BUY PERMITS” box, click on *<Click Here>*.
Step 3: A menu of permit types will display. Scroll down and select “Visitor Overnight Pass 2017-2018” and then click on the “Select Dates” box. Select the date(s) required and click on “close”. Then, click on “Update Cart with Selected Dates”.

![Image of Rowan University website displaying permit purchase process]

- **Visitor Overnight Pass 2017-2018**
  - Price: $5.00
  - Valid Dates: Aug 1, 2017 to Aug 31, 2018

![Calendar interface for selecting dates]

- **Select Dates**
- **Update Cart with Selected Dates**
**Step 4:** Verify that the date(s) selected are correct. If yes, click “Continue”. If the selection is incorrect, click in the “Remove” box, then click on “Update Order” and start again.

**Step 5:** Proceed by clicking on the “vehicle” drop down arrow to select either a vehicle already listed under your account or add a new vehicle.

Click on “Continue”.

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**Permits**

<table>
<thead>
<tr>
<th>Permits</th>
<th>QTY</th>
<th>Total Amount</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor Overnight Pass - 2017-2018</td>
<td>1</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>1) 08/02/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No vehicle associated yet)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Permit Total:**

- 1
- $5.00

**Grand Total:**

- 1
- $5.00

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**Checkout**


**Permit information.**

Please select a vehicle for each permit. If you do not have any vehicles on record, you will need to select “Add New Vehicle” to link one to your permit.

Visitor Overnight Pass - 2017-2018 (2)

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[SELECT]</td>
</tr>
<tr>
<td>2018 Red Acura RDX (123456, NJ)</td>
<td>[ADD NEW VEHICLE]</td>
</tr>
<tr>
<td>2018 Blue Acura MDX (456789, NJ)</td>
<td>[ADD NEW VEHICLE]</td>
</tr>
<tr>
<td>2016 Black Acura RDX (123456, NJ)</td>
<td>[ADD NEW VEHICLE]</td>
</tr>
</tbody>
</table>

**Additional information is required.**

Please complete the required fields below. The other data is optional.

- Banner ID: 000000000
- Last Name: Doe

[Go Back to Shopping Cart] [Continue]
Step 6: Click on the “Payment Method” drop down arrow, select the payment method and complete the required information. To proceed, click on “Continue”.
**Step 7:** Review your order and scroll down to read and familiarize yourself with the Parking Rules and Regulations. If your order is correct and you agree with the Parking Rules and Regulations, click on “I Agree”. Please note that if you ordered a pass for multiple days, your credit card will be charged one fee for the total price.
**Step 8:** Your order has been successfully completed. Click on “Print a temporary permit” to print out your pass. If you ordered a pass for multiple days, print out the pass for EACH day ordered. Fold each pass in half and place with the information facing up on the dashboard of the vehicle. Be sure the pass with the correct date is on the vehicle’s dashboard to avoid a citation. Each pass will expire at 8:00 a.m. the following day.

**NOTE:**

- If necessary, you can sign into your account again, click on “Account” in the upper right hand corner and then click on “view permits” to print out your pass(es).
- This pass allows your vehicle to be parked in Lot B only.
- The campus map may be viewed at [http://www.rowan.edu/home/sites/default/files/maps/print/campus_map_printable.pdf](http://www.rowan.edu/home/sites/default/files/maps/print/campus_map_printable.pdf)
Example of “Visitor Overnight Pass”: