



## How to Apply for a Permit at [RowanU.thepermitstore.com](http://RowanU.thepermitstore.com)

1. Visit [RowanU.thepermitstore.com](http://RowanU.thepermitstore.com)
2. In the "BUY PERMITS" box, click on <Click Here>
3. Enter the assigned Banner ID number and your Last Name. Select the permit type required. If you do not know the Banner ID number to use or require assistance, contact the Parking office at 856-256-4575 or email [Parking@rowan.edu](mailto:Parking@rowan.edu)
4. Verify that the permit selected in your "shopping Cart" is correct and click "Continue"
5. If you have an existing account, enter your "User Name" and "Password" and click on "Sign In". If you are a new customer, click on "Create a New Account" and complete the required information
6. Proceed by clicking on the "Vehicle" drop down arrow to select vehicle or add a vehicle. Click "Continue"
7. Add or select your "Delivery address" and click on the drop down arrow to select the "Payment Method" and complete the required information  
**NOTE:** *If you must pay by paper check or money order, purchase your permit online over-the-counter at the Parking office located in Bole Annex. The Parking office does not accept cash*
8. Review your order and if you agree to the Terms and Conditions click "I Agree"
9. Print out page for your records and print out a temporary permit after your permit application is approved
10. When your parking permit arrives in the mail, instructions on how to "Activate" the permit will be included