



## HOW TO APPLY FOR A VISITOR OVERNIGHT PASS AT ROWANU.THEPERMITSTORE.COM

1. Visit [RowanU.thepermitstore.com](http://RowanU.thepermitstore.com)
2. 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.
3. In the "BUY PERMITS" box, click on <Click Here>
4. Scroll down the permit menu to select "Visitor Overnight Pass 2017-2018" and click on the "Select Dates" box
5. Select the date(s) required and click on "Close"
6. Click on "Update Cart with Selected Dates". Verify that your date selection is correct. If yes, click on "Continue"
7. Proceed by clicking on the "Vehicle" drop down arrow to select vehicle or add a vehicle. Click "Continue"
8. Click on the "Payment Method" drop down arrow and select the payment method and complete the required information.
9. Click on "Continue"
10. Review your order and the "Terms and Conditions". If in agreement, click on "I Agree"
11. Click on "Print a Temporary Permit". Fold this pass in half and place with the information facing up on the dashboard of the vehicle.

### **NOTES:**

- **The cost of an Overnight Visitor Pass is \$5.00/night.**
- **The pass is valid until 8:00 a.m. the following day.**
- **If you ordered a pass for multiple days, your credit card will be charged one fee for the total price.**
- **Be sure to print the pass for EACH day ordered. Place the pass with the correct date on the vehicle's dashboard to avoid a citation.**
- **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).**