



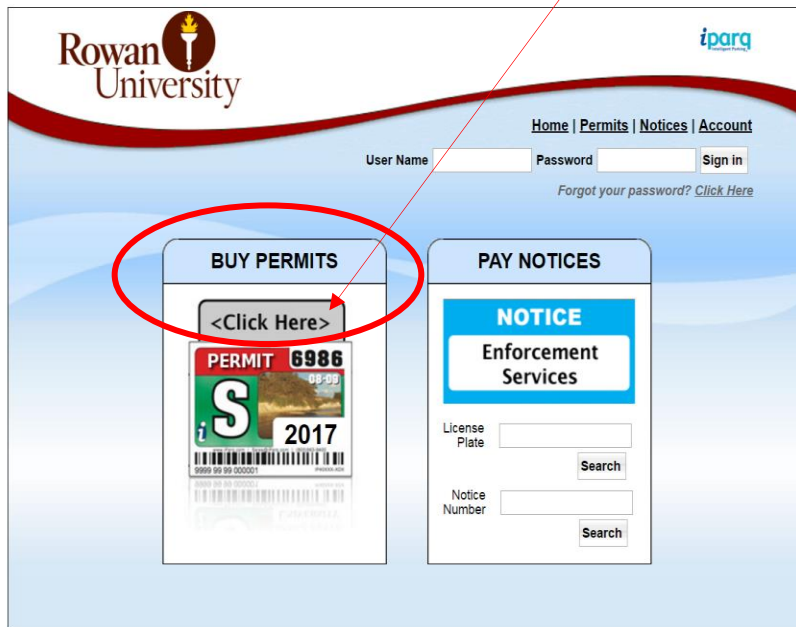
# Instructions on how to Order a Permit at

[RowanU.thepermitstore.com](http://RowanU.thepermitstore.com)

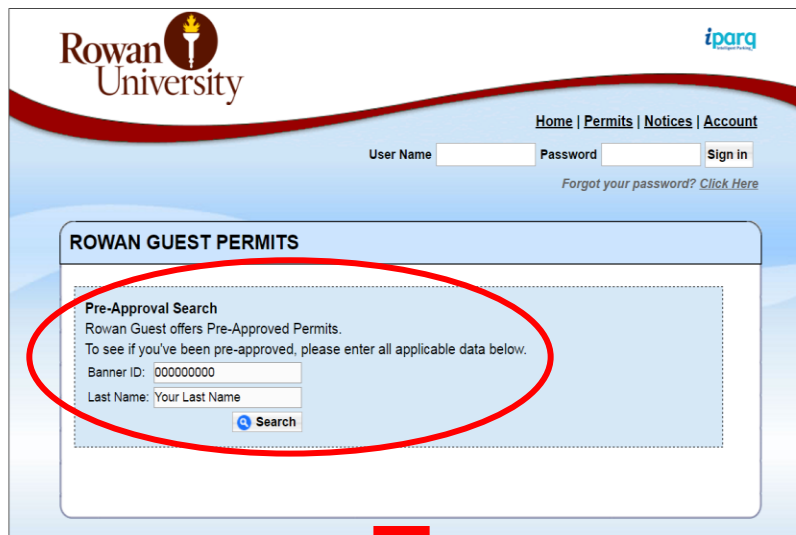
<u>Permit Types</u>	<u>Valid Dates</u>
Service Annual 2017-2018	9/1/2017 - 8/31/2018
Service Fall 2017	9/1/2017 - 12/31/2017
Service Spring 2018	1/1/2018 - 8/31/2018
Recreation Center 2017-2018 (Ordered by Recreation Center Staff Only)	9/1/2017 - 8/31/2018
Unlimited 2017-2019 (Ordered by Parking Office Staff Only for Rowan University Board of Trustee Members)	9/1/2017 - 8/31/2019

For more information refer to the Rowan University Parking Rules and Regulations – Glassboro Campus  
<http://www.rowan.edu/safety/parking/regulation.html>

**Step 1:** Visit [Rowanu.thepermitstore.com](http://Rowanu.thepermitstore.com) and click on <Click Here> under “Buy Permits”

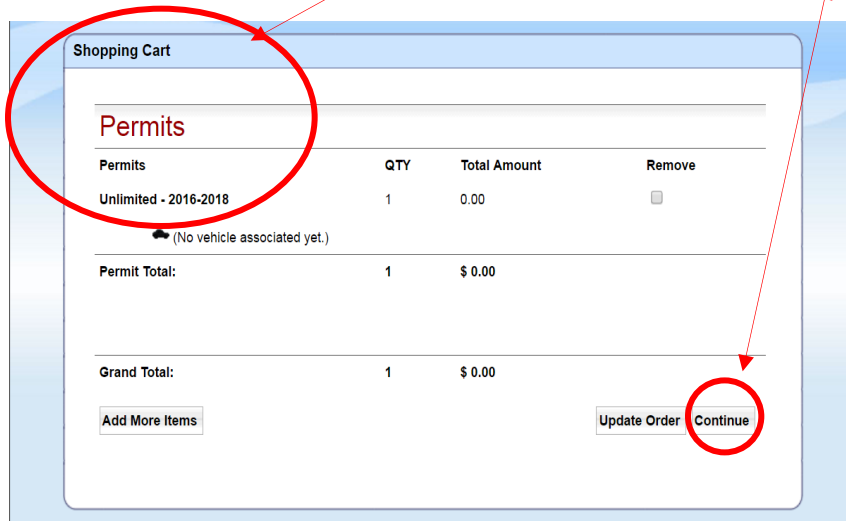


**Step 2:** Enter the assigned Banner ID number and your last name. If you do not know the 9-digit banner ID number to use, contact the Parking office at 856-256-4575. Click “Search” to choose the permit type.



A menu of permit types will display for the current academic school year

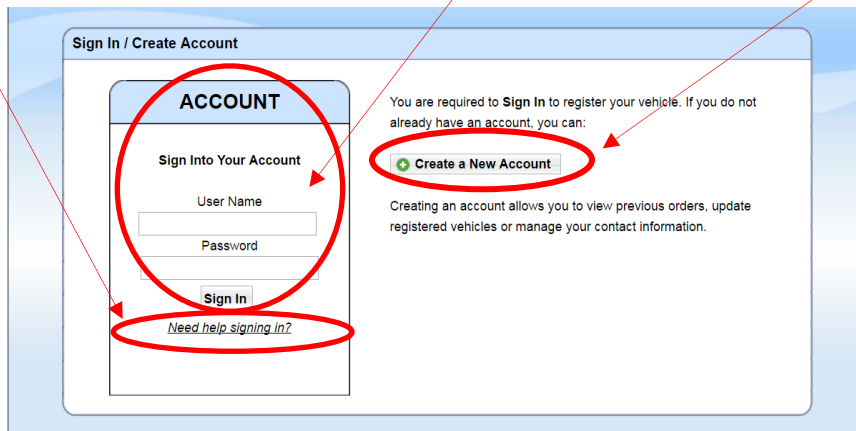
**Step 3:** Verify that the permit selected in your “Shopping Cart” is correct. Click “Continue”.



**Step 4:** If you have an existing account in The Permit Store, enter your “User Name” and “Password” and click on “Sign In”.

If you have an existing account in The Permit Store, but don’t remember your password, click on “Need help signing in?” to reset it.

If you are a new customer and do not have an existing account in The Permit Store, click on “Create a New Account”. Complete the required information.



**Step 5:** Once the permit is selected in step 4 above, the “Checkout” screen below will appear next.

Verify that the permit you selected in your cart is correct. If the selection is incorrect, click on “go Back to Shopping Cart” at the bottom of the screen. Check the box “remove” and click on “Update Order”. Then, click on “Add More Items” to select the correct permit.

If your permit selection is correct, select “Continue”. 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”.

The screenshot displays a checkout interface with a progress bar at the top showing five steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, and 5. Complete. The current step is 'Additional Info'. The main heading is 'Permit information.' with instructions to select a vehicle for each permit. A permit is listed as 'Unlimited - 2016-2018'. Next to it is a 'Vehicle:' dropdown menu with '[SELECT]' and a downward arrow. Below the dropdown is an 'Add Another Vehicle' button. The second section is 'Additional information is required for your purchase.' with instructions to complete required fields. It includes two input fields: '\* Banner ID:' with the value '000000000' and '\* Last Name:' with the value 'Doe'. At the bottom left is a 'Go Back to Shopping Cart' button, and at the bottom right is a 'Continue' button. Red circles and arrows highlight the 'Checkout' title, the 'Continue' button, and the 'Vehicle' dropdown arrow.

**Step 6:** Add or select the “Delivery address”. Click on the drop down arrow to select the “Payment Method” and complete the required information.

Click on “Continue”.

The screenshot shows a checkout page with a progress bar at the top containing five steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, and 5. Complete. The current step is 'Shipping / Billing', which is divided into two sections: 'Delivery Options' and 'Payment Options'. In the 'Delivery Options' section, the '1. Delivery method:' dropdown is set to 'US Postal Service - Free!'. The '2. Delivery address:' section has two radio buttons: 'Rowan University' (selected) and 'Additional Address:'. The address for Rowan University is listed as 'ATTN: Parking Office, 201 Mullica Hill Road, Sewell, NJ 08080-08080'. A red circle highlights this entire address section. In the 'Payment Options' section, there is a text prompt: 'The order total comes to \$20.00 plus shipping. What payment method do you want to use?'. Below this is a radio button for 'New Method' and a 'Payment Method:' dropdown menu currently showing '[ SELECT ]'. A red circle highlights the dropdown arrow. At the bottom of the form, there are two buttons: 'Go Back to Shopping Cart' and 'Continue'. A red circle highlights the 'Continue' button. Red arrows point from the text instructions above to the dropdown arrow in the 'Delivery method' field, the dropdown arrow in the 'Payment Method' field, and the 'Continue' button.

**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".

The screenshot shows a checkout page with a progress bar at the top: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, 5. Complete. The current step is 'Review'. The page displays an order summary for 'Unlimited - 2016-2018' with a status of 'Awaiting Approval!' and a price of \$0.00. Below this, a vehicle description '2017 White Acura RDX 123456 NJ' is shown. A table lists deferred charges: '(Deferred) US Postal Service' for \$0.00 and a 'Deferred Total' of \$0.00. A red warning message states: 'Your order contains permits which must be approved by an administrator. \*\* You will only be charged for those permits (and their shipping fees) when and if they are approved.' The page is divided into three sections: 'Information' (Banner ID: 00000000, Last Name: Doe), 'Shipping' (US Postal Service, to: Rowan University, ATTN: Parking Office, 201 Mullica Hill Road, Sewell, NJ 08080-08080, USA), and 'Payment' (No payment necessary). Below these is the 'Terms and Conditions' section, which contains a scrollable area titled 'Rowan University Parking Rules and Regulations'. At the bottom, there are two buttons: 'Go Back to Shopping Cart' and 'I Agree'. The 'I Agree' button is circled in red, and a red arrow points from the text above to it. Another red arrow points from the text above to the 'Terms and Conditions' section.

Checkout

1. Shopping Cart 2. Additional Info 3. Shipping / Billing 4. Review 5. Complete

Please review your order.

Unlimited - 2016-2018 **Awaiting Approval!** \$0.00

2017 White Acura RDX 123456 NJ

\*\* (Deferred) US Postal Service: \$0.00

\*\* Deferred Total: \$0.00

Your order contains permits which must be approved by an administrator.  
\*\* You will only be charged for those permits (and their shipping fees) when and if they are approved.

**Information**  
Banner ID: 00000000  
Last Name: Doe

**Shipping**  
US Postal Service  
to:  
Rowan University  
ATTN: Parking Office  
201 Mullica Hill Road  
Sewell, NJ 08080-08080  
USA

**Payment**  
No payment necessary.

**Terms and Conditions**

Rowan University Parking Rules and Regulations

Rules and Regulations

By clicking the "I Agree" button you agree to the terms above.

Go Back to Shopping Cart I Agree

**Step 8:** Your permit order will require approval by an administrator as noted below. Once your permit application is reviewed by an administrator, you will receive an automated email whether your permit application is approved or denied. If approved, you will then have the ability to print out a temporary pass – refer to the Instructions titled “How to Print a Temporary Parking Pass”. It can take up to ten days to receive the “actual” permit in the mail which is mailed from The Permit Store. In the meantime, place the temporary pass on the dashboard of your registered vehicle.

**Note:** if payment was required, you will not be charged until your permit application is approved.

**Checkout**

**Thank you for your order!**  
Please print this page for your records.

**Your order number is 3606154.**

Unlimited - 2016-2018	Awaiting Approval!	\$0.00
2017 White Acura RDX 123456 NJ		
		** (Deferred) US Postal Service: \$0.00
		** Deferred Total: \$0.00

Your order contains permits which must be approved by an administrator.  
\*\* You will only be charged for those permits (and their shipping fees) when and if they are approved.

Information	Shipping	Payment
<b>Banner ID:</b> 000000000	<b>US Postal Service</b>	No payment necessary.
<b>Last Name:</b> Doe	to: Rowan University ATTN: Parking Office 201 Mullica Hill Road Sewell, NJ 08080-08080 USA	

[Start New Order](#) [My Account](#)