Parking Permit Ordering Instructions

1. Go to uco.edu/parking

2. Look for an **ORANGE** box titled “UCO eBiz”

3. Click “Purchase Permit”

4. On the Parking Account Main web page click “Purchase Permit”

5. On the Customer Authentication page put in your UCONNECT username & password
   - For faculty/staff login use your computers domain username & password

6. Click “Purchase Permit” then click NEXT

7. Select permit and agree to the Terms and Conditions, then click NEXT

8. Select your vehicle or if your vehicle is not listed click “Add Your Vehicle” (You will need your license plate number, make, model, and color of your vehicle)

9. **NO** insurance information is needed, click “Pass This Step”

10. Select payment method from the drop down box. You may pay with Visa, MasterCard, or a Discover Card. You can also select “Bill to Banner” to have the decal charge added to your account
   - IF PAYING BY CARD – you will get a screen asking for a voucher code, skip this step to get to payment info screen
   - **NOTE:** IF YOU SELECT “BILL TO BANNER” THE CHARGE WILL APPEAR ON YOUR ACCOUNT DURING THE FIRST WEEK OF AUGUST

YOU MAY PICK UP YOUR DECAL BEGINNING JULY 28TH. **FACULTY/STAFF LOTS ARE ENFORCED FROM THE 1ST DAY OF SCHOOL, STUDENT LOTS HAVE A ONE WEEK GRACE PERIOD FOR NO PERMIT, ALL OTHER PARKING RULES ARE ENFORCED**

A current UCO ID is required at the time of pickup. **DECALS ARE NOT MAILED,** THEY **MUST** BE PICKED UP AT THE TPS OFFICE, LOCATED IN THE NIGH UNIVERSITY CENTER, 3RD FLOOR, ROOM 309A