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

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. 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 permit 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 UNIVERSITY ACCOUNT (Where tuition goes)**