



Public Works Department · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.5407

To Purchase a Monthly Permit on the Vallejo Monthly Parking Website:

Visit the City of Vallejo Website at www.cityofvallejo.net



On the megamenu, go to "Online Services", under "Online Payments" click on "Waterfront Parking"



Click the link to take you to the Vallejo Parking Webpage

This page has all the information about how you can purchase daily and monthly permits, the costs, and other FAQs

How to Purchase a Monthly Permit

The screenshot shows the login page for the Digital Permit System. At the top left is the VALLEJO logo. The main heading is "DIGITAL PERMIT SYSTEM". Below this, it says "Online Permit Management System" and "If you already have a username and password, you can log in here." There are two input fields for "Email address" and "Password", with a "Log on to my account" button below them. On the left side, there are links for "Forgot your username?", "Forgot your Password?", and "New User". At the bottom left, there is a button labeled "Please register here".

This is the login page for Monthly Permit users

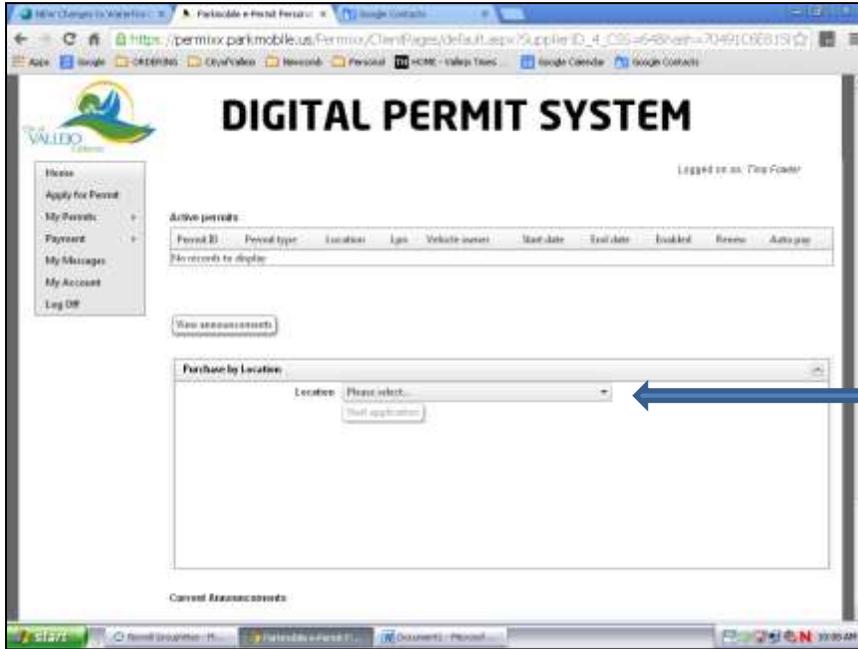
Click "Please Register Here"

You must register, even if you have a Parkmobile account

The screenshot shows the registration page for the Digital Permit System. At the top left is the VALLEJO logo. The main heading is "DIGITAL PERMIT SYSTEM". Below this, it says "Registration" and "Fields marked with an asterisk (*) are mandatory. A mandatory field which is not filled in will be marked with an exclamation mark (!) when trying to continue to a next step." It also says "Registering as Private Individual". There are three sections: "Customer" with "Personal Details" (Title, Postname, Last name, Email address), "Address Details" (Default Phone Number, Secondary phone no., Contact method), and "Main Address" (Address, City/Town, State, Zip code). At the bottom, there is a note: "Enter your state and click on the 'next' button to complete your registration. Your data is then processed and a username and password are created. After saving you can submit a request."

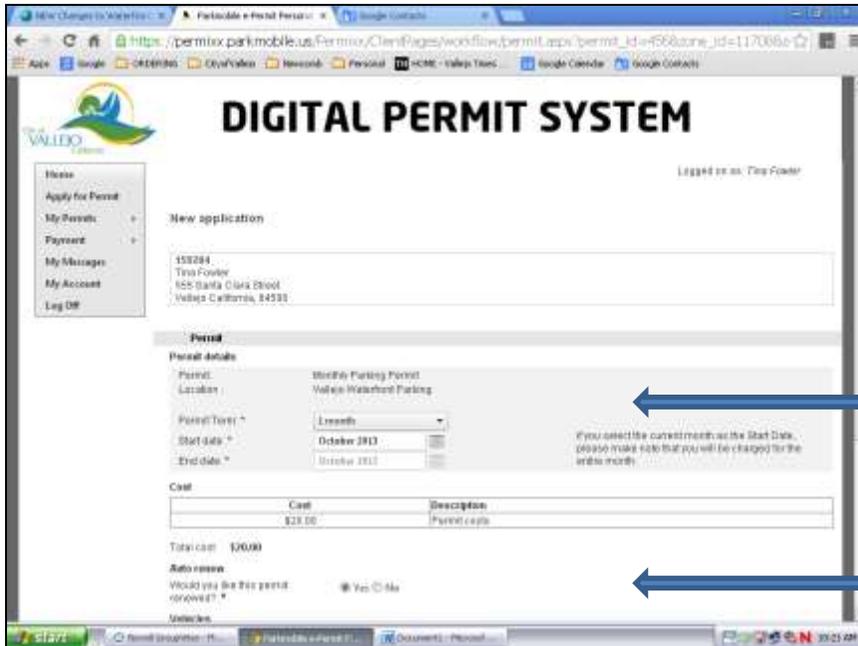
Complete Login form with appropriate information.

How to Purchase a Monthly Permit



This is the homescreen you will see after registering.

To get a new permit, click the drop down arrow next to 'Location' and change to 'Vallejo Water Front Parking'. Click the "Start application" button, then choose 'Monthly Parking Permit' when 'Permit Type' comes up underneath the 'Location' option.



Note: permits are per calendar month, not 30-days

Chose the month which you are purchasing a monthly pass for.

Check "yes" if you would like the monthly parking permit to auto renew.

How to Purchase a Monthly Permit

The screenshot shows a web browser window with the URL https://permix.parkmobile.us/Permix/ClientPages/workflow/permit.aspx?permit_id=495&zone_id=117006. The page title is "Permit". Under "Permit details", it shows "Permit: Monthly Parking Permit" and "Location: Valley Waterford Parking". "Permit Term" is set to "1 month". "Start date" is "November 29, 2013" and "End date" is "November 29, 2013". A note states: "If you select the current month as the Start Date, please make note that you will be charged for the entire month." Below this is a "Cost" table:

Cost	Description
\$30.00	Permit costs

Total cost: \$30.00. Under "Auto renew", it asks "Would you like this permit renewed?" with a "Yes (Y)" radio button selected. The "Vehicles" section has a button "Register additional vehicle" with a blue arrow pointing to it. Below is a form for "Vehicle" registration with fields for "License Plate Number", "County" (set to "United States of America"), and "State" (set to "Please select..."). A note reads: "Please make sure your vehicle license plate information is entered accurately. With the implementation of an electronic parking permit system, your license plate information is used to enforce your permit. Failure to enter license plate information accurately, or update information if it changes, may result in a parking violation being issued." Buttons for "Back", "Cancel", and "Continue" are at the bottom.

Register the first vehicle that you want the permit for.

You may register up to 4 vehicles, but only one vehicle may be in the paid parking area at any one time. You can also go back after the permit is purchased to add additional vehicles.

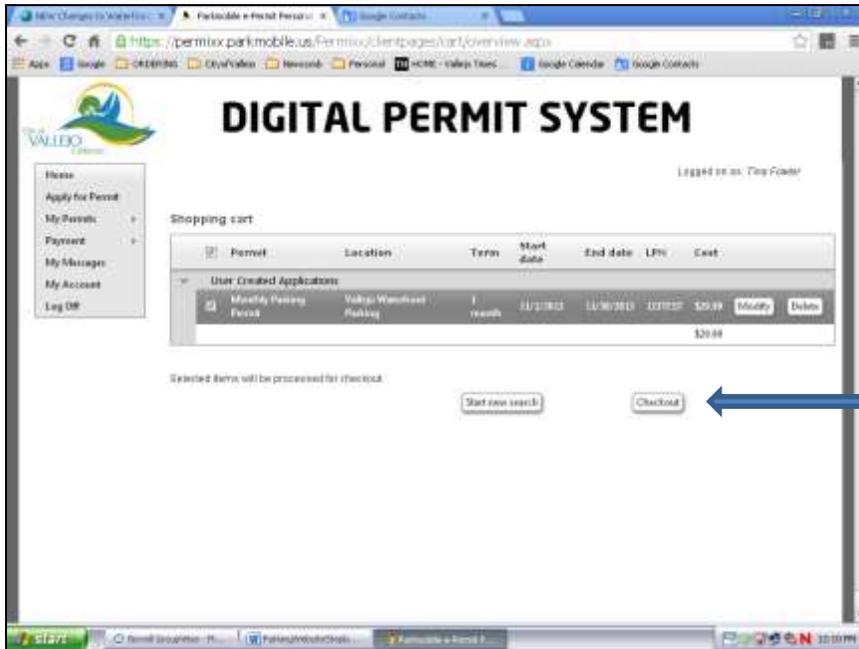
The screenshot shows the "DIGITAL PERMIT SYSTEM" application confirmation screen. The URL is https://permix.parkmobile.us/Permix/ClientPages/workflow/request_confirm.aspx?permit_request_id=241391. The page title is "DIGITAL PERMIT SYSTEM". The user is logged in as "Tim Foster". A sidebar on the left contains links: "Home", "Apply for Permit", "My Events", "Payment", "My Messages", "My Account", and "Log Off". The main content area is titled "Application Confirmation" and states "You are requesting the following:". Below is a "Permit Summary" box:

Permit:	Monthly Parking Permit
Location:	Valley Waterford Parking
Permit Term:	1 month
Start date:	11/11/2013
End date:	11/30/2013
Total cost:	\$30.00
License Plate Number:	1J2T68T

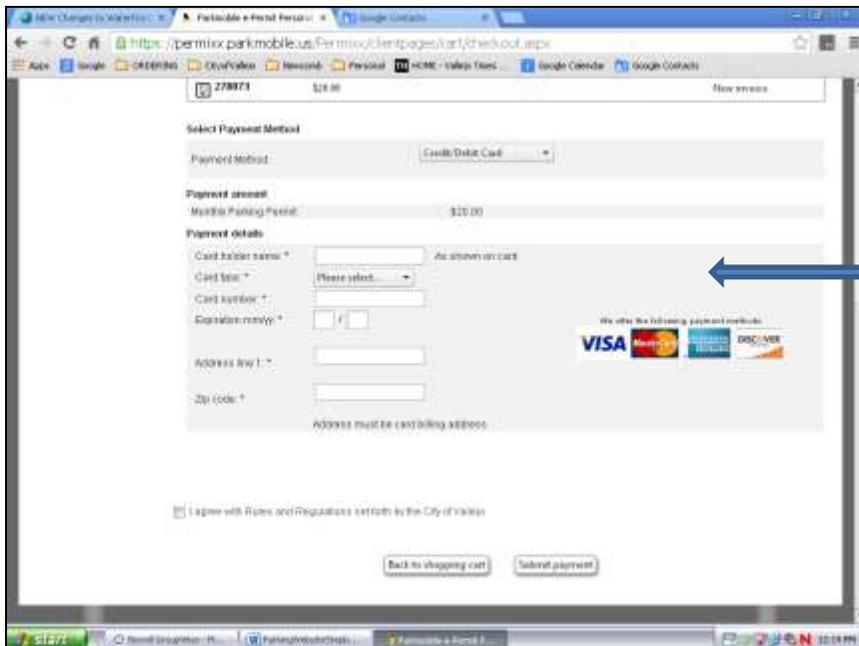
Buttons for "Stop", "Back", and "Continue" are at the bottom. A blue arrow points to the "Continue" button.

Click "Continue" on the Application Confirmation Screen.

How to Purchase a Monthly Permit



Click "Checkout" of the shopping cart.



Enter your payment information and click "Submit payment"

You can choose to Autopay on this page

You will have the opportunity to print the invoice showing you have paid for your permit. You do not need to print anything or put anything on your dash.

For any questions or concerns please call 707-648-5407.