

SWC Parking Services

Navigating SWC's Permit Store

Purchasing a parking permit is as easy as **logging in, buying a permit, adding vehicles, and paying!** See below for step-by-step instructions.

Note: If you are a current employee and also have enrolled as a student in the past, your MySWC account may still recognize you as a student. In this case, please submit a ServiceNow request to IT to get your account switched.

1. Go to swc.thepermitstore.com

Step 1 - Log in

2. Sign in to your account. Afterwards, your name should display in the upper right hand corner, replacing the "MySWC Login"
 - a. For visitors, you must create an account by clicking on the blue text under "Do you need visitor permits?"
 - b. For employees/students, click on "MySWC Login"

Step 2 - Buy Virtual Permit

3. Click on the button titled "<Click Here>" under the "Buy Virtual Permit" header
 - a. Click on "Add Item" for the permit you would like to purchase
 - b. Review the page to make sure you chose the correct permit, the pricing is accurate, and the quantity is right. Afterwards, click "Continue"

Initially Adding Vehicles

4. Click the Vehicle dropdown menu and then select "Add New Vehicle." Enter vehicle information **accurately.**
 - i. If you make an error entering your vehicle information, you may click "Add New Vehicle" to re-enter the correct information.
5. Click "Add" and then select the vehicle you just entered under the dropdown menu
6. You may enter and save as many vehicles' information as you want to create an inventory. However, only two vehicles can be associated under your permit and *only one can be on campus at a time.*
 - a. To add your second vehicle, click "Add Another Vehicle" and use the dropdown to enter new information or choose one that has already been entered
 - b. When your two vehicles are chosen, click "Continue"

Pay

7. Delivery Options/Payment Options
 - a. For employees, make sure information is accurate before clicking "Continue"
 - b. For students/visitors/FC Members, enter a payment method
8. Please review your order.

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- a. After reviewing the Terms and Conditions, click “I Agree” to finalize your order
9. You can check your email to ensure your permit was purchased. You will receive two emails confirming your permit purchase and permit activation. Please note that the emails, or at least one of them, might be in your Junk folder instead of your Inbox.