vPermit User Guide
V 1.0

Individual Users

vPermit.

Online parking permit management.

vPermit has taken Smart Parking to the next level. No need for stickers, papers and hassle - once your application is approved - your car licence plate is all you need.

Getting started:

1. Register

   Get your registration information and submit it all here

2. Apply

   The system will validate your information for the vPermit, verify payment if applied and send it for approval.

3. Park

   Once your application is approved, you are done and ready to park.

Contents

Permit for the Individual User and Contractors

This guide will outline the basic use of the vPermit system for the individual user of the system. Individual users are students, staff members, UQ affiliated groups, UQ lease holders, and approved contractors. All users are able to manage their profile efficiently and easily as well as modify user and/or profile details as required. In addition, users can apply for permits at any time and can modify the number and registration of vehicles that are registered to any existing user. A user can also cancel an active permit.

Permit types available in this system are vehicle and bike lockers.

To register, apply and pay for your permit you need to complete three steps:

1.   Register with the system

2.   Apply for a permit as a registered user
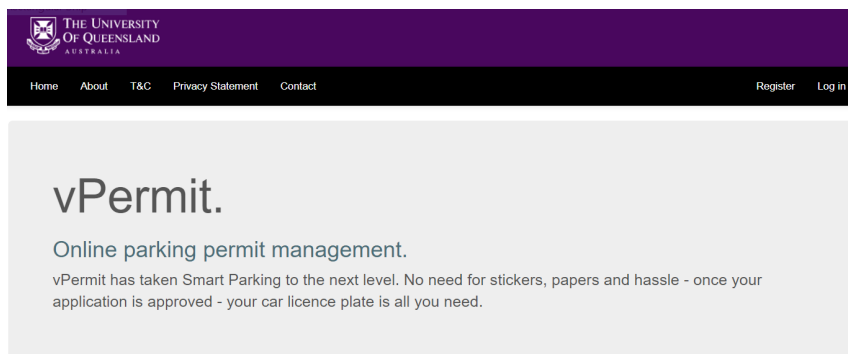
3.   Pay for your permit and park

Payment Types

Depending on the type of permit you have, you will have a number of options of payment.

Payment Type	Description	Permit Status
Salary Sacrifice	Automatic salary deduction	Immediate activation or manual confirmation
Pre-approved Salary Sacrifice	The Permit is approved prior to finalising payment	Activation once payment is completed
Pay in Person	Pay in Person at the PF Assist	Activation once payment Made at PF Assist
Credit Card (Online)	Pay online	Immediate activation
Pre-approved Credit Card	Receive online authorisation before paying with Credit Card	Active once credit card payment made

Getting Started with vPermit

Before you apply for a permit you need to register with the system. Once you are registered, you are able to login to the system, apply for permits and manage your profile.

Initial Registration for all Users
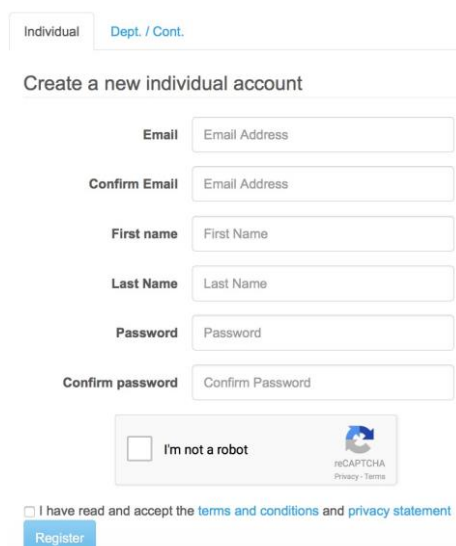
1. Go to the [Parking Permit website](#) and select Permit Applications and the vPermit Log In icon (this will take you to the vPermit homepage).
2. From the Getting Started process, click the registration link. The Registration page is displayed. Choose to register as an Individual. The second TAB is for Corporate Permits only.

Individual Users

Registering as an Individual User

1. Select the Individual tab from the registration screen. The Registration screen is displayed.

2. Enter your email address, your first name and your last name.

3. Enter and confirm your chosen personal password. The password should be at least 6 characters long.

4. Confirm you are not a robot and check the check box to accept the terms and conditions.

5. Click Register. A screen is displayed explaining that a confirmation email has been sent to the email address provided.

Registration Instructions

To complete the registration process look for an email in your inbox that provides further instructions.

If the email does not appear after several minutes, please check your junk mail folder and if it is not there, contact the parking office.

Login as Registered user:

1. Click the link in the confirmation email. The vPermit registration screen is displayed.

2. Login with your user name and password.

3. Enter your UQ user name or your employee number and mobile number. The system will validate your ID as a staff member. If you do not have a UQ user name, leave blank. Different users are eligible for different permits.
Note: You cannot change the user name or ID once the permit is active.

4. From the list of applicable permits, select the permit you require.
According to the permit you select, further information is required to complete the process. You will be required to enter the payment type and the registration number of the car, or cars you will be using. The permit type for which you have applied sets the maximum number of cars you can use and the optional payment types. Once payment has been made, your permit will be made active and you are ready to go.

5. Some permit types will need pre-approval by PF Assist or Manager Transport Systems, this includes Special Needs Permits and Executive Permits. Student Permits are limited in selection (motorcycle, special needs and bike lockers) and always require pre-approval.

Applying for a New Permit – Individual User

As a registered user, when you click My Permits, your account history is displayed, showing all your past permits and their details, as well as the current active permit if you have one. You can cancel your permit and/or apply for a new permit.

My Permits

Account History

Created On	Permit Name	Valid Until	Amount	Payment Method	Status	Comment	Car Regs	Permit#	
08-12-2015	Student test permit	31-12-2015	$72.00	Salary Sacrifice	Active ❶		333333	12	Cancel
02-12-2015	Student test permit	31-12-2015	$90.00	Salary Sacrifice	Cancelled ❶		AUS123	8	
01-12-2015	Student test permit	31-12-2015	$93.00	Pay In Person	Cancelled ❶	Refunded	REG123456	7	
15-11-2015	Red zones only	31-12-2015	$141.00	Pay In Person	Cancelled ❶	approved for test	ABC125	3	
15-11-2015	Red zones only	31-12-2015	$141.00	Pay In Person	Cancelled ❶	refunded for test	ABD123	2	
15-11-2015	White areas	15-12-2015	$30.00	Pay In Person	Cancelled ❶	approved test permit	ABC124,ABC123	1	

To apply for a new permit:

1.   Click Apply for a new Permit.   The Register your vPermit screen is displayed.

Register your vPermit
Permit Information

ID	11234567 (Validated as 'Student' - text for students)
Permit Type	⌄

Register

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2.   From the drop-down list select the permit type you require. The screen will open a form. According to the permit type you select, you will need to enter the information to allow for your permit to be approved.

Register your vPermit
Permit Information

ID	11234567 (Validated as 'Student' - text for students)
Permit Type	Student test permit (Price: $75) ⌄
Payment Method	● Salary Sacrifice ○ Pay In Person
Address	

Car Rego	Car	Action
Maximum cars: 1	New Car	Add

*Make sure to click the 'Add' button to add your vehicle

Register

3.   Enter the relevant information and click Register. Depending on the payment type, the permit will be made active immediately if online credit card payment is selected, or if salary sacrifice is an option. If the payment type is Pay in Person (PIP), you will need to make the payment at PF Assist, Building 42, St Lucia Campus. Once payment is made the permit is made active. Please note that PF Assist accepts credit card payments, but does not accept cash.

Managing your Vehicles

You can view all your vehicles, change the active vehicle and edit or add vehicles (up to the maximum number allowed) using the My Vehicles option. At UQ, users can add up to five vehicles to their permit.
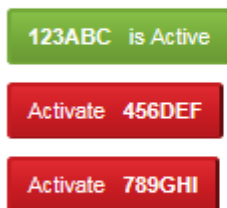
To view or edit your vehicles:

1. Click the red 'View Vehicles' button at the end of your permit details [icon] .
2. The Permit's Vehicles screen is displayed showing your vehicles. Your active vehicle is shown in Green.

3. To change the active vehicle to a different vehicle that is already registered - click the vehicle you wish to activate. The previously 'Active' vehicle will turn Red and your new Active Vehicle will become Green.
4. To edit your vehicles or add a vehicle, click 'Edit Vehicles'. The Edit Vehicles screen is displayed.
5. Edit the vehicle you want to change. If you have an unallocated vehicle, add a new vehicle. Click 'Save' to ensure your changes are saved.

Edit Cars

Please fill-in maximum of 3 vehicles:
A valid rego has up to 10 alphanumerics.

If you make any changes - make sure to save them and set the correct vehicle as 'Active' on the next screen

Vehicle 1	KJHASDK
Vehicle 2	TEST2
Vehicle 3	NEWCAR

Save or Back to Cars

Editing Your Profile (including changing your password)

You can edit your personal profile in the case that you need to change information such as your mobile phone number, or you would like to update your password. You cannot change your email address or your staff number.

To edit your profile:

1. From the Menu bar click Edit Profile. The Edit Profile screen is displayed.

Change Password

Profile Information

Email	test@vpermit.com.au
First Name	Vpermit
Last name	Test
Mobile	0400000000
Student/Staff ID	11234567
Address	

Save or Back

2. To change your First name, Last name, Mobile number or address, enter the new information into the relevant text box.

3. If you would like to change your password, click the Change Password button. The change password screen is displayed.

Manage Account.

You're logged in as **test@vpermit.com.au**.

Change Password

Old Password	
New Password	
Repeat Password	

Change Password

4. Enter your old password, your new password and repeat the new password.
5. Click change password.