UAA Parking Permit Purchasing Guide
FAQs

1. Will my UAOnline login be the same as The Permit Store login?

UAOnline and The Permit Store are two separate websites that each require their own login. You may choose to setup the logins the same for both accounts. Changes made on either website will not affect the other.

2. Where can I locate my UAA ID number?

On the back of your UAA WolfCard is an 8 digit number underneath a bar code. This is your UAA ID number.

3. What if I don’t have a UAA ID number?

When creating an account, use the generic ID number: 00000000. Once you finish your permit order it will then proceed to be reviewed for approval.

4. When can I expect my permit to arrive by mail?

Once your order is complete, your permit will be mailed to you. You should receive it within 7-12 days.

5. What if I don’t get my permit in the mail by the time my temporary permit expires?

See the Parking Services Office if you have not received your permit before your temporary permit expires. Give it 18-20 days to arrive by mail.

6. How do I charge my student account for my permit purchase?

When you reach the Payment Method, select Student Account as your payment method & enter your UAA ID number as your account number. Be sure to fill out the Title IV Authorization form and return it to Accounting Services in order to allow your federal financial aid to cover non-institutional charges such as parking permits.
7. I registered 3 vehicles, but I only got 1 permit in the mail, why?

You are able to register up to 3 vehicles to your permit. You receive 1 permit to display on only one vehicle at a time. The permit can be removed and reapplied to other vehicles registered to your permit.

8. Does the placement and display of the permit inside my vehicle matter? Why?

All Permits must be clearly displayed and visible without obstruction or obscurement. Temporary Permits and Pay N Park receipts must be displayed on driver side dashboard. Semester and Annual Permits must be adhered on driver side windshield with its own adhesive. Hang-tag permits must be hung on rear-view mirror.

9. How will I know when permits will be available for purchase?

If you added an active and accessible e-mail address to your account, you will receive an e-mail stating when permits will be available online.

10. What if my permit becomes damaged?

Please bring all pieces of the damaged permit to Parking Services Office. Your permit will be assessed and replaced if necessary. A possible replacement fee will be determined at that time.

Check out more FAQs at our website: http://bit.ly/2vfG2Ge
STEP 1
Go to uaa.thepermitstore.com
Click <Click Here> under “Buy Permits”

STEP 2
Fill the “Last Name” and “Eight-digit UAA ID Number” fields by providing your last name and UAA ID within the “Pre-Approval Search” box. Fill the required fields, and click “Search”

Vehicle Registration for University of Alaska Anchorage

STEP 3
Find the permit you would like to purchase among the listed permit types. Click “Add Item” to move the permit to your cart.

*If you do not see Housing permits listed, make sure you entered your Name and ID number correctly. Housing permits are available only to those on the Housing department’s lists of eligible persons. These lists may be finalized later in the year, and may cause some delay in making Housing permits available.
STEP 4
Sign into your existing account or click “Create a New Account” to create a new account. (To create a new account, fill in the required information and click “Create Account”)

*Trouble logging into your account? Do not create a new account if you already have an existing account. Contact Parking Services at (907)786-1119 or uaa_park@uaa.alaska.edu

STEP 5
Under Permit Information, select your vehicle from the drop down list. Fill out the additional information (last name, UAA ID, etc.) and click “Continue.”
*You can register up to 3 vehicles under your active permit by clicking on “Add Another Vehicle” and entering the required information.
*Physical permit must be displayed on the vehicle that will be on campus. The permit can be removed and reapplied to the other vehicles registered to your permit.
STEP 6
Select “Delivery Method” and “Delivery Address,”* select your method of payment from under “Payment Options” and click “Continue.”

6A When selecting a credit card option under “Payment Options,” the account number requested will be the 16 digit number on the card you wish to use.

6B When selecting Student Account under “Payment Options,” the account number requested will be your UAA Student ID number.

*If you do not have a mailing address, contact Parking Services at (907) 786-1119 or uaa_park@uaa.alaska.edu

STEP 7
Review your order, and review the information you have provided. READ the Terms and Conditions, and click “I Agree.”*

*All permits go through an “Awaiting Approval” process. Once your permit is approved you will receive an e-mail confirming your permit order.
**STEP 8**
To print a temporary permit, click “Account,” click on “View Permits,” and then click “Print.”

**STEP 9**
Place temporary permit on driver side dashboard. Be sure that the permit is clearly visible from the outside. PRINT THIS PAGE. THIS IS YOUR TEMPORARY PERMIT

---------------- PRINT AND DISPLAY IN WINDSHIELD ----------------

University of Alaska Anchorage
Spring Semester - 2014 Yellow .Adjunct Faculty
ORDER DATE: 03/11/2014
EXPIRES: 04/01/2014
TEMPORARY PARKING PERMIT

[1890356]
Thank you for purchasing a parking permit.

Permit fees are used to fund parking lot and trail maintenance, lighting, signs, sanding, snow removal and ice mitigation, painting, asphalt, resurfacing, alternative transportation services, and other parking related services. By completing your purchase, you have gained access to complimentary services such as car unlocks, safety escorts, and jump starts while on campus.

For assistance with these services, please call the Call Team Dispatch at 907.786.1103

UAA Parking Services
uaa.alaska.edu/parking
uaa_parkingfrontdesk@alaska.edu
907.786.1119