

Direction for purchasing: Once you have logged into the parking.ucsd.edu website you can select the link on the 'Buying a Parking Permit' page that is labeled in the picture below.

UC San Diego

TRANSPORTATION SERVICES

HOME / Parking / Parking Permits / Buying A Permit

Transportation Services eBiz

Buying a Parking Permit

Parking permits are sold online and in parking offices. See [parking permits](#) to find out where specific permits are sold.

Note: Student permits are only available [online](#).

To purchase a parking permit, you'll need:

- Your vehicle information (make, model, and license plate number)
- Campus ID (for most student, staff, and faculty permits)
- Online purchase requires:
 - [Single Sign-On](#) access

Left sidebar menu:

- Parking Permits
- [Buy a Parking Permit](#)
- Using a Parking Permit
- Department Parking

Once you have clicked the link above you will be brought to this page and will need to select 'Purchase Permit and Transit Menu'

UC San Diego

Welcome [Log in](#) / [Sign up](#)

Shopping Basket
(0 items, \$0.00)

[Transportation Services](#)

Welcome to Transportation Services Online.

Please click on one of the links below to access the Transportation Services eBiz application. On-line permit sales are currently restricted to UC San Diego students, staff and faculty only.

[Purchase Permits and Transit Menu](#)

[Citation Payments](#)

[Citation appeals](#)

Note:

To appeal a citation please use UC San Diego Single Sign-On or create a Guest Account.
Your permit and transit pass eligibility is based upon your job classification or student status.
Your actual permit and transit pass cost is based upon the date of purchase and the permit/pass expiration date.

You will now be brought to this page and will need to select 'Guest Account' to create a new guest user login.

The screenshot shows the UC San Diego Transportation Services website. At the top, there is a blue header with the UC San Diego logo on the left, the text "Welcome [Log in](#) / [Sign up](#)" in the center, and a shopping basket icon on the right with the text "Shopping Basket (0 items, \$0.00)". Below the header is a grey navigation bar with the text "Transportation Services". The main content area has a heading "Customer Authentication" in orange. Below it is a link "UC San Diego Transportation Services". There are three buttons: "UC San Diego Single Sign-On", "Guest Account", and "Home". A white callout box with a black border and the text "Select 'Guest Account'" has a red arrow pointing to the "Guest Account" button.

Once you have clicked 'Guest Account' you can now click the link 'Register here' to create your new guest login.

The screenshot shows the UC San Diego Transportation Services website. At the top, there is a blue header with the UC San Diego logo on the left, the text "Welcome [Log in](#) / [Sign up](#)" in the center, and a shopping basket icon on the right with the text "Shopping Basket (0 items, \$0.00)". Below the header is a grey navigation bar with the text "Transportation Services". The main content area has a heading "Guest Login" in orange. Below it is a paragraph: "Enter your email address and Password. If you have not previously registered with this site you may [register here](#) or you may [retrieve your lost information](#) if you have lost it." A red arrow points to the "register here" link. Below the text are two input fields: "Email Address" and "Password", each with a small asterisk to its right. Below the input fields is the text "* indicates a required field". At the bottom, there are two buttons: "Login" and "Home".

You will now be brought to this page where you will need to enter Your Email Address, First Name, Last Name, Phone Number, and Password to create your new guest account.

Guest User Registration

Enter all required information below and click "Create Account"

Email Address	<input type="text"/>	←
Email Address (confirm)	<input type="text"/>	←
UC San Diego ID (Not required)	<input type="text"/>	
First Name	<input type="text" value="test"/>	←
Middle Name	<input type="text"/>	
Last Name	<input type="text" value="triton"/>	←
Phone 1	<input type="text"/>	←
Phone 2	<input type="text"/>	
Phone 3	<input type="text"/>	
Password	<input type="password" value="....."/>	←
Password (confirm)	<input type="password" value="....."/>	←

* indicates a required field

Fill in

[Guest - Create Account](#)

[Home](#)

Once your information has been input click 'Guest-Create Account' and you will see the screen below. Now click 'Proceed to log in to your new account'

The screenshot shows the UC San Diego website header with the logo on the left and 'Welcome Log in / Sign up' and 'Shopping Basket (0 items, \$0.00)' on the right. Below the header is a navigation bar with 'Transportation Services' highlighted. The main content area features the heading 'Guest User Registration Complete' in orange. Below this heading is a message: 'Your user account has been created. Please make note of your ID and password for future access to this site.' A red arrow points from the top right towards the underlined link 'Proceed to log in to your new account'. At the bottom center, there is a 'Home' button with a house icon.

This screenshot shows a blue navigation bar with two links: 'UC San Diego' and 'Transportation Services Contacts', separated by vertical lines.

You will be taken back to this page and need to select 'Guest Account'.

The screenshot shows the UC San Diego website header with the logo on the left and 'Welcome Log in / Sign up' and 'Shopping Basket (0 items, \$0.00)' on the right. Below the header is a navigation bar with 'Transportation Services' highlighted. The main content area features the heading 'Customer Authentication' in orange. Below this heading is a link: 'UC San Diego Transportation Services'. A red arrow points from a white box containing the text 'Select 'Guest Account'' to the 'Guest Account' button. Other buttons visible are 'UC San Diego Single Sign-On' and 'Home'.

This link will take you to the login page where you can enter your new accounts information.

Guest Login

Enter your email address and Password. If you have not previously registered with this site you may [register here](#) or you may [retrieve your lost information](#) if you have lost it.

Email Address	<input type="text"/>	*
Password	<input type="password"/>	*

* indicates a required field

Login

 Home

Select the 'Purchase Permits, Summer Transit Passes, and Holiday Shuttle Seats'

[Transportation Services](#)

Your Parking Account

Welcome Triton Test TS,

Please follow the links below to purchase a parking permit, pay or appeal a citation, or update your account information.

Select

[Purchase Permits, Summer Transit Passes, and Holiday Shuttle Seats](#)

[Citation Payments and Appeals](#)

Note: If you need to appeal or pay a parking citation that was issued over 24 hours ago and it cannot be found in the system, please open 'Manage Your Vehicles' and ensure your vehicle information is up-to-date. For assistance, please phone (858) 534-4356.

[Manage Your Mailing Address](#)

[Manage Your Email Address](#)

[Manage Your Vehicles](#)

You will then be prompted to enter your mailing address please fill in this information to continue your purchase.

Shipping Address

Holiday Shuttle Seats and Transit Passes please enter mailing address to proceed.

Please verify your information and update your address if necessary.

If you are a new user, please enter your information below.

Street Address (Suite/Apt. #)	<input type="text" value="9500 GILMAN DR"/>	*
Address line 2	<input type="text"/>	
Suite/Apt #	<input type="text"/>	
City	<input type="text" value="La jolla"/>	*
State/Province	<input type="text" value="CALIFORNIA"/>	*
Country	<input type="text" value="United States of America"/>	
Postal Code	<input type="text" value="92093"/>	*
Phone	<input type="text" value="858-867-5309"/>	*

* indicates a required field

You now have the opportunity to select the permit, transit pass, or shuttle seat that works best. On this page you will need to agree to the terms and conditions to continue your purchase.

[Main Menu](#) > [Introduction](#) > Select Permit

Select Permit

Please make your item selection from the list below and please read the agreement

Payment Information:

Choose Preferred Permit or Transit Pass

- Items can be paid in full using Visa, MasterCard or American Express credit card, or through student account billing
- Staff transit: Some transit passes are eligible for payroll deductions only.
- Student Transit: [Holiday Airport Shuttle Pickup service from Rupertus Lane, near Student Services Center.](#)

Select	Quantity	Permit Amount	Description
<input type="radio"/>	1	\$57.60	CC - MTS 30 Days Student Card SU'15 eBiz \$57.6
<input type="radio"/>	1	\$136.00	CC - MTS 90 Days Student Card SU'15 eBiz \$136

Where you can click and agree to the terms and conditions

I certify that the information I have provided is true and hereby submit my UC San Diego parking permit/transit pas

You will then need to select a start date for your pass as it will be valid starting on that date.

[Transportation Services](#)

[Main Menu](#) > [Introduction](#) > [Select Permit](#) > [Select Permit Dates](#)

Select Dates

Select the dates for your permit.

Effective Date						
≤ June 2015 ≥						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	<u>18</u>	<u>19</u>	20
21	<u>22</u>	<u>23</u>	<u>24</u>	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Next >>

You will have to confirm your mailing address even though the pass will be printed at the end of your transaction or via confirmation email.

Shipping Address

Holiday Shuttle Seats and Transit Passes please enter mailing address to proceed.

Please verify your information and update your address if necessary.

If you are a new user, please enter your information below.

Street Address (Suite/Apt. #)	<input type="text"/>	*
Address line 2	<input type="text"/>	
Suite/Apt #	<input type="text"/>	
City	<input type="text"/>	*
State/Province	CALIFORNIA	*
Country	United States of America	
Postal Code	<input type="text"/>	*
Phone	8588675309	*

* indicates a required field

<< Back

Next >>

 Home

This page will appear after you have selected your start date and you will need to click add vehicle to include the vehicle information for the car you will be using the permit with.

[Main Menu](#) > [Introduction](#) > [Select Permit](#) > [Select Vehicles](#)



Your vehicle or employee ID information is required.

- Parking permits: Please use the "Add Vehicle" button below to register a vehicle with us so we may complete your sale. Please select the vehicle(s) that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. Click "Next" when you are finished.

- Transit Passes: Please add your employee ID number to the license plate/employee ID field (e.g. Employee ID #00123436 please enter the last 7 digits of the employee ID number "0123456")



You may select between 1 and 8 vehicles for this permit.

Select Vehicle(s) for Permit or Select ID for Transit Sales. [Edit this page](#)

- Parking permits: Select the vehicle(s) that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. Click "Next" when you are finished.

- Transit Sales: Select only your ID number (to add your ID number use the following format: "A00012345").

Add Vehicle

Click Here

You then need to enter your Vehicle information.

[Parking Account](#) > [View Vehicles](#) > Add Vehicle

Register Additional Vehicle or add PID for Transit Sales - Step 1 of 2

Please enter the details for your new vehicle or add your ID number for Transit Sales and then click Next (e.g. License Plate# "123ABC" or ID# "A00123456")

Note: For a VIN Number without a license plate please enter the following format, add the Prefix "VIN" and enter the last 5 digits of your VIN number: "VIN12345"

Plate Number	<input type="text" value="TritonTest"/>	*
Plate Number (confirm)	<input type="text" value="TritonTest"/>	*
State/Province	<input type="text" value="CALIFORNIA"/>	*
Year	<input type="text"/>	
Make	<input type="text" value="N/A ID or PID Number"/>	
Model	<input type="text" value="N/A ID or PID Number"/>	
Color	<input type="text" value="N/A ID or PID Number"/>	

[Main Menu](#) > [Introduction](#) > [Select Permit](#) > Select Vehicles

Your vehicle has been updated.

You may select between 1 and 8 vehicles for this permit.

Select Vehicle(s) for Permit or Select ID for Transit Sales.

[Edit this page](#)

- Parking permits: Select the vehicle(s) that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. Click "Next" when you are finished.

- Transit Sales: Select only your ID number (to add your ID number use the following format: "A00012345").

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	CALIFORNIA	TRITONTEST		N/A ID or PID Number	N/A ID or PID Number	N/A ID or PID Number

You should then see that your information was added successfully. Select 'Next'.

Please verify your mailing information is correct and proceed with transaction.

[Transportation Services](#)

[Main Menu](#) > [Introduction](#) > [Select Permit](#) > [Select Vehicles](#) > [Select Facilities](#) > [Other Information](#)

Additional Information



Parking Sales Only: Before choosing your shipping option, please note that you can use your temporary up to 10 business day.

Transit Sales: Please select your address to complete transaction.

Delivery Option	<input type="text" value="9500 GILMAN DR LA JOLLA"/>	<input type="button" value="Add"/>	*
<div style="border: 1px solid green; padding: 5px;"><p>Your permit will be sent to the following address. Please ensure that this address is correct.</p><p>9500 GILMAN DR LA JOLLA, CA 92093</p></div>			
Email Status To	<input type="text" value="Select One"/>	<input type="button" value="Add"/>	*

* indicates a required field

You will now be able to select the method of payment you would like to use. Select 'Pay Now'.

[Main Menu](#) > [View Cart](#)

View Cart

Review your order.

Select your method of payment. *(If only one payment method is available, your payment information is selected automatically)*

Click Pay Now to proceed with your transaction.

Quantity	Type	Description	Amount
1	Permit	CC - MTS 30 Days Student Card SU'15 eBiz \$57.6 [CC10621259] view details	\$57.60

[Remove](#)

Due Now

\$57.60

Select Payment Method

Credit Card

Cancel Purchase

Checkout

Email Address

TRANSITTEST@UCSD.EDU

Pay Now

Confirm the permit or transit pass selected is correct and select 'Checkout'.

[Transportation Services](#)

[Main Menu](#) > [View Cart](#) > Collect Payment Information

Payment Information

Please review the totals below and click Checkout to make your payment.

Quantity	Type	Description	Amount
1	Permit	CC - MTS 30 Days Student Card SU'15 eBiz \$57.6 [CC10621259] view details	\$57.60

[Remove](#)




Due Now

\$57.60

<< Back

Checkout >>

The last page you will enter your Payment information and select 'Pay Now'. This will complete the transaction

Order Information	* Required Fields		
Invoice Number: 545859			
Description: Basket ID: 545859 / Number of items in basket: 1			
Total: US \$57.60			
Payment Information			
			
Card Number:	<input type="text"/> * (enter number without spaces or dashes)		
Expiration Date:	<input type="text"/> * (mmyy)		
Billing Information			
Customer ID:	416895		
First Name:	<input type="text" value="Triton"/>	Last Name:	<input type="text" value="Test TS"/>
Address:	<input type="text" value="9500 GILMAN DR"/>		
City:	<input type="text" value="LA JOLLA"/>		
State/Province:	<input type="text" value="CA"/>	Zip/Postal Code:	<input type="text" value="92093"/>
Country:	<input type="text" value="United States of America"/>		
Email:	<input type="text"/>		
Phone:	<input type="text"/>		
		<input type="button" value="Pay Now"/> 	

The completed transaction page will look like the page below, by clicking the blue link labeled 'Print my Receipt/ Temporary Permit'.

Payment Receipt

Thank you for your payment, your transaction is complete. Please retain your confirmation email for your records.

Parking sales only: Parking permits will be mailed via USPS First Class, please allow 2-5 business days to arrive. Please print your temporary parking permit valid for up to 10 days.

Transit sales: Seats, please present confirmation upon boarding.

Purchased Items

Quantity	Type	Description	Amount
1	Permit	CC - MTS 30 Days Student Card SU'15 eBiz \$57.6 [CC10621259] PRINT MY RECEIPT / TEMPORARY PERMIT view details	\$57.60
Total Paid			\$57.60

Link will take you to your parking permit

Transaction Summary

CC Receipt Number	
Payment Method	Student Account (SBS)
Payment Date	06/16/2015 11:01:01

An example of the Parking Pass is attached below.

UC San Diego

Pass or Permit ID #: 3266620

Permit/Compass Card #:

Temporary Permit Expires 15 Calendar Days after:

CC 10621259

June 16, 2015 11:03:18AM Details:

CC - MTS 30 Days Student Card SU'15 eBiz \$57.6

Effective Date: 06/16/2015

Transit Passes

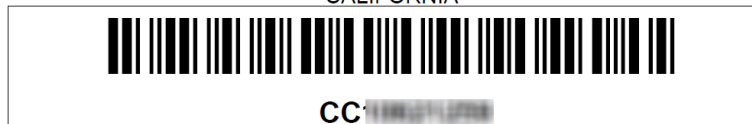
Customer Acct #: 4168895

TRITONTEST

ID or License Plate #:

CALIFORNIA

ID: TRITONTEST



Parking Permits Only (Not applicable to Transit Passes):
Temporary permit expires 15 Calendar days after this purchase date -

June 16, 2015

If you do not receive your pass or permit within 15 days please contact Parking Services by calling: (858) 534-4223 or by emailing: parking@ucsd.edu. For additional information please go to: parking.ucsd.edu
Parking Permits Only: The temporary permit is valid for only 15 days from the date of purchase and must be displayed on driver's