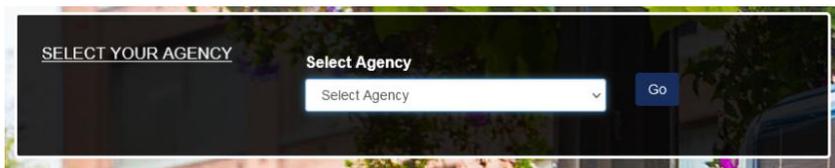


Individual virtual parking permits are now available for the Athens Parking Garage, located on E. Washington St., at a cost of \$125.00, plus applicable transaction fees, for a 30 day period. Longer permit periods are available at an increased cost. These virtual parking permits are specific to the parking garage and cannot be utilized for any on-street parking. The virtual parking permit will be associated with the registration plate of your vehicle and there will be no need to display any hangtag or permit paperwork. Having a valid virtual parking permit will allow motorists to park above the 3rd floor, Monday through Friday, 8:00 AM to 5:00 PM in available spaces. Virtual parking permits will be limited to the first 150 motorists who successfully obtain one.

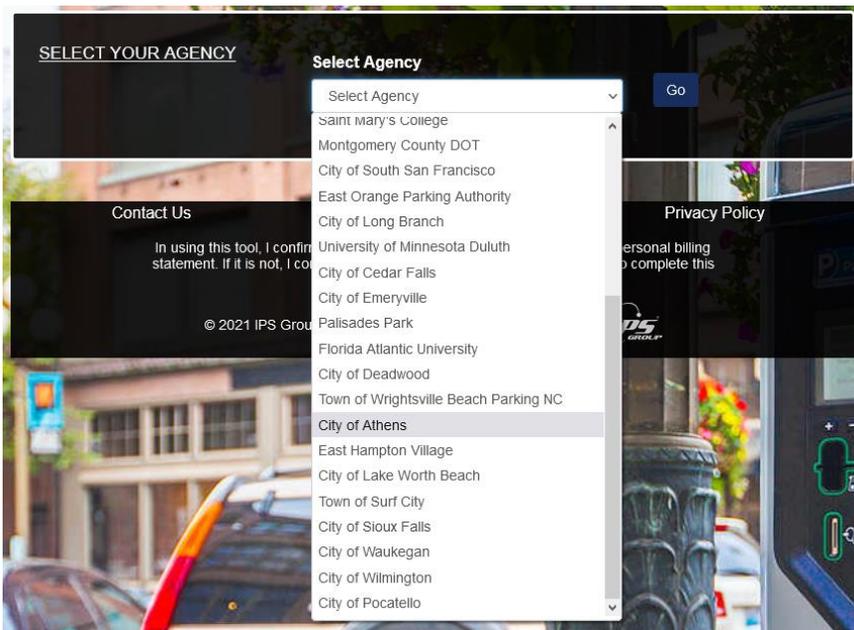
These particular permits are only valid for one vehicle at a time. Should a permit holder encounter a problem where on a short term basis, limited to no more than three (3) days, need to utilize a different vehicle than is listed on the virtual permit, the permit holder must first contact the Athens Police Department, Parking Enforcement Office at (740)592-3308 and explain the reasoning for the substitution. Failing to contact the Parking Enforcement Office or going beyond the allotted three (3) day period can result in parking tickets and/or the vehicle being towed.

Interested motorists can go to www.thepermitportal.com to begin the process of obtaining a virtual parking permit. First time users will need to set up a new account through the portal. Instructions for obtaining a permit are described below.

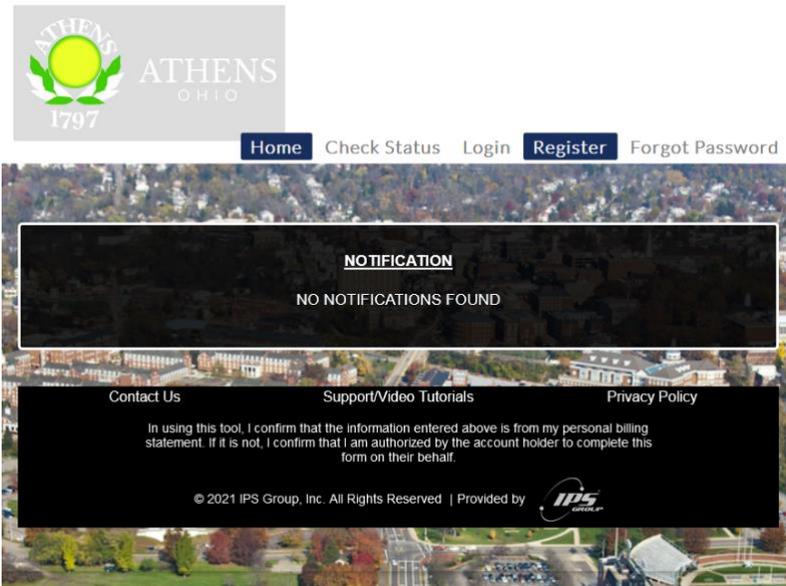
1. Once on the permit portal move the cursor to the “Select Agency” box and left click.



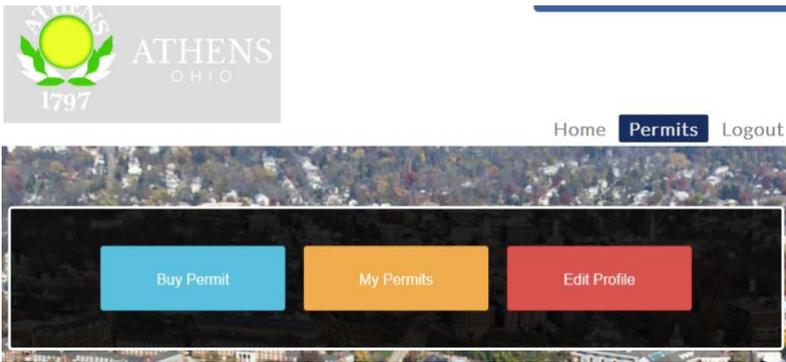
2. From the drop down list, select “City of Athens” and then “GO.”



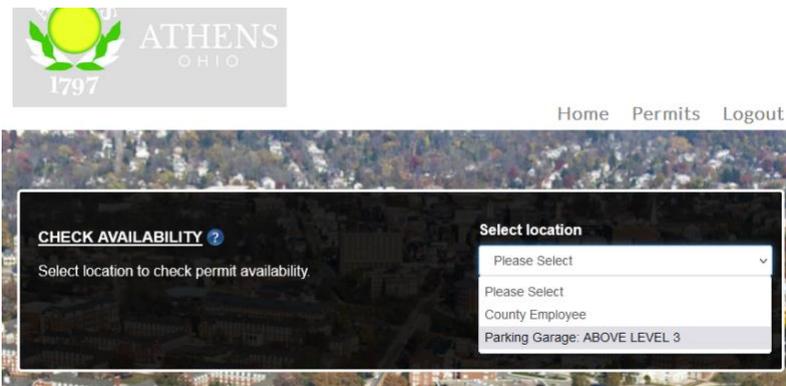
3. New users will click “Register” and follow the prompts. Existing users will select “Login” and input their login credentials.



4. After entering your initial account holder information or logging into the system, you will click “Buy Permit.”



5. Individual permit applicants will select “Parking Garage: ABOVE LEVEL 3” from the drop down menu.



6. Individual permit applicants will then select the term of the virtual parking permit they would like to purchase by clicking “BUY” next to the preferred duration.

CHECK AVAILABILITY ?

Select location to check permit availability.

Select location: Parking Garage: ABOVE LEVEL 3

Please select a Permit Tentative Start Date: 11/16/2021

This zone currently has 150 permits available for issuance.

Description	Duration	Price	Action
1 MONTH - 30 DAYS	month	125.00	Buy ?
3 MONTHS - 90 DAYS	month	375.00	Buy ?
6 MONTHS - 180 DAYS	month	750.00	Buy ?
1 YEAR - 365 DAYS	years	1500.00	Buy ?

7. Click to check the box after reading the use and restriction information related to the permit.



ATHENS
OHIO
1797

Home Permits Logout

PURCHASE NEW PERMIT ?

Click [here](#) to view Permit detail information.

Please click the checkbox to indicate that you have read the use and restrictions information.

Permit Type Parking Garage

Location Parking Garage: ABOVE LEVEL 3

Permit Sub Type 1 MONTH - 30 DAYS

8. Under "Application Type" select "Individual" and the "Number of Permits" you wish to purchase. Selecting "Auto Payment" allows the City or parking services provider to automatically bill the credit card on file for renewal of existing permits.

Permit Sub Type 1 MONTH - 30 DAYS

Tentative Start Date 11/16/2021

Actual Cost \$125.00

Application Type
Individual

Number of Permits
1

Auto Payment

By checking this box you are authorizing the City to charge the credit card for the above permit renewal.

9. Click the + next to “Add Address” to enter your home or business address

ADDRESS - please select an address to be used for mailing the permit.

Select	Address	Phone Number	Type	Action
<input type="checkbox"/>				

ADD ADDRESS - select plus sign to add address

10. Click the + next to “ADD VEHICLE” to enter vehicle information for the permit.

VEHICLE INFORMATION ?

Select All Vehicles

ADD VEHICLE - select plus sign to add vehicle

11. After entering the specifics of your vehicle, either select “I am the owner of the vehicle” or add your Name, Phone Number, and E-mail address and then click SAVE.

+ VEHICLE INFORMATION
✕

Plate Number

Make

Model

Color

Year

State / Province

Vehicle Owner Information

I am the owner of the vehicle

Name

Phone Number

Email

12. After entering the vehicle information, if more than one vehicle is entered, go to “Select Record” for the vehicle you want to purchase a permit for. After checking the appropriate vehicle, click “Submit.”

VEHICLE INFORMATION ?

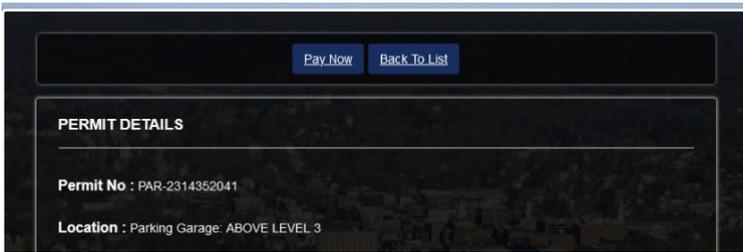
Select All Vehicles

Select Record	Primary	License	Color	Make	Model	Year	State	Depa
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABC1234	Charcoal	Ford	F-150	2015	Ohio	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAN1357	Black	Acura	ILX	2020	Ohio	

+ ADD VEHICLE - select plus sign to add vehicle

13. After submitting the information for the permit you should receive an e-mail advising you have successfully applied for a permit. The permit application will then require approval by a city employee. Once approved you will receive a second e-mail with a link to move forward with payment. The permit will not be valid until payment is made.

14. After clicking the link in the approved permit e-mail, you will be taken to a screen for payment. If you click “Pay Now” you will be directed to a screen to add your credit card information. This information can be stored to apply for auto renewal of permits or to purchase additional permits.



15. After clicking “Pay Now” the below screen will appear. Enter cardholder information and then click “Submit Payment” to finalize the transaction. Once the payment is approved your virtual permit will be valid for the selected time frame.

Check Out Summary

Description	Agency	Amount Due
1 MONTH - 30 DAYS	City of Athens	\$125.00

Subtotal	\$125.00
Processing Fee	\$3.75
Total	\$128.75

Payment Information

Amount: 128.75 \$

First Name:

Last Name:

Card Number:

Card Expiry: MM YYYY

Card CVV:

Should you encounter any issues applying for the virtual permit or do not receive e-mail confirmation, please contact the Athens Police Department, Parking Enforcement Office at (740)592-3308 or the City of Athens, Utilities Billing Office at (740)592-3347.