UC **SANTA BARBARA**
Conference &
Hospitality Services

## Summer Conference Guests Purchasing Individual Permits

### Important Notes

- Permits are non-refundable.
- To purchase a permit, you need to have the following vehicle information: make, model, year, color, license plate number and state.
- Parking permits are required on campus at all times, and guests need to purchase a parking permit if they are bringing a vehicle to campus. Guests are responsible for following parking rules and for any penalties.
- A Disabled placard issued by the Department of Motor Vehicles is not a substitute for a campus permit.
  - A valid UCSB ePermit and a DMV-authorized Disabled placard entitles you to park your vehicle in allocated Disabled parking marked by a blue "Disabled" sign or curb stop. In addition, disabled placard holders may park in any lot or space designated for visitors, students, faculty, or staff including time-restricted spaces that may be used without regard for the posted time limit. Disabled placards are not valid in fire lanes, reserved or restricted areas, or in areas not designated for parking. Parking is not permitted at red curbs or in the blue cross hatched areas adjacent to the accessible spaces.
  - If you have additional questions, please visit UCSB's Transportation & Parking Services website: https://www.tps.ucsb.edu/parking-permits/visitor/disabled-parking
- You need a parking permit for each day you will park on campus. For example, if your conference is June 24-26, you would need to purchase a permit valid for 3 days.
- In addition to the designated lot(s), your permit is also valid in time-restricted parking spaces for the time designated (e.g., 20-, 30- or 40-minute green curb spaces).
- Multiday permits are only available for up to seven days, so if you are planning to park for more than a week, consider a monthly or quarterly permit as these are generally the more cost-effective option for longer-term parking.
- If you have issues with your parking account or purchasing a permit, contact (805) 893-2346 or tps-sales@ucsb.edu.
- You cannot purchase the same permit for a different vehicle. If you need to purchase multiple of the same permits for different vehicles please contact your conference manager to help you set up a group account.

### Purchasing a Permit

1. Go to https://tps-ucsb.t2hosted.com/cmn/auth_ext.aspx
2. Click "Student & Guest Login." If you already have an account log in, otherwise select "create an account."
   - When adding vehicle information, you will be asked to upload your vehicle registration, but this is optional. You can click "Next" without uploading it.
3. Once you've created an account and logged in, select "Get Permits."

## UCSB Online Parking Service

Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

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**PERMITS**

Get Permits

4. Click "Next" and select the permit you would like to purchase.
   - H60 and H65 permits are both valid in Lot 60 and Lot 65
   - C/Visitor permits are valid in Structure 18, Structure 22, and other C/Visitor lots/spots (refer to the lot entrance sign to be assured that visitor parking is allowed within the lot)
   - Select the "C / Visitor Permit - Daily- 7 Day Max - Commuter/Visitor Yellow Lots Only" if you'd like to purchase a multiday C/Visitor permit valid for 2-7 days.
5. Click "I agree to abide by all parking rules and regulations" and then click "Next."
6. On the calendar, select your ePermit start date. This is the first date you plan to park on campus. Click "Next."
   - For multiday permits, a dropdown menu will appear under the calendar after you select the first date. Select the number of days you would like your parking permit to be valid. Click "Next."
7. Select the vehicle you'd like the permit to be valid for and click "Next" or select "Add vehicle."
8. You are now in your cart. Here you can remove any unwanted permits by clicking "Remove."
9. Confirm you have the correct permit(s) in your cart and select your payment method. Check the box to agree with the terms and conditions, ensure your email address is correct, and click "Pay Now."
10. Check the box to agree with the statement and click "Next."
11. Enter your credit card information and click "Pay."