

Waitlist Award Procedure

Do you currently have a permit? **Yes** Start at Step 1

No Start at Step 2

Step 1. Cancel your current permit (if you are currently parked in a garage/gated lot, we recommend exiting prior to cancelling)

- a. Log into myParking account via AccessUH
- b. Permits – View Your Permits
- c. Click the permit number of your active permit
- d. Scroll to bottom – Return Permit
- e. Read statement above text box and follow instructions – Submit

Step 2. Secure your new permit

- a. Permits – Get Permits
- b. Next
- c. Add/Edit toll tag information (optional) – Next
- d. Select Permit type that you were awarded
- e. Complete Permit Agreement – Next
- f. Select the vehicle(s) to link to permit – Next
- g. Enter the email address to receive your receipt – Continue to Payment
- h. Check the box regarding payment method – Process Payment

Step 3. Check your inbox for the emailed receipt

Things to Note

1. Refunds are not issued for the following permit types:
 - Semester
 - Motorcycle
 - Mon/Wed/Fri
 - Tues/Thur
 - Evening/Weekend
 - Katy
2. You will not be charged a second time for even exchanges. Ex. Cancelling an Elgin St Annual for a Stadium Garage Annual
3. If downgrading, an adjustment will be processed for your monthly deduction (FS) or fee bill (Students).