## Welcome to the New Online Permit Application System for East Orange Parking Authority

### Register

Visit <u>https://www.thepermitportal.com</u>. Enter your information in the fields below and accept the Terms & Conditions. Continue to <u>Submit</u>. Once you submit you will receive an email to verify your email and continue to login.

| E.O.P.A.                      | Home                                 | Search Che             | ck Status        | Login                   | Register |   |  |
|-------------------------------|--------------------------------------|------------------------|------------------|-------------------------|----------|---|--|
| East Orange Parking Authority |                                      |                        |                  |                         |          |   |  |
| TERMS &                       | CONDITIONS                           | ?                      |                  |                         |          |   |  |
| I have read,                  | /agree with the <b>term</b>          | is and conditions.     |                  |                         |          |   |  |
|                               | FORMATION @                          |                        |                  |                         |          |   |  |
| First Name*                   | First Name                           |                        | Last Nam         | e <sup>*</sup> Last Nar | me       |   |  |
| Home<br>Address*              | Enter a location                     |                        | Languaş<br>//    | ge English              |          | v |  |
|                               |                                      |                        | Mobil            | e* (XXX)XX              | X-XXX    |   |  |
| Email*                        | Email                                |                        | Confirm Ema      | il <sup>*</sup> Confirm | Email    |   |  |
| Password*                     | Email address will be as<br>Password | ssigned as the Usernam | e<br>Confirr     | n <sup>*</sup> Confirm  | Password |   |  |
|                               |                                      | Subm                   | it <u>Cancel</u> |                         |          |   |  |

#### Login

Once you have completed your registration, login using **your email address as the User Name** and enter the password you created during registration.

# Home Search Check Status Login Register E.O.P.A Your username is the email address used when you registered. Username Password User Name Password Forgot Password Register New Account Login Contact Us Terms/Privacy Support/Video Tutorials In using this tool, I confirm that the information entered above is from my personal billing statement. If it is not, I confirm that I am authorized by the account holder to complete this form on their behalf. © 2019 IPS Group, Inc. All Rights Reserved | Provided by

#### https://www.thepermitportal.com

#### Once logged in select **Buy Permit**.

| E.O.P.A.                      |                   | Home Permits        | Logout |
|-------------------------------|-------------------|---------------------|--------|
| East Orange Parking Authority |                   |                     |        |
| <u>Buy Permit</u>             | <u>My Permits</u> | <u>Edit Profile</u> |        |
|                               |                   |                     |        |

# **Permit Application**

On the following page proceed to **Select Location** from the list of available options. Select **Buy** once you've identified the permit type you would like to purchase.

| CHECK AVAILABILITY ? Select location to check permit availability. | • |
|--|---|
| Zone Available   |   |
| Please Select A Permit Tentative Start Date: 01/01/2020            |   |
| This zone currently has <b>30</b> permits available for issuance.  |   |
| DESCRIPTION DURATION PRICE ACTION                                  |   |
| Residential Overnight Parking Permit End Of Year 150.00 Buy        |   |

Complete the permit application below by entering all fields listed as well as selecting the vehicle that you would like to purchase the permit for. Upload any required documents at the end of the application under Document Information and **Submit**.

| PURCHASE NEW   | PERMIT                     | 2             |                |               |             |            |            |        |
|--|----------------------------|---------------|----------------|---------------|-------------|------------|------------|--------|
| Location   |                            |               |                | Permit Typ    | e           |            |            |        |
| ASHLAND AVE - V                                      | NARD 2                     |               | Ψ.             | Reside        | ential Over | might      |            |        |
| Permit Sub Type                                      |                            |               |                | Date          |             |            |            |        |
| Residential Overni                                   | ght Parking                | Permit        | Ψ.             | 1/1/20        | 20          |            |            |        |
| Application Type                                     |                            |               |                | Actual Cos    | ŧ           |            |            |        |
| Individual   |                            |               | v              | \$ 150        |             |            |            |        |
| Number of Dermite                                    |                            |               |                |               |             |            |            |        |
| 1  |                            |               |                |               |             |            |            |        |
|  |                            |               |                |               |             |            |            |        |
|  | s coloct an av             | ldrore to bo  | used for me    | uling the new | it          |            |            |        |
| ADDRE33 - piease                                     | e select all at            | Juless to be  | used for ma    | ning the per  | mit.        |            |            |        |
|  |                            |               |                |               |             | Show       | 5 -        | ecords |
| Select Address                                       |                            |               |                |               | Phon        | e Number   | Type A     | ction  |
| <ul> <li>17332 Irvi</li> <li>United State</li> </ul> | ne Blvd., Si<br>ates 92780 | uite 100 , 1  | lustin, Cal    | ifornia,      | (858)       | 218-0279   | Work       |        |
| 1 - 1 of 1 records                                   | 1103 52700                 |               |                |               |             | < Prev     | 1 Next >   | ->1    |
| 1 For Freedras                                       |                            |               |                |               | 1           | • 1164     | INEXT /    |        |
| • ADD ADDRES   | SS - select p              | lus sign to a | dd address     |               |             |            |            |        |
|  |                            |               |                |               |             |            |            |        |
|  |                            |               |                |               |             |            |            |        |
| VEHICLE INFOR  | MATION (                   | 2             |                |               |             |            |            |        |
|  |                            | C-1           | N de las       | Mandal        | ¥           | Challer    | Developing |        |
| Select Primary                                       | License                    | Color         | Toyota         | Campy         | rear        | California | Decal No.  | 0      |
|  | 1TEST                      | Unkno         | UNKN           | Unkno         | 2017        | California | 0149       | 0      |
|  | TEST456                    | Chrome        | Acura          | NSX           | 2019        | California | 0.13       | 0      |
|  | 789G                       |               |                |               | 2019        | California |            | 0      |
| e 🗸  | 147A                       |               |                |               | 2019        | California |            | 0      |
| • 🗸  | 456q                       | Blue          | AC             | Aceca         | 2019        | Arizona    |            | 0      |
|  | _                          |               |                |               |             |            |            |        |
| ADD VEHICLI  | E - select plu             | is sign to ad | d vehicle      |               |             |            |            |        |
|  |                            |               |                |               |             |            |            |        |
| DOCUMENT INFO  | RMATION                    |               |                |               |             |            |            |        |
| Proof Type   |                            | Requi         | ired Doc       | ument Re      | auired      | Doc        | ument Path |        |
| <ul> <li>Valid Driver's Lice</li> </ul>              | inse                       | Yes           | Vali           | d Driver's    | License     |            | hoose File |        |
| Valid Vehicle Reg                                    | istation                   | Yes           | Vali           | d Vehicle I   | Registrati  | on C       | hoose File |        |
| Valid Proof of Ins                                   | urance                     | Yes           | Vali           | d Proof of    | Insuranc    | e C        | hoose File |        |
| O Copy of Current                                    | Hangtag                    | Yes           | Сор            | y of Curre    | ent Hangt   | ag C       | hoose File |        |
|  |                            |               |                |               |             |            |            |        |
|  |                            | Subr          | nit <u>Can</u> | <u>eel</u>    |             |            |            |        |
|  |                            |               |                |               |             |            |            |        |

### Approval

Once you submit your permit application please allow time for the department to review and approve. Once the application is approved by the department, you will receive an email to continue to submit payment.

### Pay

Once your application is approved login to <u>https://www.thepermitportal.com</u> and go to My Permits.

| E.O.P.A.<br>Let Orange Parking Authority |        |                   | Home Permits        | Logout |
|--|--------|-------------------|---------------------|--------|
| Buy                                      | Permit | <u>My Permits</u> | <u>Edit Profile</u> |        |

Look for your Approved application and select View.

| <u>MY P</u> | <u>ermits</u> 🕐 |            |                     | Show Permits :                          | Current   | ×                 |
|-------------|-----------------|------------|---------------------|---|-----------|-------------------|
|             |                 |            |                     |   |           |                   |
|             |                 |            |                     |   |           | Show 10 💌 records |
| Permit No   | Start Date      | End Date   | Location            | Permit Type                             | Status    | Action            |
| ♥ Conta     | ∇ On ▼          | ∇ On ▼     | ♥ Conta             | ♥ Contains                              | ♥ Contain |                   |
| 4TH-        | 1/1/2020        | 12/31/2020 | 4TH AVE -<br>WARD 5 | Residential Overnight<br>Parking Permit | Approved  | View              |

#### Continue to **Proceed to Checkout** and Pay Now.

| Proceed t                           | o Checkout Cancel Permit                                       | Download                       |
|-------------------------------------|--|--------------------------------|
| PERMIT DETAILS ?                    |  |                                |
| Permit No : 4TH-822402036           | Location : 4TH AVE - WARD 5 - 4th Ave,<br>East Orange, NJ, USA | Status : Approved              |
| Permit Type : Residential Overnight | Permit Sub Type : Residential Overnight<br>Parking Permit      |                                |
| Email: ipspermits5@gmail.com        |  |                                |
| Applied Date : 12/6/2019            | Quantity: 1  | Permit Price (Each): \$ 150.00 |
| Total Cost : \$ 150.00              | AutoPayment : No   | Application Type : Individual  |
| Start Date : 1/1/2020               | End Date: 12/31/2020   |                                |
| Transaction ID: 933978050271432     | Transaction Amount: \$154.50                                   | Transaction Date: 12/6/2019    |
| Transaction Fee: \$4.50             |  |                                |

|                                     | <u>Pay Now</u> <u>Back to List</u> Downl                         | oad                            |
|-------------------------------------|--|--------------------------------|
| PERMIT DETAILS                      |  |                                |
| Permit No: 4TH-822402036            |  |                                |
| Location: 4TH AVE - WARD 5          | Status : Approved  |                                |
| Permit Type : Residential Overnight | <b>Permit Sub Type :</b> Residential Overnight<br>Parking Permit | Quantity: 1                    |
| Applied Date: 12/6/2019             | Email : ipspermits5@gmail.com                                    | Permit Price (Each): \$ 150.00 |
| Total Cost: \$ 150.00               | AutoPayment: No  | Application Type : Individual  |
| Start Date: 1/1/2020                | End Date: 1/1/2020   |                                |

Enter your credit card details below and **Submit Payment**. If you already have a credit card on file, that card will be charged when you select Pay Now.

| Check Out Summary                    |                |                        |                                     |                                |
|--------------------------------------|----------------|------------------------|-------------------------------------|--------------------------------|
| Description                          |                | Agency Amou            |                                     |                                |
| Residential Overnight Parking Permit | East Ora       | ange Parking Authority | \$150.                              | 00                             |
|                                      |                |                        | Subtotal<br>Processing Fee<br>Total | \$150.00<br>\$4.50<br>\$154.50 |
| Payment Information                  |                |                        |                                     |                                |
| 154.50                               |                |                        |                                     | \$                             |
| First Name                           |                |                        |                                     |                                |
| First Name                           |                |                        |                                     | 1                              |
| Last Name                            |                |                        |                                     |                                |
| Last Name                            |                |                        |                                     |                                |
| Card Number                          |                |                        |                                     |                                |
| Card Number                          |                |                        |                                     | =                              |
| Card Expiry           MM         T   |                |                        |                                     |                                |
| Card CVV                             |                |                        |                                     |                                |
| Card CVV                             |                |                        |                                     | =                              |
|                                      | Submit Payment |                        |                                     |                                |

### **Transaction Completed**

Once payment is processed, the Permit Details page below will display providing the transaction details. **Download your temporary permit.** Please display your temporary permit on your dash while you receive your permanent hangtag in the mail.

| Pro                                | oceed to Checkout                         | Cancel Permit                              | Download          |                     |
|------------------------------------|---|--|-------------------|---------------------|
| PERMIT DETAILS 🕐                   |   |  |                   |                     |
| Permit No : CHA-821142036          | Location : CHA<br>Charles Street, F       | RLES ST - WARD 1 -<br>East Orange, NJ, USA | Status : Paid     |                     |
| Permit Type : Residential Overnigh | t <b>Permit Sub Typ</b><br>Parking Permit | e: Residential Overnight                   |                   |                     |
| Email: ipspermits5@gmail.com       |   |  |                   |                     |
| Applied Date : 11/12/2019          | Quantity: 1                               |  | Permit Price (Eac | <b>h):\$1</b> 50.00 |
| Total Cost : \$ 150.00             | AutoPayment:                              | No   | Application Type  | : Individual        |
| Start Date : 1/1/2020              | End Date: 12/3                            | 1/2020                                     |                   |                     |
| Transaction ID: 93448298852772     | 23 Transaction Am                         | nount:\$154.50                             | Transaction Date  | :12/11/2019         |
| Transaction Fee: \$4.50            |   |  |                   |                     |

Chat



If you need any assistance while completing your application look for the **Chat** icon on the left bottom corner of your screen and send us your questions.

#### Feel free to contact us via phone or email:

Toll free (877) 224-7838 Email: <u>Permits@thepermitportal.com</u>