



THE UNIVERSITY OF  
**MEMPHIS**<sup>®</sup>

Parking and  
Transportation Services

# Step by Step Instructions on How To Purchase a Printable 1 Day Visitor Permit



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THE UNIVERSITY OF MEMPHIS

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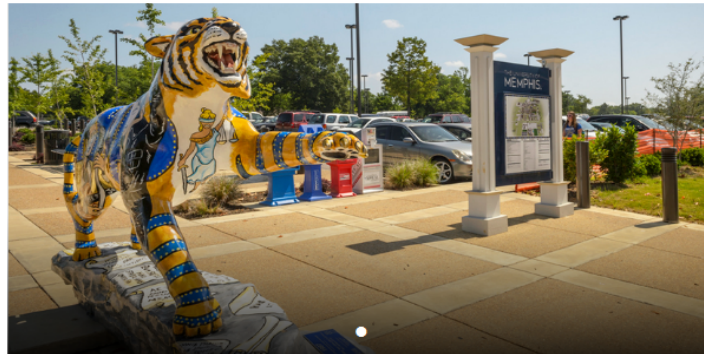
RESOURCES FOR... >

**Parking and Transportation Services**

Staff Directory Permit & Other Parking Lambuth/Millington Parking Resources

**TigerPark**  
Don't wait in line... Go online!

Home > Parking & Transportation Services



## Welcome to Parking & Transportation Services!

Whether you are a visitor, alumnus, new student or new faculty/staff, we are glad to see you on our campus. Parking & Transportation Services (PTS), an auxiliary unit within the Department of Business Services, manages all University owned parking lots and is responsible for administering the Parking and Traffic Regulations of the University of Memphis and the Tennessee Board of Regents.

Parking meters on campus now accept major credit cards as well as coins.

STEP 1

Please visit <http://www.memphis.edu/parking> and click TigerPark



## Don't wait in line. Go online!

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Now taking care of parking is easier than ever. Our new online store, TigerPark, is up and running — giving you easy access to view or buy permits, submit online appeals and manage your parking account online.

### ACCESSING TIGERPARK

- Students, faculty/staff and employees of the University can access TigerPark through the [myMemphis](#) portal.
- Guests may login through the TigerPark [Guest Account Login](#).



#### TigerPark allows students only to:

- View your citations
- View your permit
- View your appeals
- Appeal citations


This feature allows students to appeal citations online. TigerPark requires the citation number and license plate number to appeal a citation. You have 15 working days to appeal a citation online. After 15 days, you will no longer have access to online appeals. For questions, please contact Parking & Transportation Services, 120 Zach Curlin Parking



[Click Guest Account Login](#)



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

 Shopping Basket  
(0 items, \$0.00)



## Guest Login



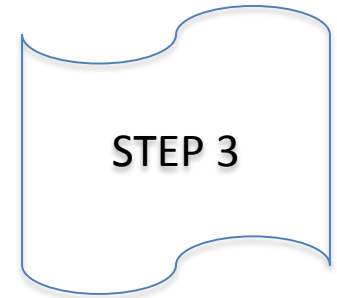
Enter your ID and Password. If you do not have an ID and password you may [create one](#) or you may [retrieve your lost information](#) if you have lost it.

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

\* indicates a required field

Log In


 Home



Login with Guest Account information or create one if you are a new user.



Welcome, Stripes, Pouncer () [Log out](#)

 Shopping Basket  
(0 items, \$0.00)



## Parking Account Main

Welcome Stripes, Pouncer ()!

Use this page to update your account information and make purchases in the parking system.


- [View Your Mailing Addresses](#)
- [View Your Email Addresses](#)
- [View Your Vehicles](#)
- [View Your Citations](#)
- [View Your Permits](#)
- [View Your Appeals](#)
- [Appeal Citations](#)
- [Add or View Waitlists](#)
- [Purchase Permits](#)
- [Log Out](#)



Select Purchase Permits



Welcome, Stripes, Pouncer () [Log out](#)

 Shopping Basket  
(0 items, \$0.00)



[Main Menu](#) > Introduction

## Purchase a Permit

You have been authorized to purchase a permit. Please read the instructions on each page carefully!!!

Next >>

 Home

STEP 5

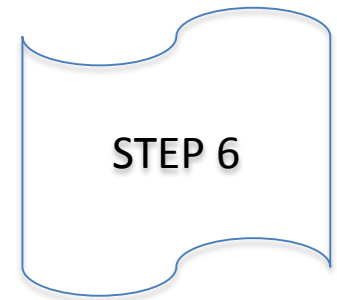
Click Next



AVAILABLE PERMITS					
Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
VISITOR					
<input checked="" type="radio"/>	1	\$2.00 / day	Printable Visitor General Permit / 1 DAY	-select-	-select-
<input type="radio"/>	1	\$15.30 / month	Visitor General Permit / 1 MONTH	07/14/2015	08/14/2015

I agree to follow the rules and regulations as outlined in the Parking Handbook.

- I agree to abide by [parking rules and regulations](#)
- I agree that my permit may not be transferred another user
- I agree that my parking rights may be revoked at any time



1 Day permits are printable.

**\*\* You must check all boxes before proceeding to the next step \*\***

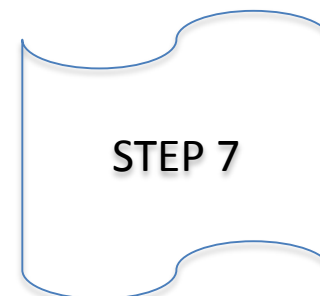
## Select Date for Permit

Select the dates for your permit.

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

Next >>

Home



Please choose your date.  
This permit is only authorized to park in General Parking Lots  
on campus for the date that you select.





Welcome, Stripes, Pouncer () [Log out](#)

Shopping Basket  
(0 items, \$0.00)



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

**i** You must select one vehicle for this permit.

### Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	TENNESSEE	GOTIGERS	2015	Ford	Expedition	Black

Add Vehicle




Next >>



To Add a vehicle, please click Add Vehicle.  
Previously Added vehicles will be displayed here and the  
desired vehicle must be checked before proceeding.



Welcome, Stripes, Pouncer () [Log out](#)

 Shopping Basket  
(0 items, \$0.00)

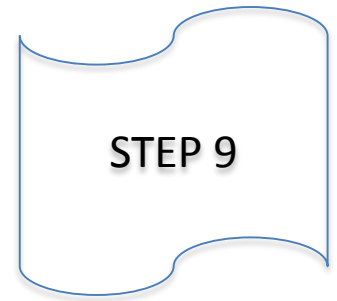


[Main Menu](#) > [Introduction](#) > [Select Permit](#) > [Select Vehicles](#) > [Select Facilities](#) > [Other Information](#)

## Select Other Permit Information

Select the information below and click Next >>

Delivery Option	<div style="border: 1px solid black; padding: 2px;"><p>Select One</p><p>1234 Tiger Lane Memphis</p><p>No thank you, I'm printing a Visitor Permit.</p></div>	<input type="button" value="Add"/> *
<input type="button" value="Next &gt;&gt;"/>		



Please select your preferred delivery method.

- 1 Day Visitor Permits **must** be printed and will not be mailed.



## 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	Printable Visitor General Permit / 1 DAY (07/31/2015 - 07/31/2015) <a href="#">view details</a>	\$2.00	<a href="#">Remove</a>
<b>Due Now</b>			\$2.00	

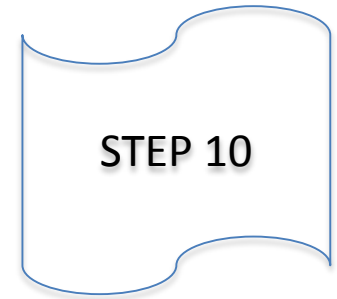
[Cancel Purchase](#) [Add Permits](#)

## Checkout

Email Address

[Pay Now](#)

[Home](#)



If you'd like to purchase more than one permit then click Add Permits and repeat steps 5-10. When all desired permits are in your shopping cart, click Pay Now.



Welcome, Stripes, Pouncer () [Log out](#)

Shopping Basket  
(1 item, \$2.00)



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

## Payment Information

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

Quantity	Type	Description	Amount
1	Permit	Printable Visitor General Permit / 1 DAY (07/31/2015 - 07/31/2015) <a href="#">view details</a>	\$2.00 <a href="#">Remove</a>
<b>Due Now</b>			\$2.00

[<< Back](#) [Next >>](#)



Review the totals below and click next to proceed to make your payment.



A \$30 Return Credit Card Fee will be assessed for each credit card payment returned unpaid by your financial institution.

**Please enter your credit card information:**

<b>Total:</b>	<input type="text" value="\$2.00"/>
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**\* Indicates required information**

\* Credit Card Type:

\* Account Number:

\* Expiration Date:

\* Security Code: ([View example](#))

\* Name on Card:

**Billing Address of Credit Card**

\* Street Address 1:

Street Address 2:

\* City:

\* State:

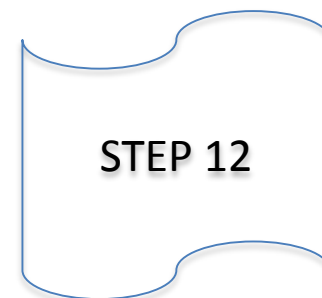
\* ZIP / Postal Code:

\* Country:

Day Phone:

Night Phone:

Mobile Phone:



**Enter credit card information**



## Payment Receipt

Your transaction is complete. Please print the page for your records.

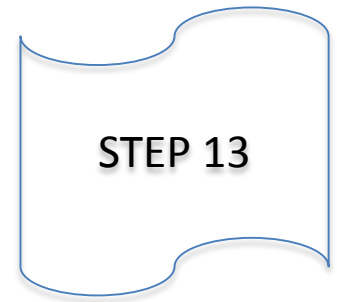
### Purchased Items

Quantity	Type	Description	Amount
1	Permit	Printable Visitor General Permit / 1 DAY [V20150013] (07/31/2015 - 07/31/2015) <a href="#">PRINT PERMIT</a> <a href="#">view details</a>	\$2.00
<b>Total Paid</b>			\$2.00

### Transaction Summary

CC Receipt Number	20150714000000
Payment Method	WebServices TouchNet uPay
Payment Date	07/14/2015 04:08:31 PM

[Home](#) [Logout](#)



## Payment Receipt

**\*\* DON'T FORGET TO PRINT YOUR PERMIT\*\***

Transaction detail, receipt information and a link to your printable permit will also be sent to your login email address.



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Parking and  
Transportation Services



**VISITOR PERMIT**

**Permit Number: V20150014**



**Effective Date: 07/31/2015**

**Expiration Date: 07/31/2015**

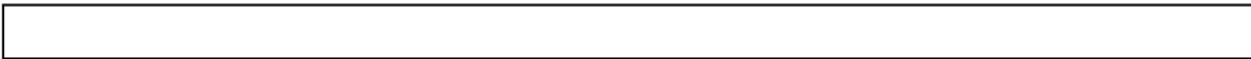
License: TN-GOTIGERS

Vehicle Make: Ford

Vehicle Style: Sports Utility Veh

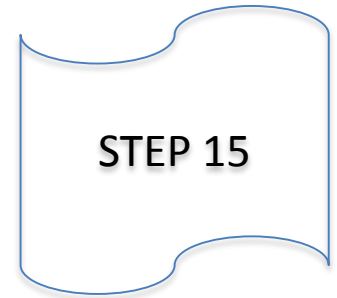
Vehicle Color: Black

Account #: 174456



Effective: 07/31/2015

Expires: 07/31/2015



**Copy of Printable Visitor Permit**

**Please print out and place on the dashboard of your  
vehicle so that all information is clearly visible!!**

**GO TIGERS!!!**