Parking Permit Purchase for Faculty, Staff & Students

1. Go to Parking Services web page http://www.k-state.edu/parking/ and click on K-STATE ONLINE PARKING

2. Click on Purchase Permits

3. Click on K-State eID Login and sign in with your K-State eID & password
4. Click on **Purchase Permits**
   a. **Note:** If you receive **View Your Parking Citations** screen, you must pay your citation(s) first before proceeding to purchase a permit

   b. Otherwise, you will see this screen

![Purchase a Permit](image)

5. Click on **Next >>** to proceed

![Purchase a Permit](image)

**Faculty / Staff – Manhattan and Salina**

6. **Select Permit and Permit Agreement**
   a. If you are on the **Manhattan** campus, your options may look similar to this screen image below. Please select one permit and click the Terms and Conditions box below in order to proceed to next screen. During the checkout process, you will have an option to order a second permit.

![Select Permit](image)

   b. If you are on the **Salina** campus, your options may look similar to the screen image below. Please select one permit and click the Terms and Conditions box below in order to proceed to next screen. During the checkout process, you will have an option to order a second permit.
7. You must agree to the Terms and Conditions in order to proceed. Once you have read and understood the regulations, click the check box and then click **Next >>**

8. **Select Other Permit Information** - Click the drop down arrow and select the appropriate **Delivery Option** for you. The options should include your campus address or “Pick up my permit from the Parking Office”. **Note:** If you plan to pay by cash or check you need to select “Pick up my permit…” since you will need to go the parking office to make your payment and receive your permit. Then click **Next >>**.

9. **View Cart** – Review your permit and select the appropriate payment method (CASH, CHECK, CREDIT CARD, PAYROLL DEDUCTION)
10. If you want to order an additional permit (ex. Motorcycle), click **Add Permits** which will take you back to Step #6 to select your second permit.

![Add Permits](image)

11. **Checkout** – Verify your email address and change if necessary. This is where your email confirmation will be sent. Then click **Next >>**.

![Checkout](image)

a. If you select PAYROLL DEDUCTION, you will then be asked to select **Pre-Tax** or **Post-Tax**. Then you should click **Pay Now**.

![Select Payment Method](image)

12. **Payment Receipt** – you will see the purchased items and transaction summary on your screen. A confirmation email will also be sent.

13. Click on the **Logout** button to exit the parking permit web page.

![Logout](image)

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**Student – Manhattan and Salina**

1. Select the appropriate **Housing Location** based on where you will be living during the school year. Then click on **Next >>** to proceed.

a. Manhattan resident hall student example:

![Confirm Housing Location](image)
2. **Student Permit and Permit Agreement** – Select one permit and click the Terms and Conditions box below to proceed to next screen. During the checkout process, you will have an option to order a second permit (Ex. Motorcycle)

   a. Manhattan resident hall student example:

3. You must agree to the Terms and Conditions in order to proceed. Once you have read and understood the regulations, click the check box and then click **Next >>**

14. **View Cart** – Review your permit and click **Next >>**. If you want to order an additional permit (Ex. Motorcycle), click **Add Permits** which will take you back to the **Purchase a Permit** step to select your second permit.

15. **Checkout** – Verify your email address and change if necessary. This is where your email confirmation will be sent. Then click **Next >>**.

16. **Payment Receipt** – you will see the purchased items and transaction summary on your screen. Your permit will be billed to your student account. A confirmation email will also be sent. Click **Next >>**.

17. Click on the **Logout** button to exit the parking permit web page.