

# Online Parking Permit Application

The following are instructions for filling out the parking permit application correctly. Please keep this window open to assist as you enter your information in the application.

Before you begin, have your vehicle registration available. The registration number is usually your license plate number, which is most likely a combination of numbers and letters consisting of between 5 and 7 characters. (Example: ABD1930 or 1AD234.)

## **Page 1:**

On the "Permit Type" drop-down, choose the type of decal you need. Do the same for "Permit Period" and "Affiliation" The "Amount Due" section can be ignored.

**Payments are done later by Credit or Debit Card in Touchnet**

Click "Continue" when you are done.

## **Page 2:**

Fill out the form referring to your **Holy Cross ID** and **Holy Cross email** information. Click "Save/Update Person" when done. The same page will appear again. **If someone else owns the vehicle**, you will have to fill out this same page a second time with the owner's information.

Click "Save/Update Person" and "Continue" when you are done.

**Page 3:**

Fill out the vehicle information. Most vehicles will have a license plate type of "Passenger"  
Click "Continue" when you are done.

The screenshot shows a web form titled "Enter Vehicle Information" with a progress bar at the top. The progress bar has five steps: 1 (Start), 2 (Contacts), 3 (Vehicle), 4 (Review), and 5 (Finish). Step 3 is currently active. Below the progress bar are "Back" and "Continue" buttons. The form fields are as follows:

Type	<input type="text"/>
Make	<input type="text"/>
Model	<input type="text"/>
Year (YYYY):	<input type="text"/>
Color	<input type="text"/>
License Plate Type	<input type="text"/>
License Plate Number	<input type="text"/> (do not enter spaces)
Licensing State	<input type="text"/>
Owner	<input type="text"/>
Insurance Company	<input type="text"/>
Insurance Policy #	<input type="text"/>
Policy Exp. Date	<input type="text"/>

**Page 4:**

Review the information you have entered. If everything is correct, hit "Continue" and it will be submitted to Public Safety for processing pending payment. Disregard payment information noted here.

**Note: Out-of-State students** must also fill out additional form and email it to [parking@holycross.edu](mailto:parking@holycross.edu)

For more information see the Holy Cross Student Parking website.

<https://www.holycross.edu/maps-directions-transportation-and-parking/parking/student-parking>

The screenshot shows a "Review Report" form with a progress bar at the top. The progress bar has five steps: 1 (Start), 2 (Contacts), 3 (Vehicle), 4 (Review), and 5 (Finish). Step 4 is currently active. Below the progress bar are "Back" and "Continue" buttons. The form content is as follows:

Please review the report. If all the information is correct, click the Continue button to submit the report. If you need to modify some information, click the desired modify link. This will be your last chance to change information for this report.

<b>General Information:</b>	<input type="button" value="Modify"/>
Permit Type:	<input type="text"/>
Amount Due:	<input type="text"/>
Permit Period:	<input type="text"/>
<b>Contacts Information:</b>	<input type="button" value="Modify"/>
<b>Vehicles Information:</b>	<input type="button" value="Modify"/>
<b>Vehicle 1</b>	
Type:	<input type="text"/>
Make:	<input type="text"/>
Model:	<input type="text"/>
Year:	<input type="text"/>
Color:	<input type="text"/>
Plate Type:	<input type="text"/>
Plate Number:	HC123HC

At the bottom of the form are "Back" and "Continue" buttons.

**Page 5:**

This confirms your application was submitted. The next step is making your payment. Your decal will be mailed to your campus address once payment is made and all the paperwork is reviewed and by the Holy Cross Parking office.

The screenshot shows a confirmation screen with a progress bar at the top. The progress bar has five steps: 1 (Start), 2 (Contacts), 3 (Vehicle), 4 (Review), and 5 (Finish). Step 5 is currently active. Below the progress bar are "Back" and "Continue" buttons. The main content of the screen is:

**Your Permit Registration Request has been filed.**  
Your Registration Number is: 5835  
Your Registration is complete.