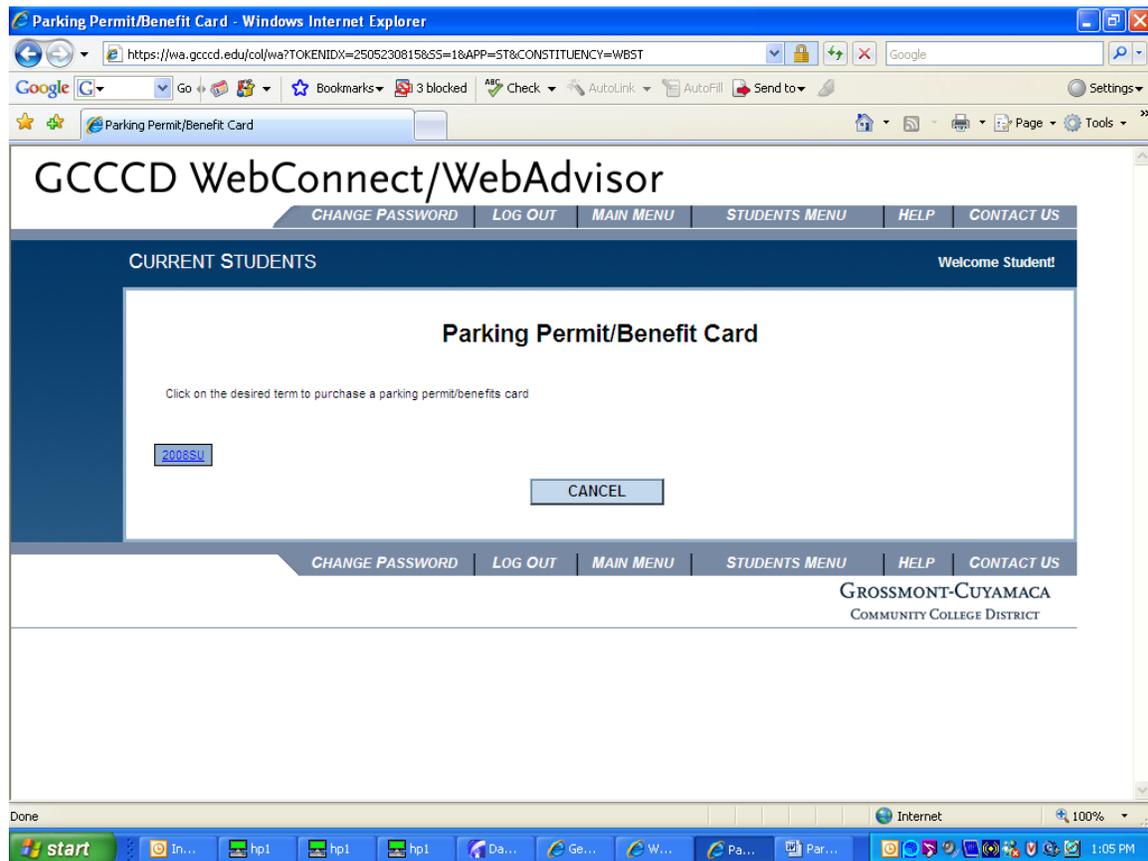


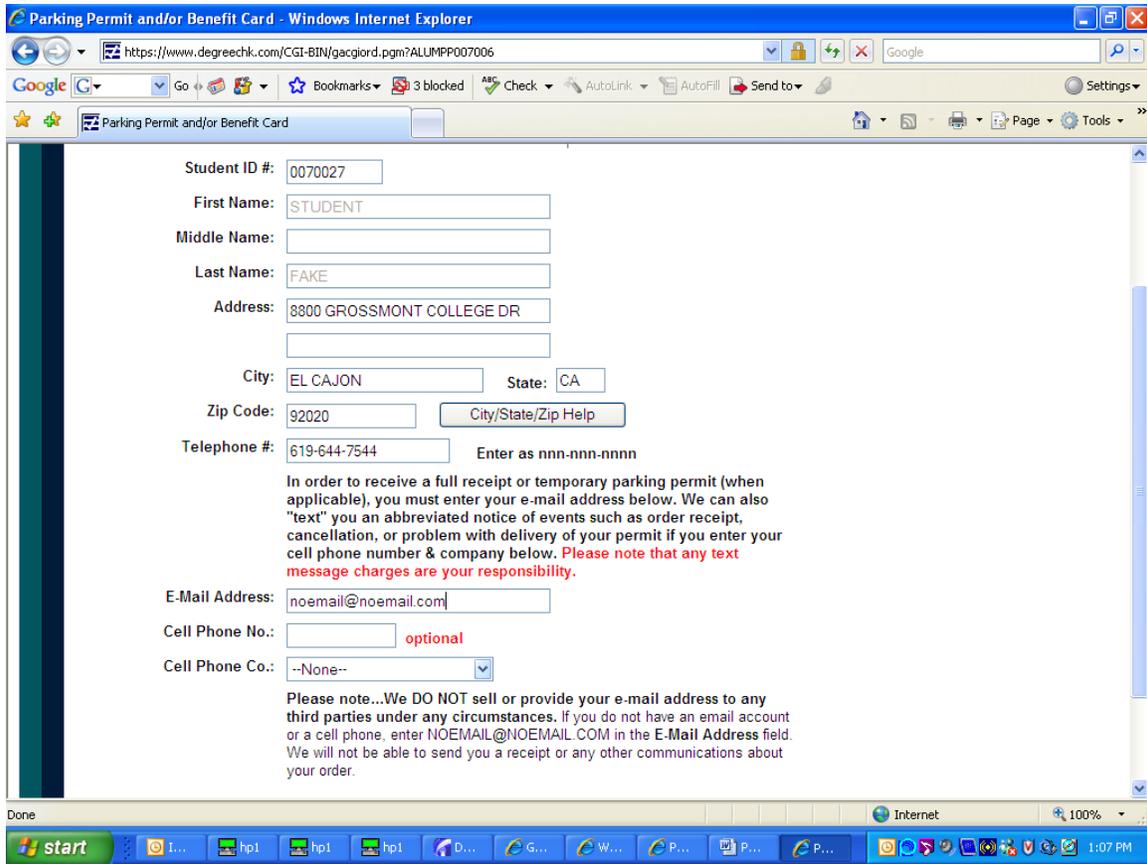
Purchasing a Parking permit

Any Questions – Call Credentials, Inc. Customer Service Phone: 1-800-646-1858

Student parking permits may be purchased through WebAdvisor at www.grossmont.edu. After **logging into** your student's account select from the menu "Parking Permit/Benefit Card". You will be asked to select the semester for parking.



When you select the semester, you will be linked to Credentials, Inc. where you will be asked for your information.



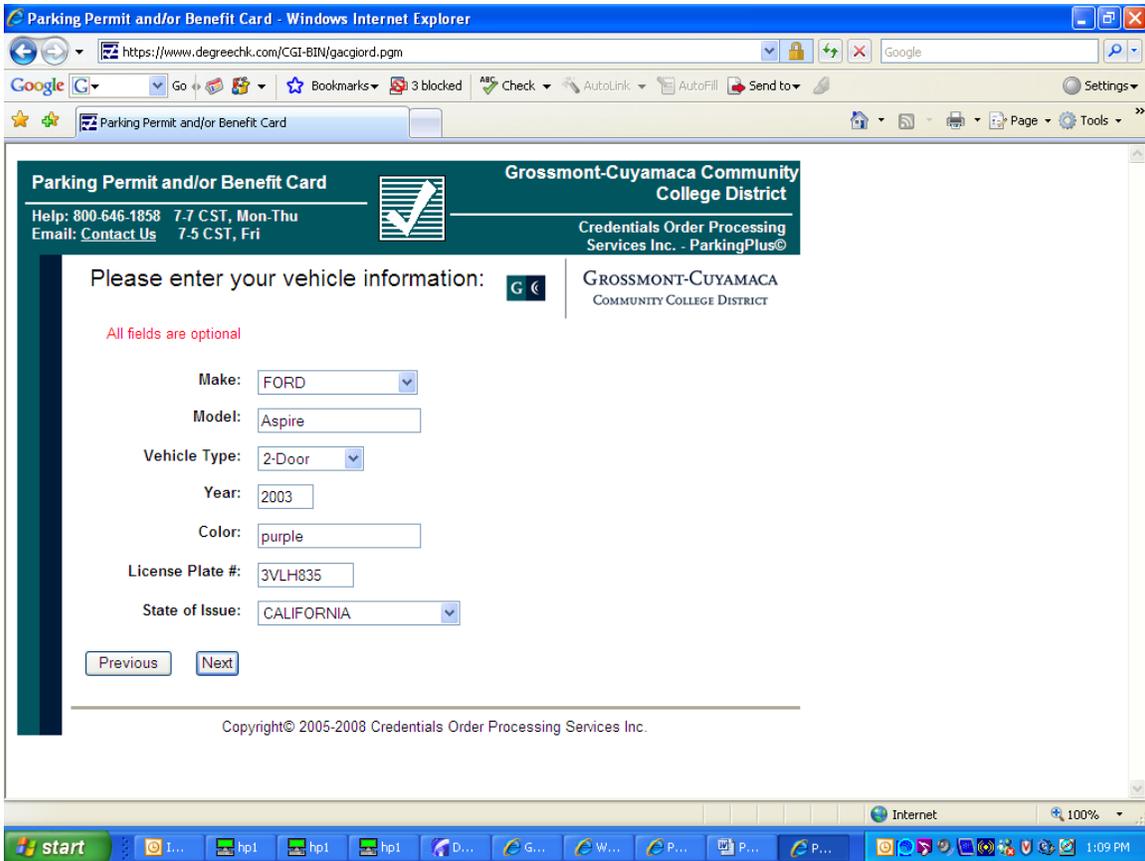
Please fill in the information. **NOTE:** *If your mom, dad, aunt, etc., are paying for you, please put in their credit card billing address on this page.*

The credit card charged will need to match the **cardholder's** address.

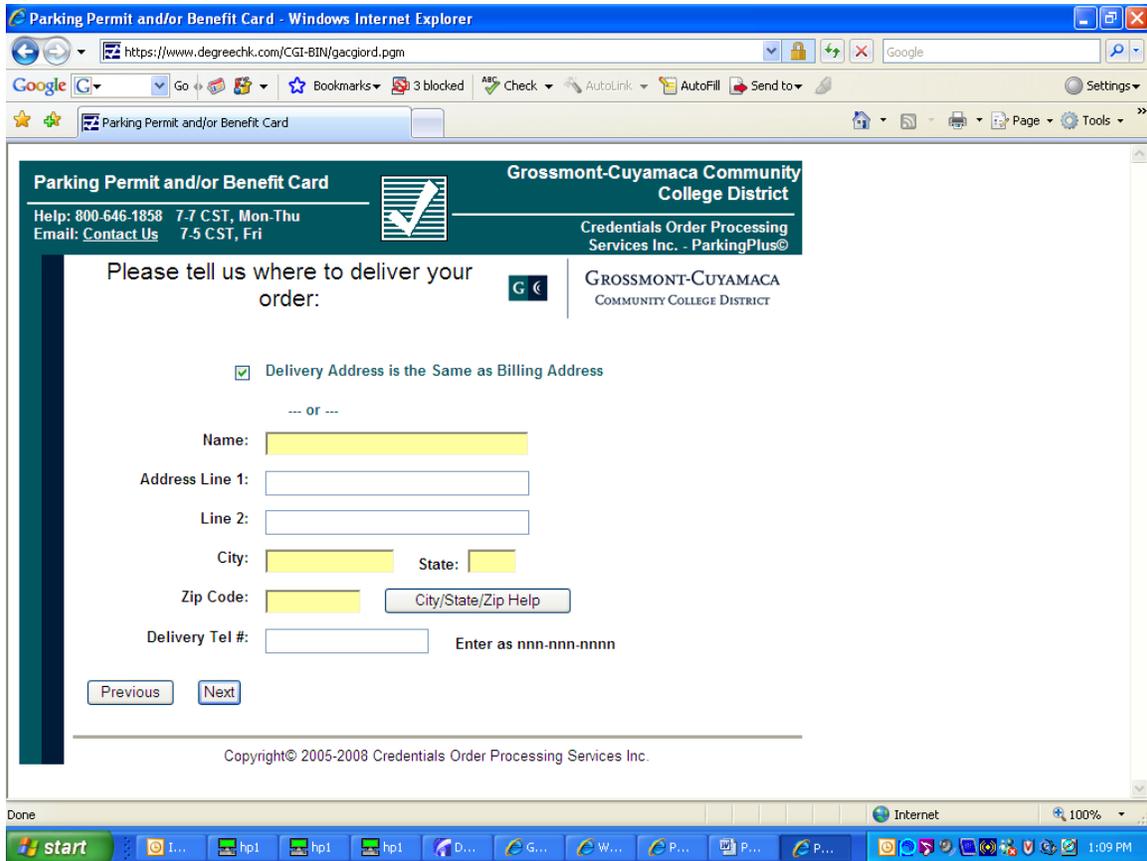
When you select the “**Next**” Page –



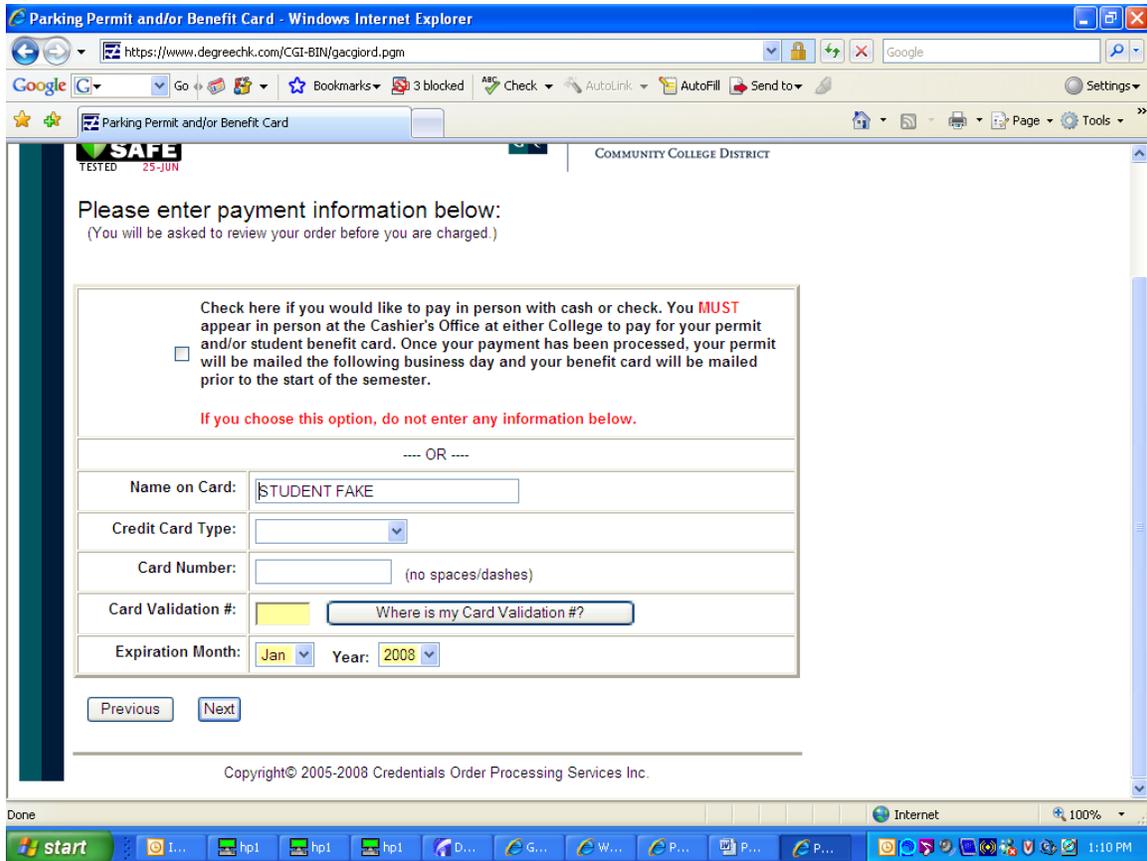
Please select your purchases from the box, then select “Next” to continue to the next page.



Here you will enter your vehicle information and select “Next.”

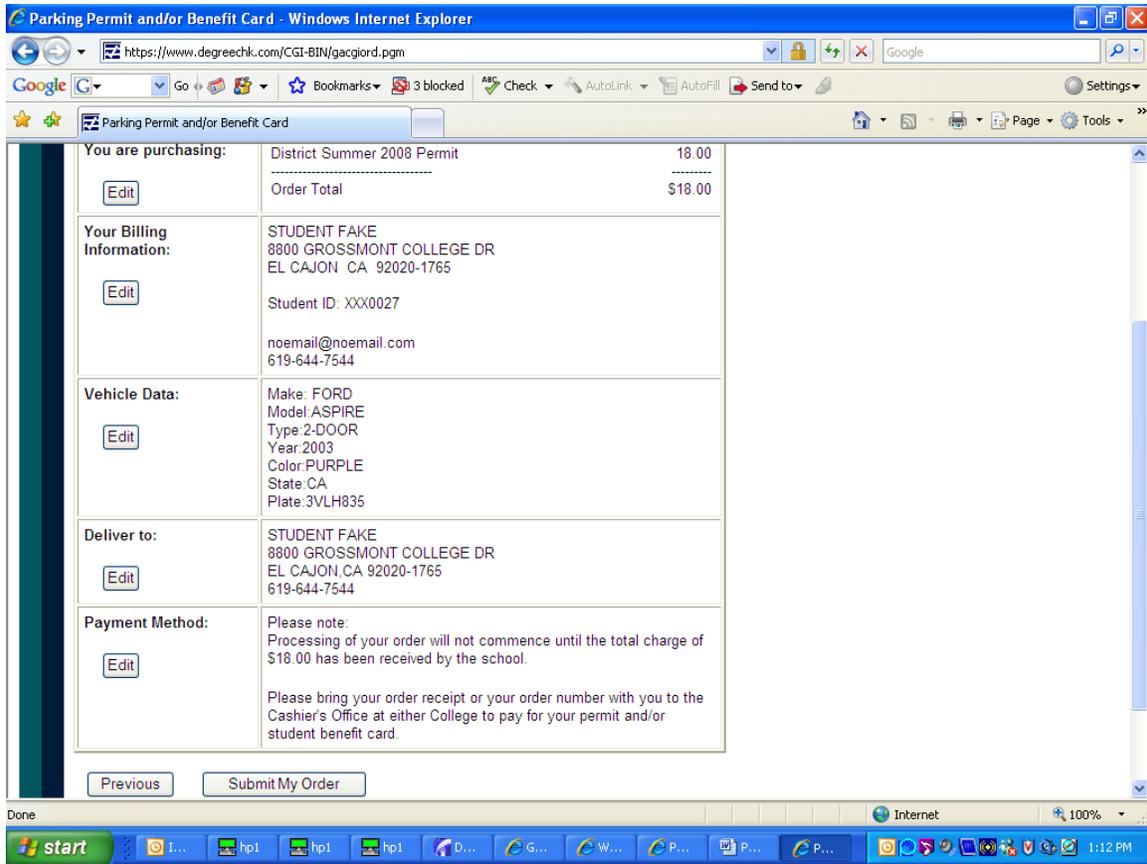


Here is where you either select same as billing address - or if someone else is paying for your parking permit you will enter the address you want your parking permit and/or benefit card mailed to. Then select “**Next.**”



This is where you will enter your payment information. **NOTE:** Remember you will be entering the **CARDHOLDER'S NAME** if you are paying by credit card.

If you have selected to pay by cash or check you will need to bring a printout of your order to the Cashier Office on campus to pay for your parking and/or benefit card before it is mailed to you. Then select "**Next.**"



On this page you will be able to edit your information and you must select “**Submit My Order**” at the bottom of the page for it to be complete.



Print your receipt.

If you are paying by **Check** or **Cash**, print your receipt to take to the campus Cashier's Office. *You will probably want to print it anyway for your records.* If you have paid by credit card, your parking permit will be mailed the next business day.

NOTE: If you purchased a student benefit card, it will be mailed to you before the start of the semester.

Credentials, Inc. will send you a confirmation via the email address you provided. If it is near the start of the semester they will send you an attachment for a temporary permit good for ten days to use until your permit arrives at your designated delivery address.

PA
MS/Purchasing a Parking Permit
06/25/08

