

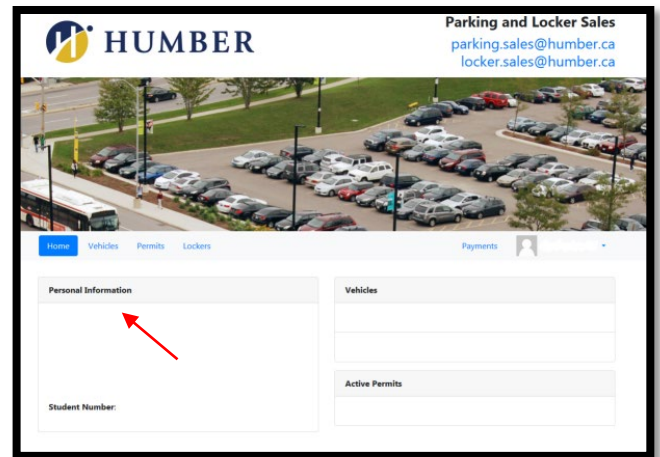
How to Register and Pay for Parking Permits

Step 1: Login

- Login to MyHumber.

Step 2:

- Click **Services**
- Click **Humber Parking and Locker**
- Click on **Permits** (photo on the right)
- Read the Terms and Conditions for parking at Humber and click **I Agree** to continue.

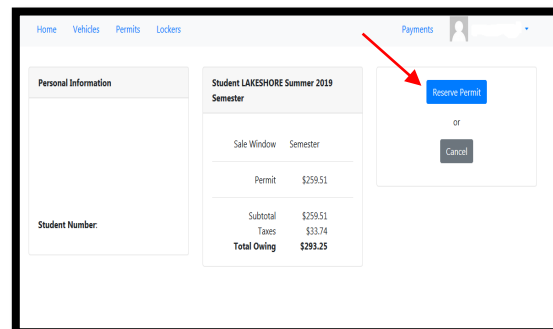
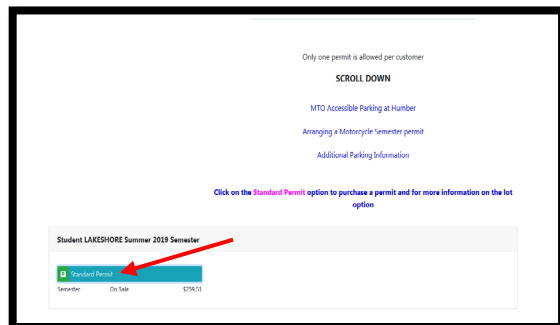


Step 3: Register Your Vehicle – please note that the system will bypass this step you if you previously had a parking permit, this is required for all new registrations

- Click **Add New Vehicle**
 - Read the terms and conditions for parking your vehicle at Humber and click **I Agree** to continue.
 - Fill in the details for your vehicle.
 - Click **Vehicles** and add information about your vehicle.
- Repeat these steps to register another vehicle, if required.*

Step 4: After clicking on Permits

- SCROLL TO THE BOTTOM TO CHOOSE FROM AVAILABLE OPTIONS
- Click **Standard Permit** from the permit option you wish to purchase (left photo below), based on availability.
- Click **Reserve Permit** to purchase parking permit (right photo below).



Step 5: Purchase a Parking Permit

- Click **Proceed to Payment**.
- Payments** – click **Continue to Checkout**
- Click on **Select the Payment Type (Payroll Deduction)**
- Click **Submit Payment** to complete the payment (payroll deduction) transaction.

Step 6: Print Receipt

A payment confirmation receipt will be displayed on-screen, which you may wish to print off for your records.