PURCHASING A VPERMIT FOR ON CAMPUS BUSINESSES
JMSS, MBI, MTS, Childcare and Monash Sport

To purchase a vPermit, you must log onto the virtual permit system and create an individual account. You can then apply for your permit once this has been completed.

This guide includes instructions on how to register an account in the vPermit system and also how to apply for permits.

REGISTERING FOR A VPERMIT ACCOUNT

You can purchase a permit by selecting **Purchase a vPermit** from the [vPermit page](vpermit.com.au/monash) or by visiting [vpermit.com.au/monash](vpermit.com.au/monash).

**Step 1:** To create an account in the vPermit system click on the [Here](#) link in the “Getting started” section, or click on the Register button in the top right hand corner.

---

**Getting started:**

1. Create an account
   - Complete the registration form [here](#)

2. Confirmation email
   - You will receive an email confirming your registration. Click on the link provided to validate your information.

3. Apply
   - Complete your registration details and select the vPermit you wish to purchase, selecting the relevant payment option.

4. Park
   - Once your application is approved, you are done and ready to park.
Step 2: Fill out the relevant fields below:

![Create a new individual account](image)

Step 3: Please read and agree to both the **Terms and Conditions** and the **Privacy Statement**. Click the tick box ones this is completed.

![I have read and accept the terms and conditions and privacy statement](image)

Please check your email inbox for an email with further instructions.

Step 4: You’ll receive an email confirmation that your account has been set up. You will need to finalise your account by clicking on the link within the body of the email and this will confirm your email.

**APPLYING FOR A VPERMIT**

Step 1: Log into the vPermit system at [vpermit.com.au/monash](vpermit.com.au/monash)

Use the email address and password entered when you set up your vPermit account.

Click on **My Permits** to get to the application screen for a vPermit.
Step 2: Click on Apply for a vPermit

Step 3: Select your campus

Step 4: Select your permit type from the drop down list.
Step 5: Enter your vehicle registration details. You can enter up to five registration numbers on your permit. You will need to activate the registration of the car you are using on any day (instructions on how to do this are on page 6).

There is a requirement for some businesses and organisations to upload a document to complete their application. If this is required, the **Choose file** option will show on your application.

Click on **Choose File** and upload your document here. You will not be able to move forward without uploading this document.

**IMPORTANT INFORMATION:**

It is very important to enter the correct number plate into the vPermit system to avoid getting an infringement.

Monash University uses Licence Plate Recognition (LPR) cameras to confirm a permit is active, which will read your vehicle registration number correctly. The most common mistakes seen are:

- The letter “O” with the number “0”
- The letter “I” with the number “1”
- The letter “S” with the number “5”

It is very important to enter the correct vehicle registration number into the vPermit system. If your registration number is incorrect you may receive an infringement notice.

Check the [VicRoads website](https://www.vicroads.vic.gov.au) to make sure you have the correct registration number.

If you have access to several vehicles, or use a hire or courtesy car when your car is being serviced, you can list up to five different vehicles in your vPermit account.
Step 6: Once you’ve clicked **Next**, you’ll receive a permit confirmation pop up with terms and conditions. Please read and agree to the Terms and Conditions and click **Activate**.

PAYMENT DETAILS

**Paying by credit card:** If it is required that you pay by credit/debit card, enter your payment details as below:
If you don’t have either a credit or debit card, you can use a pre-paid debit card purchased from Australia Post or any supermarket.

Click **Pay Now** to process payments:

![Pay Now button](image_url)

**Click here to pay**

**Note:** Please do not press the back button in your browser otherwise the payment for your permit will not be processed and your permit purchase will not be successful and you will need to start your permit purchase again.

When you purchase a permit via credit/debit card you will receive two (2) emails:

- one from CellOPark confirming the purchase or your permit, and
- one from shop.monash which is your payment receipt.

**MANAGE YOUR VEHICLE**

Managing your vehicle in the vPermit Portal is really easy! You can add additional vehicles and change your active vehicle through the Manage Vehicles section of the vPermit portal.

![Manage Vehicles section](image_url)

**TO ACTIVATE A VEHICLE TO PARK ON CAMPUS**

All you need to do is click on **Activate**, and this registration will be activated for parking. It is that easy!

If you use different cars to drive to campus throughout the week, ensure the correct registration is activated each day.
TO ADD, REMOVE OR EDIT A REGISTRATION NUMBER

To make any changes to vehicle registration numbers, click on Edit vehicles when on the Manage vehicles screen.

Add remove or edit vehicles by making changes in the below fields and clicking Save vehicles to save your changes.
CANCELLING YOUR PERMIT IN THE VPERMIT PORTAL

If you wish to cancel your permit select **Cancel Permit** in the **My Permits** tab. You will see the following screen asking if you wish to continue, click **OK** and this will cancel your permit:

- An administration fee of $25 is charged if you cancel your parking permit
- A confirmation email will be sent to you confirming the amount to be refunded which has had the administration fee already deducted
- The Buildings and Property team will be emailed automatically and the refund will be processed to the credit / debit card account you used to purchase your permit
- No refund is processed if salary sacrifice was the selected payment method but deductions will cease in the next fortnightly pay cycle.

If you require any further assistance please do not hesitate to get in touch with the Buildings and Property helpdesk on (03) 9902 0222 or email buildings.property@monash.edu