

PURCHASE AND MANAGE A CONTRACTOR PARKING PERMIT

To purchase an annual **contractor permit**, you need to create an account in [vPermit](#). The system enables you to either purchase:

1. Individual permits; or
2. Department/Contractor permits where a contracting company purchases permits on behalf of their staff.

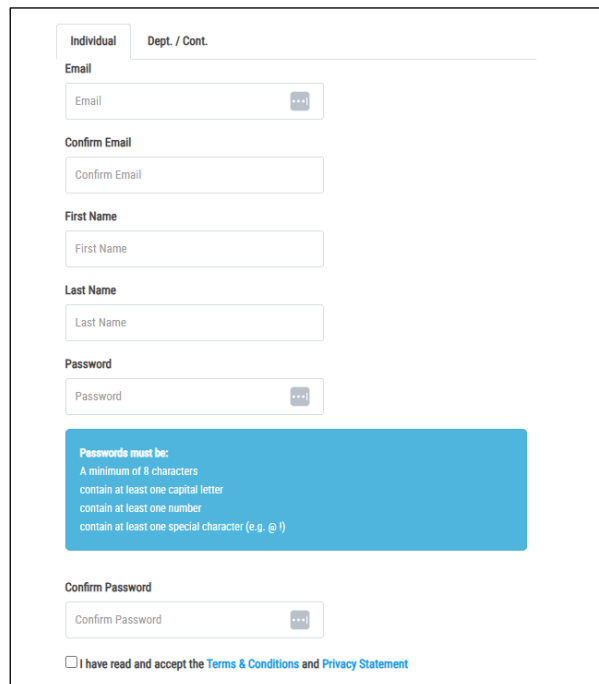
This guide includes instructions on how to register an account in the vPermit system and also how to apply for permits.



vPermit is used to purchase annual parking permits, best suited for vehicles attending every day. For flexibility in parking, please use **OPark** to pay only for days that you use (contractor zone 3800506).

REGISTERING FOR AN ACCOUNT

1. Go to [vPermit](#) in a web browser on your phone or computer.
2. Click the Register button in the in the menu bar.
3. Complete the fields to create a new account under the relevant tab:
 - Individual account – for purchasing and self-managing individual parking permits
 - Department/contractor (Dept./Cont.) account – for purchasing multiple permits on behalf company staff / vehicles
4. Read and agree to both the Terms and Conditions and the Privacy Statement. Click the tick box once this is complete.
5. Click the Register button.
6. Check your email account for an email confirmation. You will need to finalise your account by clicking on the link within the body of the email and this will confirm your email.



The screenshot shows a registration form with the following fields and options:

- Individual / Dept. / Cont. (radio buttons)
- Email (text input)
- Confirm Email (text input)
- First Name (text input)
- Last Name (text input)
- Password (text input with eye icon)
- Confirm Password (text input with eye icon)
- Checkbox: I have read and accept the [Terms & Conditions](#) and [Privacy Statement](#)

A blue box contains the password requirements:

Passwords must be:
A minimum of 8 characters
contain at least one capital letter
contain at least one number
contain at least one special character (e.g. @ !)

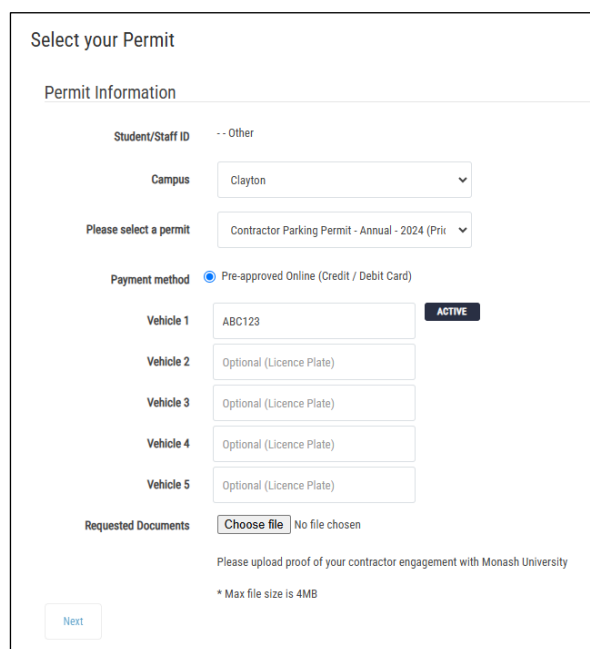
1. APPLYING FOR AN INDIVIDUAL VPERMIT



If you are applying for an individual permit you will need to upload a document as proof that you are a contractor for the University. Please have this ready to upload prior to commencing the application process in the vPermit system.

1. Click the **Log in** button in the menu bar and enter your account details.
2. Once you have logged in for the first time you will see a 'Finalise account registration' screen. Leave the fields blank and press Next.

3. Click on **My Permits** in the top menu bar.
4. On the My Permits page, click on the 'Apply for a vPermit' button.
5. Select your campus.
6. Select your permit type as 'Contractor Parking Permit – Annual ...'.
7. Enter your vehicle registration details.
 - Depending on your permit type, 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.
8. Click on Choose File button and upload a document as proof that you are a contractor for the University.
9. Click the Next button.
10. Review your permit details in the popup window, then read and agree to the terms and conditions.
11. Click the Register button.
12. Your application will be sent to Buildings and Property for approval.



Select your Permit

Permit Information

Student/Staff ID -- Other

Campus Clayton

Please select a permit Contractor Parking Permit - Annual - 2024 (Pri)

Payment method Pre-approved Online (Credit / Debit Card)

Vehicle 1 ABC123 **ACTIVE**

Vehicle 2 Optional (Licence Plate)

Vehicle 3 Optional (Licence Plate)

Vehicle 4 Optional (Licence Plate)

Vehicle 5 Optional (Licence Plate)

Requested Documents No file chosen

Please upload proof of your contractor engagement with Monash University

* Max file size is 4MB

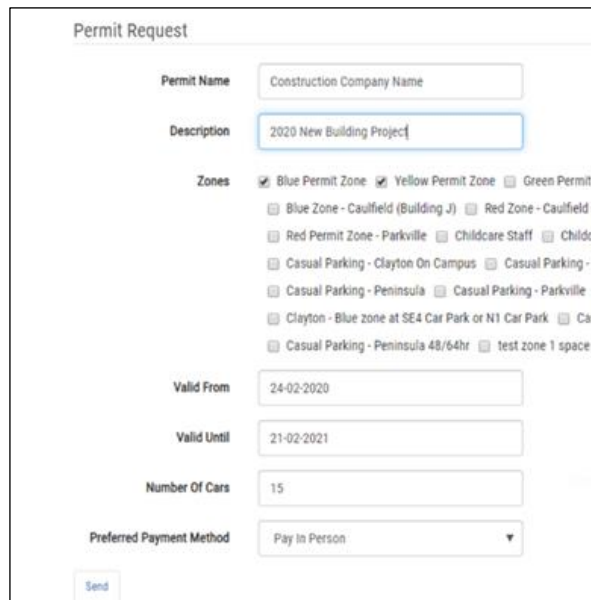
MAKING PAYMENT

13. Once your application has been approved, you will be sent an email link to pay for your permit. The permit will be ready to use from the permit start date outlined in the vPermit system (if purchased at the start of the year). Permits purchased throughout the year will be charged at the pro-rata amount and will be valid upon payment until the end of the permit period
14. To make payment, complete the Payment Card Details screen and click Pay Now.
 - If your payment is successful, you will see a 'Congratulations' message.
 - If your payment is not successful, you will see a 'Payment declined' message. Common reasons for payment failure are insufficient funds, invalid card number or a block on your bank account. Please contact your bank if you have any queries on why the payment failed.
15. Your permit application is complete.

See the following Managing Vehicles section for information on adding, editing and activating vehicles.

2. PURCHASING MULTIPLE PERMITS FOR DEPT./CONT. ACCOUNT

1. Click the **Log in** button in the menu bar and enter your account details.
2. Click on **My Requests** in the top menu bar.
3. Click on the 'Request a permit' button.
4. Complete the details for your contractor permit request:
 - Select the Blue permit Zone and the Yellow Permit Zone
 - Insert the current date as the Valid From date. The Valid Until date will be 31 December.
 - Insert the number of permits you require for your staff
5. Select payment method
 - If you select to pay by **Credit/Debit card**, once your permit application has been approved you will receive an email with a link to pay for the permits.



Permit Request

Permit Name Construction Company Name

Description 2020 New Building Project

Zones Blue Permit Zone Yellow Permit Zone Green Permit Zone

Blue Zone - Caulfield (Building J) Red Zone - Caulfield (B

Red Permit Zone - Parkville Childcare Staff Childca

Casual Parking - Clayton On Campus Casual Parking - C

Casual Parking - Peninsula Casual Parking - Parkville

Clayton - Blue zone at SE4 Car Park or N1 Car Park Cas

Casual Parking - Peninsula 48/64hr test zone 1 space 1

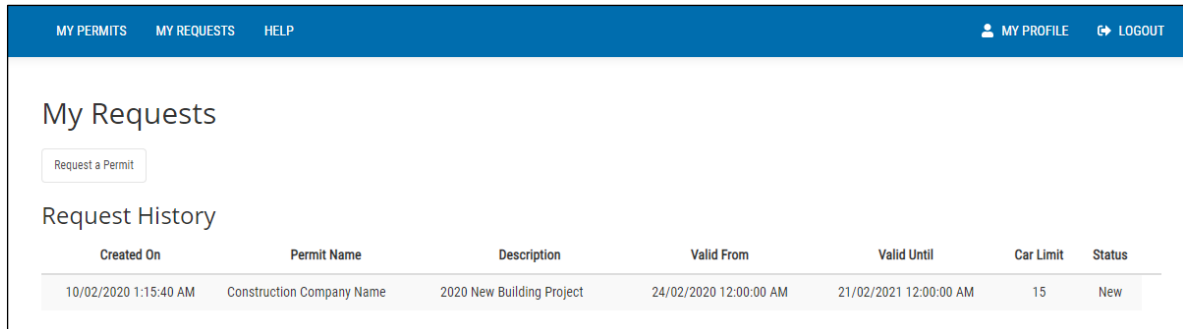
Valid From 24-02-2020

Valid Until 21-02-2021

Number Of Cars 15

Preferred Payment Method Pay In Person

- If you select to **Pay in Person** this will result in an invoice being raised for the company by Buildings and Property. Once approved you will receive an email advising the permits have been approved. The invoice will be sent separately via Coupa.
6. Once all details are entered, click the 'Send' button. You will then see confirmation that your request for bulk permits has been submitted to Buildings and Property. A record of your request in your Request History is recorded on your My Requests screen.



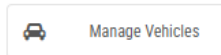
Created On	Permit Name	Description	Valid From	Valid Until	Car Limit	Status
10/02/2020 1:15:40 AM	Construction Company Name	2020 New Building Project	24/02/2020 12:00:00 AM	21/02/2021 12:00:00 AM	15	New

7. Buildings and Property will confirm the allocation of permits and send a request for card payment or raise an invoice for the cost of the permits.

MANAGING VEHICLES

You can add additional vehicles and change your active vehicle through the Manage Vehicles section of the vPermit portal.

1. Click on **My Permits** in the top menu bar.
2. Click the Manage Vehicles button next to your current permit.

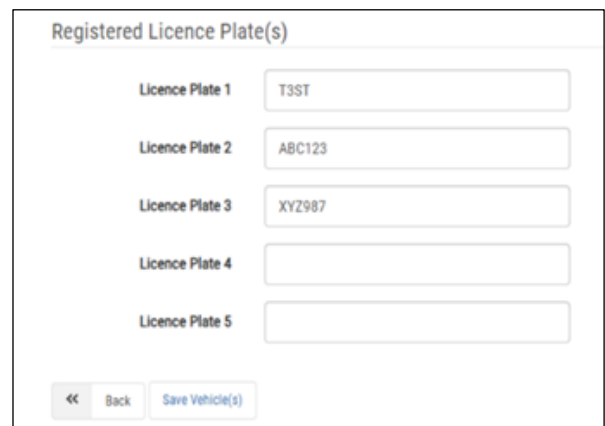
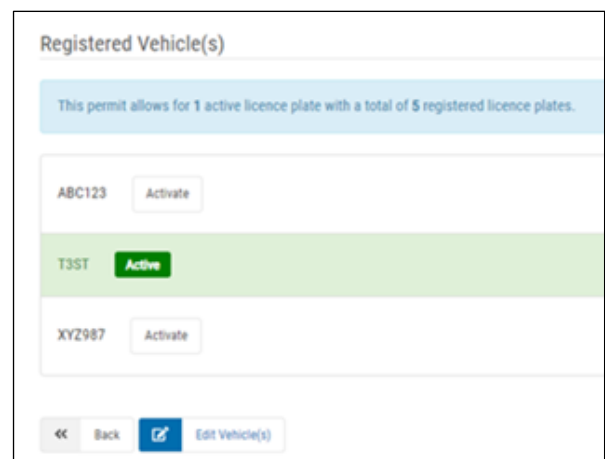


3. To add, remove or edit vehicles, click the Edit Vehicles button.



Those who have registered for an individual permit can have only one vehicle active at a time. Where a company has registered for a departmental account, the number of vehicles active at a time will correspond to the number of parking permits purchased.

4. Make changes to the vehicle registration number fields as required. Once complete, press the Save Vehicles button.
5. To activate a vehicle on your permit, click the Activate button next to the vehicle. If you use different cars to drive to campus throughout the week, ensure the correct registration is activated each day.

CANCELLING A PERMIT

Some permits provide the option to cancel the permit before it expires. To cancel a permit:

1. Click on **My Permits** in the top menu bar.
2. Click the Cancel Permit button next to the permit that you wish to cancel.



3. Review the pop message, and click OK to confirm cancellation of the permit.

If you cannot see the Cancel Permit button, your permit is not eligible to cancel.

FURTHER ASSISTANCE

If you require any further assistance please contact the Buildings and Property Helpdesk via email at buildings.property@monash.edu or call 03 9902 0222.