

GUIDE TO REGISTERING FOR SALARY PACKAGING PAYU PARKING

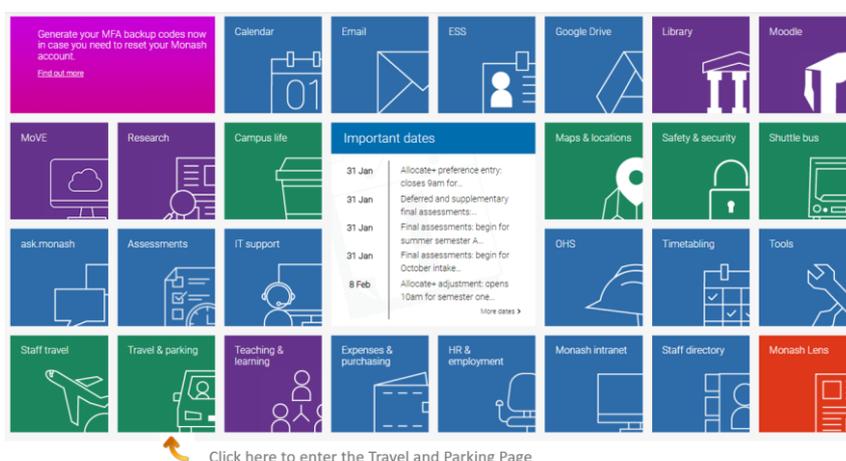
The University has introduced Pay as you use (PAYU) parking to make parking on campus fairer, flexible and easier for staff and students. Using the CellOPark app, you'll only pay for the time that you park on campus.

To use CellOPark, you will need to register an account with CellOPark. Refer to the [user guide](#) on how to Register and start a Parking Session.

Staff eligible for salary packaging need to register in the vPermit system to salary package your parking. You can access the virtual permit system to register for salary packaging from the my.monash home page by selecting **Permits** then **Purchase a Staff / Student Permit** or from the [Pay as you use](#) parking web page.

LOGGING IN

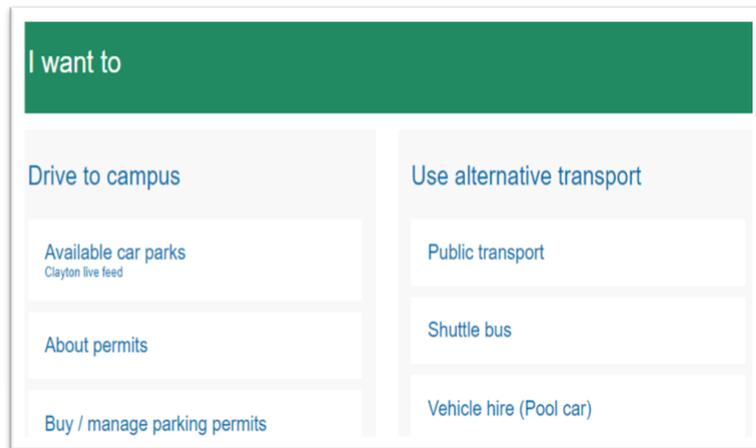
Step 1: From your my.monash home page, select the Transport and Parking tile:



Step 2: Select **Buy / Manage a parking permit** from the Transport & parking tile

Transport & parking

Click here to go to the vPermit system



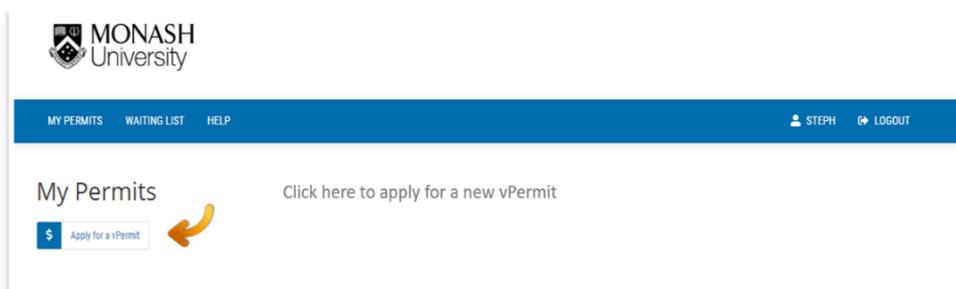
This takes you straight to the **My Permits** page in the vPermit system.

You can also access the vPermit system by selecting the **vPermit portal** button from the PAYU webpage: monash.edu/people/transport-parking/parking/pay-as-you-use

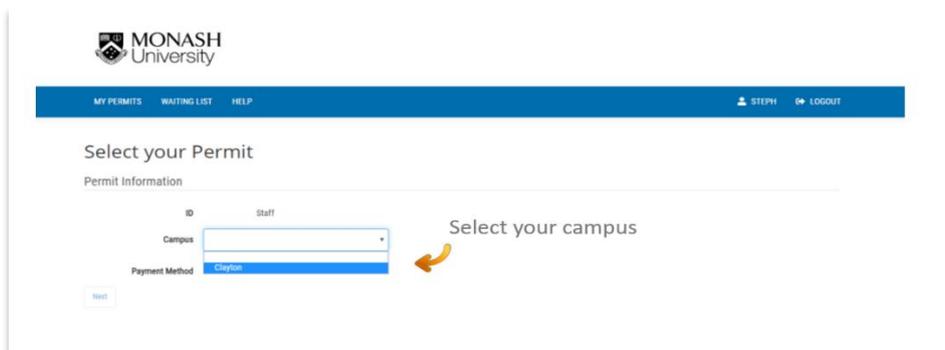


REGISTERING FOR SALARY PACKAGING

Step 1: In the **My Permits** section click on **Apply for vPermit**

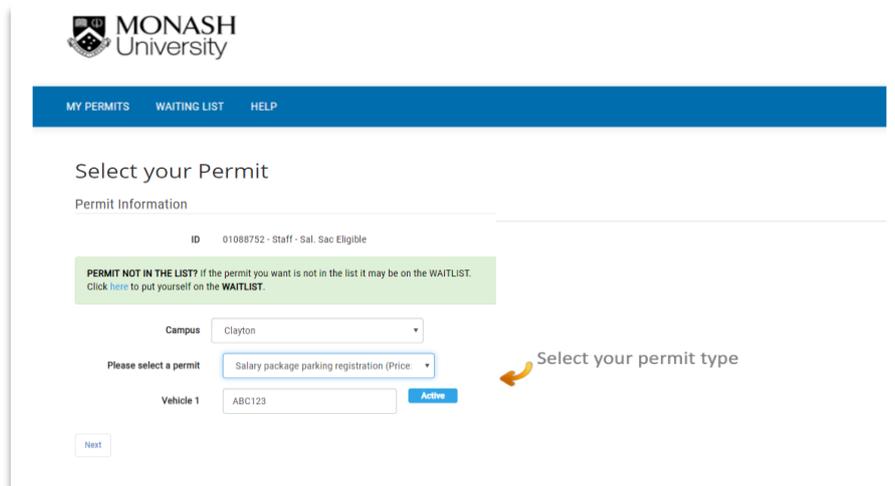


Step 2: Select your campus



Step 3: Select your permit type.

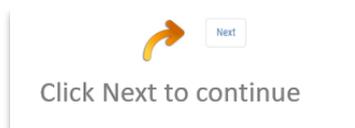
Staff who are eligible for salary package their parking will be able to select 'Salary packaging parking registration' for the drop down list. If the option does not appear in the drop down list you may not be eligible for salary packaging.



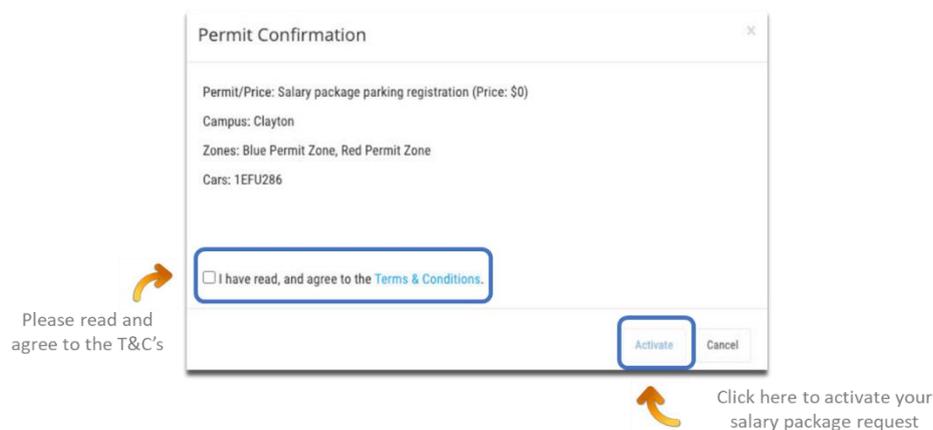
Step 4: You will need to include details of one vehicle registration.

IMPORTANT: You will need to manage your active vehicle details through your **CellOPark** account. This account needs to set up in the [CellOPark](#) app. **DO NOT** manage your active vehicle through your vPermit account. The vPermit account is only being used to request to salary package your parking.

Step 5: Once you've entered your vehicle details, click **Next** to continue



Step 6: You'll now need to read through the terms and conditions and parking rules. You are required to confirm that you have read the terms and conditions, including the [Monash University Parking Rules](#) before you are able to complete your registration to salary package your parking



- You will receive an email from the vPermit system advising that your request to salary package your parking has been approved.

PAYING FOR YOUR PARKING & YOUR SALARY PACKAGE BENEFIT

- The cost of your parking will be charged to the credit, debit or pre-paid card that you have set up in your CellOPark account. The CellOPark billing cycle goes from the 25th of the month to the 24th of the following month.
- Staff who request to salary package their parking will receive a reimbursement of the GST amount for the parking fees that have accrued over the previous month. This will be processed in the next available pay period post the 26th of each month.
- The tax benefit will be applied by Payroll according to your individual tax bracket in the next available pay period by the 26th of each month.
- There will be **no administration fee** deducted if staff select salary package their parking.

MANAGE YOUR VEHICLE

You no longer need to manage your 'active' vehicle through the vPermit system.

To avoid a fine, please ensure you always have the correct vehicle activated in your [CellOPark](#) account before parking.

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