

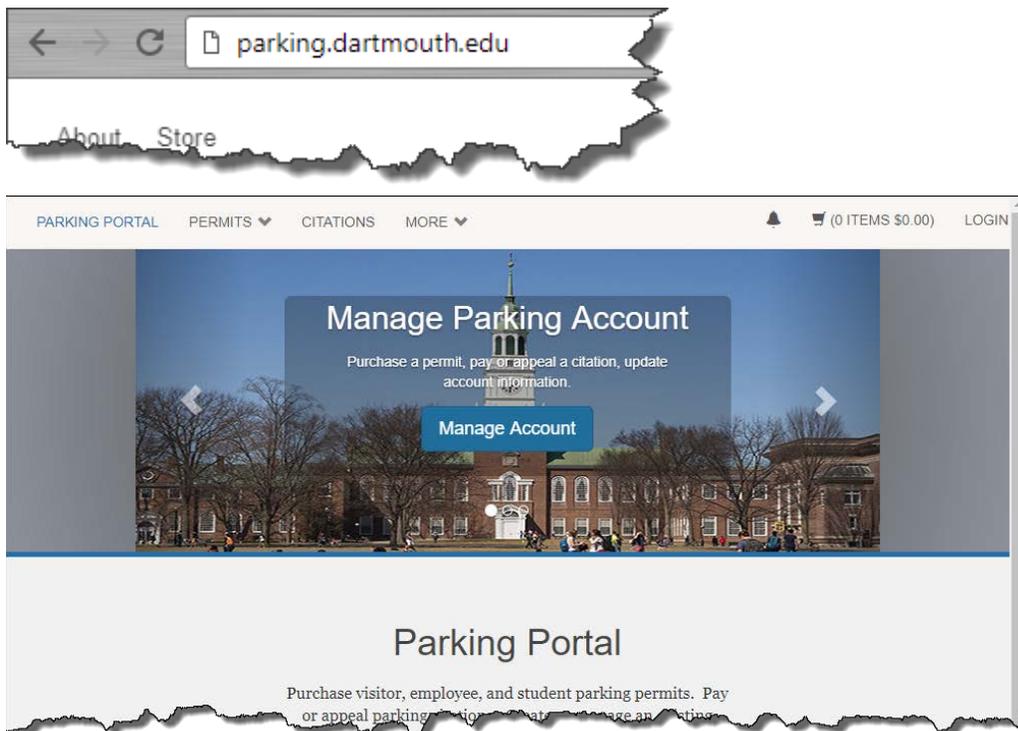
Guide to purchasing a parking permit online.

Introduction

The instructions and documentation below apply to all full- and part-time Dartmouth Faculty, Emeritus, and Staff.

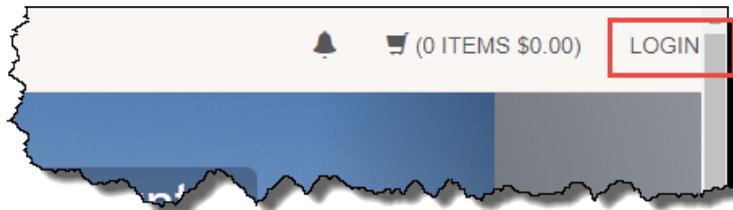
1 Accessing FlexPort

Navigate to parking.dartmouth.edu using Chrome, Firefox, or Internet Explorer. The FlexPort parking portal will open.



2 Logging in to FlexPort

Returning customers and those associated with Dartmouth College, such as students, faculty, and staff, should log in to associate the transaction with their account by using the <<LOGIN>> link at the top right corner of the home page.

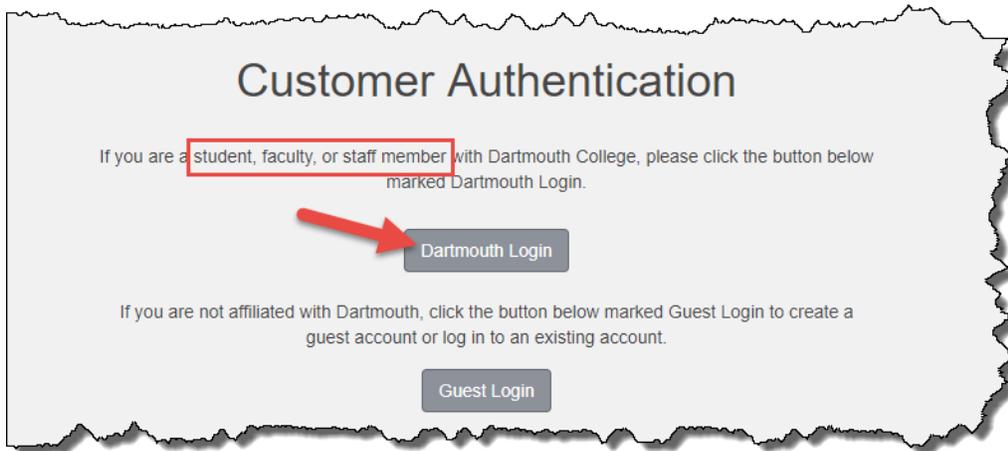


Select a Customer Authentication method from the options shown. If you are a student, faculty, or staff member or otherwise affiliated with the college please select <<Dartmouth Login>>.

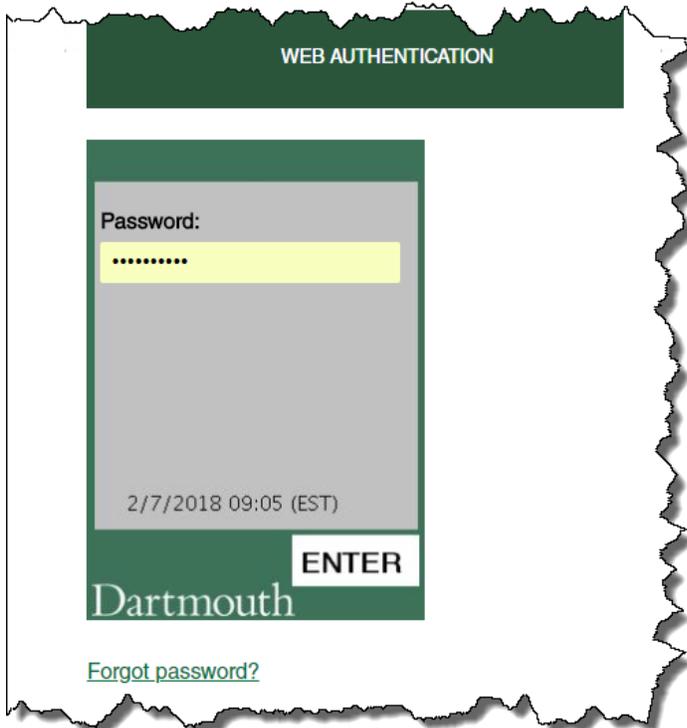
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[Type here]

[Type here]



When prompted enter your NetID and password. You will be returned to the home page upon successful log in.



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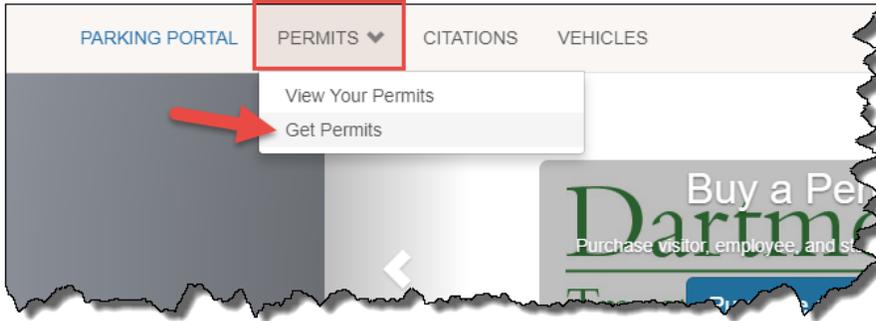
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3 Purchasing a Permit

3.1 Beginning the Purchase Process

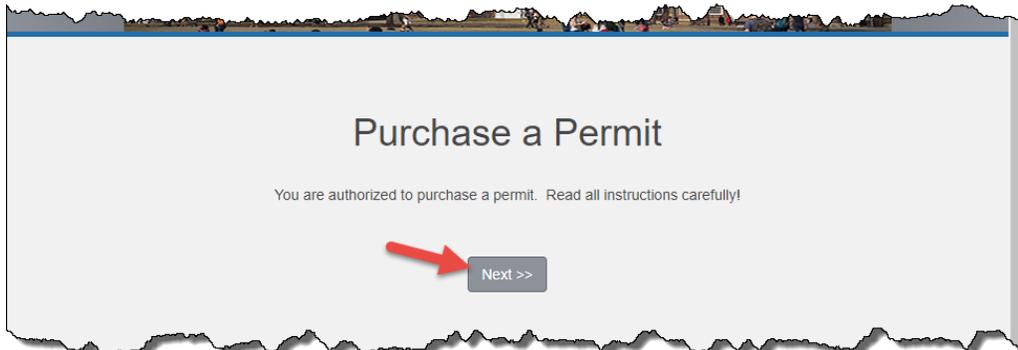
From the toolbar at the top of the home page select <<PERMITS>> then <<Get Permits>>



You can also select the <<Get Permits>> box from the middle of the home page.



You will be brought to the beginning of the permit purchase process. It is important to **read all instructions carefully** throughout the permit purchase process. Select <<Next>>> to continue.



3.2 Selecting a Permit

The permits currently available to you will be listed. **Select the radio button for the permit you wish to purchase.** Note that not all permits may be available to all customers. The list of available permits may be different for you.

All Dartmouth College parking permit holders must also agree to abide by Dartmouth parking rules and regulations as outlined on the [Transportation Services page](#). **Check the box** to acknowledge your understanding and compliance with these rules and regulations.

When finished click the <<Next>>> button at the bottom of the page.

[Type here]

[Type here]

[Type here]

Select Permit and Permit Agreement

Choose desired permit, agree to terms, click next >>

[Edit this page](#)

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$0.00	Dewey Lot permits / Dewey Employee Permits	07/01/2018	-select-
<input type="radio"/>	1	\$395.50	Green Employee / Faculty	07/01/2018	06/30/2019
<input type="radio"/>	1	\$0.00	Thompson Arena Employee / Faculty	07/01/2018	06/30/2019

I agree to abide by Dartmouth parking rules and regulations as outlined on the [Transportation Services page](#)

I agree with the above statement

[Next >>](#)

Guide to Permits Types

- **Green:** Allows access to all Faculty/Staff lots. Renewal is limited to current green permit holders.
- **Tan:** Allows access to designated lots on the periphery of core campus. Renewal is limited to current tan permit holders.
- **Dewey:** Allows access to the Dewey Lot north of the Medical School and is a free parking option. A free shuttle from Dewey Lot to core campus runs during business hours.
- **Thompson/Purple:** Allows access to Thompson Lot on South Park Street and is a free parking option. However, renewal is limited to current Thompson permit holders. A free shuttle from the Thompson Lot to core campus runs during business hours.
- **Opt Out:** Contact Transportation Services by email at Transportation.Services@Dartmouth.edu, or by phone at (603) 646-2340 for information on Opt Out permits.
- **Motorcycle:** refer to *section 4.2* for additional information on Motorcycle Permits
- **2nd Shift/3rd Shift Permits:** Renew online or at the Transportation Services office in the basement of 1953 Commons.
- **Waitlist:** If ineligible for a Green or Thompson Lot permit, add your name to the seniority-based waitlist available in Flexport. Refer to the instructions in *section 5 Permit Waitlists* for instructions.

Additional questions about the different permit types should be directed to Transportation Services.

3.3 Selecting a Vehicle

All permits must be associated with a valid vehicle. Any vehicle that might be parked on Dartmouth College property using your permit must be listed. Refer to *section 3.6 Register an Additional Vehicle* for instructions on adding a new vehicle. **Select the check box** for the vehicles you wish to associate with your permit. You can select up to four vehicles to associate with a single permit. Select **<<Next>>>>** when finished.

[Type here]

[Type here]

[Type here]

You may select between 0 and 4 vehicles for this permit.

Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

[Edit this page](#)

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	NEW HAMPSHIRE	██████		Toyota	Corolla	Silver
<input type="checkbox"/>	NEW HAMPSHIRE	██████		Toyota		Red

3.4 Register an Additional Vehicle

If a vehicle you currently drive is not listed, select the <<Add Vehicle>> button from the middle of the page.

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	NEW HAMPSHIRE	██████		Toyota	Corolla	Silver
<input type="checkbox"/>	NEW HAMPSHIRE	██████		Toyota		Red

Enter your vehicle information then select <<Next>>>> to return to the previous screen. Plate Number, Relationship to Vehicle and registered State/Province are required fields. Note that when entering your plate number, you should not include spaces.

[Type here]

[Type here]

[Type here]

Register Additional Vehicle

Please enter the details for your new vehicle and then click Next.

Plate Number
1234567 *

Plate Number (confirm)
1234567 *

Relationship to Vehicle
Owner *

State/Province
NEW HAMPSHIRE *

Year
2016

Make
Subaru

Model
Crosstrek

Color
Red

Style
Sports Utility Veh

Next >>

3.5 Delivery Options

You have two delivery options for most permits:

- **Delivery via Hinman Box**
 - please allow a four to five (4-5) days for delivery
- **Pick-up at Transportation Services Office**
 - please allow 24 hours to process your order before coming to pick up your permit
 - located at 6 Massachusetts Row, in the lower level of the Class of 1953 Commons

Select one of these two options from the Delivery Option drop-down. Only select the **Print** option ONLY if purchasing an Opt-Out permit.

Select Other Permit Information

Select the information below and click Next >>

PRINT option available only for visitor and opt-out permits.

[Edit this page](#)

Delivery Option

Select One *

Select One

DARTMOUTH COLLEGE HINMAN BOX

Pick up my permit from the Parking Office

Print

[Type here]

[Type here]

[Type here]

If you selected Hinman Box, confirm the address listed is correct. If it is incorrect please contact the Transportation Office. Select <<Next>>>> to continue.

Select the information below and click Next >>

PRINT option available only for visitor and opt-out permits.

[Edit this page](#)

Delivery Option

DARTMOUTH COLLEGE HINMAN BOX *

Your permit will be sent to the following address. Please ensure that this address is correct.

DARTMOUTH COLLEGE
HINMAN BOX 6111

* indicates a required field

Next >>

3.7 Paying for a Permit

Transportation Services can accept payment online by credit card or through payroll deduction only at this time. MasterCard, Visa, and Discover are accepted. If you wish to pay by any other means please visit the Transportation Services office located at 6 Massachusetts Row, in the lower level of the Class of 1953 Commons.

Review your cart, select your payment method from the options listed, and verify your email address. When finished select the <<Pay Now>> button to proceed.

View Cart

Qty	Type	Description	Amount	Actions
1	Permit	Green Employee / Faculty [GRN9001] (07/01/2018 - 06/30/2019) view details	\$395.50	Remove

Due Now: \$395.50

Select Payment Method

Payroll Deduction *

MasterCard
Discover
Visa
Payroll Deduction

Checkout

Email Address

joe.smith@dartmouth.edu

Pay Now

Paying by Credit Card

Enter your payment information, being sure to fill in all required fields, then select the <<Pay Now>> button to complete your transaction.

[Type here]

[Type here]

[Type here]

Payment Information

Please review the totals below and click next to proceed to make your payment.

Qty	Type	Description	Amount	Actions
1	Permit	Green Employee / Faculty [GRN9001] (07/01/2018 - 06/30/2019) view details	\$395.50	Remove

Due Now: \$395.50

Card Number

CVV/CVC

Expiration Date

Be sure to enter the following exactly as it appears on your credit card statement

Full Name

Street Address

City

State/Province

Postal Code

Phone

* indicates a required field

[Pay Now](#)

Paying by Payroll Deduction

Choose payroll deduction as your payment option if you prefer the annual permit amount to be deducted on a pro-rated basis from your bi-weekly (hourly) or monthly (faculty and exempt) payroll. Flexport will automatically notify the Dartmouth Payroll office of your decision to payroll deduct.

4 Specialty Permits

4.1 Motorcycle Permits

A separate permit is available for employees who park a motorcycle on campus between April 1st and November 1st each year. Motorcycles have specially designated spaces located throughout campus, which avoids taking up a full parking space. Employees are allowed to hold a regular parking or opt out permit and a motorcycle permit.

4.2 Carpool Permits

Carpool permit renewal is not available online. Please renew at the Transportation Services office in the basement of 1953 Commons.

5 Permit Waitlists

Seniority based waitlists for Green and Thompson permits are available for all non-temporary faculty and staff. You can sign-up by contacting the Transportation Services office via email at Transportation.Services@Dartmouth.edu.