

HOW TO ORDER

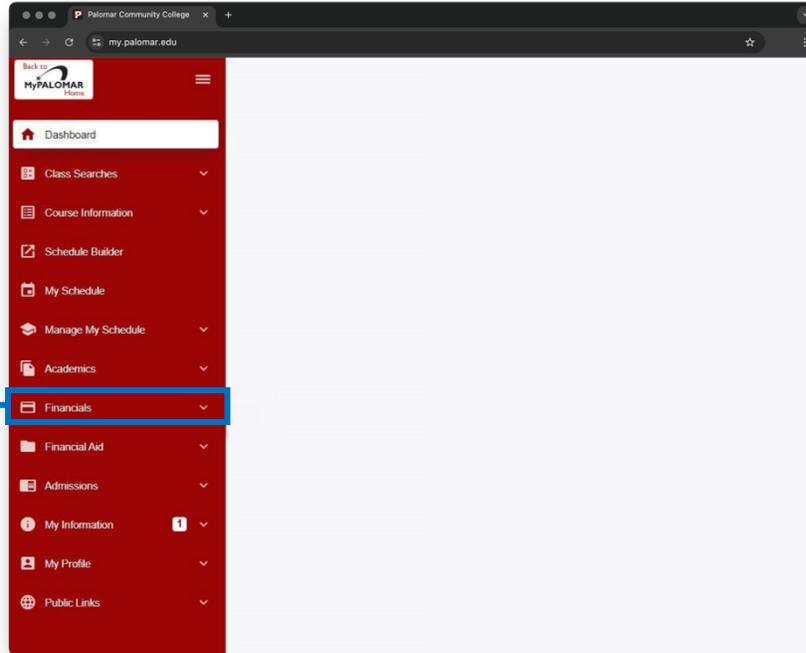
# STUDENT PARKING PERMITS

Palomar College requires virtual parking permits for those parking on campus. Students, faculty, and staff must use [PAYMYCITE.com](https://PAYMYCITE.com) to order their parking permits online. Parking permits are now virtual, meaning no paper permits or window stickers will be issued.

Use this guide to aid in ordering your student parking permit.

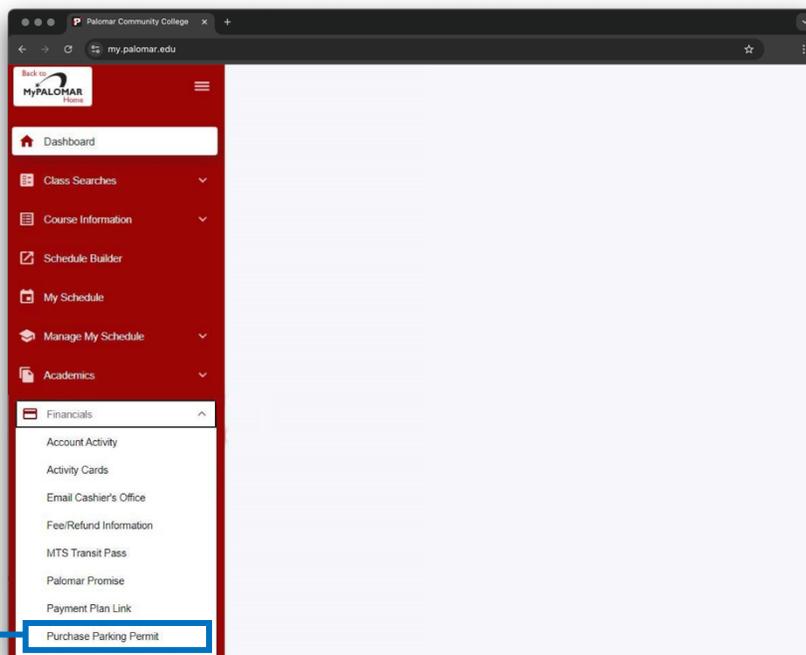


# STEP 1: Log in to your MyPalomar account and locate the Parking Permit Webpage



## FIRST:

- Log into the [MyPalomar portal](#).
- Locate the **Financials** section on the left side of the webpage.



## THEN:

- Under the Financials section, click **Purchase Parking Permit**.
- You will be directed to [paymystate.com](#), the permit webpage.

# STEP 2: Input Vehicle Information and Verify Section C: Online Application Form

PayMyCite.com

paymycite.com

SECTION B: Instructions

1. Complete the Online Application Below.
2. Students can only register five vehicles per permit. **Please be certain to add all vehicles below before proceeding.**
3. Please make sure to fill in all required fields.
4. One permit will be issued per vehicle and per student.

SECTION C: Online Application Form

Please complete the application form below:  
(\* Indicates required field)

**STUDENT INFORMATION**

Student ID Number\*  
0123456789

ID Number **MUST** be entered to complete a permit application online.

**PERMIT REQUESTED**

Select Semester: \*  
 SPRING (January 2025 - July 2025)

Select Permit For \*  
VEHICLE

Select Number of License Plates for Permit Purchase\*Maximum allowed is 5 license plates.  
2

**VEHICLE INFORMATION**

License Plate* 1ABC234	License Plate State/Prov* California	Make* Ford	Model Explorer
License Plate* 1ABC234	License Plate State/Prov* California	Make* Dodge	Model Charger

**PERSONAL INFORMATION**

First Name* JOHN	Last Name* SMITH	
Email* JSMITH@PALOMAR.EDU	Verify Email* JSMITH@PALOMAR.EDU	Phone* (760)123-4567

**ADDRESS**

Street #* 123	Street Name* MAIN STREET	Apartment# 
City* SAN MARCO	State* California	Zip* 92069

TrustedSite  
CERTIFIED SECURE

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Input your vehicle information. You may add up to five different vehicles for one virtual parking permit. You can select motorcycle permits from the vehicle type drop-down menu.

Verify your Student I.D. Number and all Personal Information is correct.

When ready, select **Continue**.

# STEP 3: Provide Payment Information

**Confirmation**  
**Parking Permit**  
Palomar College

**Please Note:** Credit Card information will not be printed on the Parking Permit.

**Valid for SPRING semester**  
For Plate or VIN#: 1ABC234

Permit Fee: \$XX.XX  
Total Amount Due: \$XX.XX

**Credit Card Information**  
(\* Indicates required field)

Card Type\*:   
Card Number\*:   
Expires\*:    
Your name as it appears on your credit card\*:   
Card Security Code\*:  [What's this?](#)

**Credit Card Billing Address**

Address 1\*:  Address 2:   
City\*:  State\*:  Zip\*:

[Note:](#) Charges will appear on your credit card statement as "**PARKING SERVICE CENTER**"

DO NOT click your refresh button during payment processing!  
Doing so may cause a duplicate payment.

Each click on SUBMIT PAYMENT button will cause a duplicate payment.

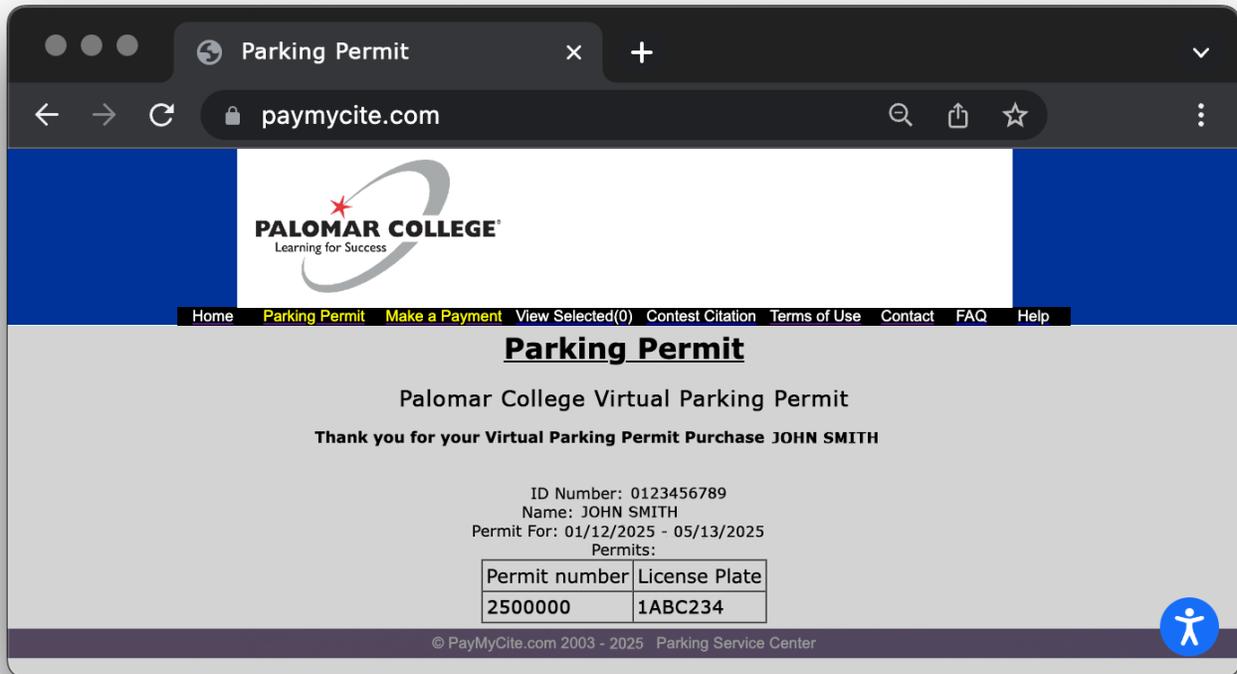
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First verify your permit information is correct at the top of the page. Ensure your **Permit Fee** is correct for the selected permit type. To view a list of permit fees, visit the [Parking Policies and Procedures webpage](#).

Provide your credit card information and billing address, then select **Submit Payment**.

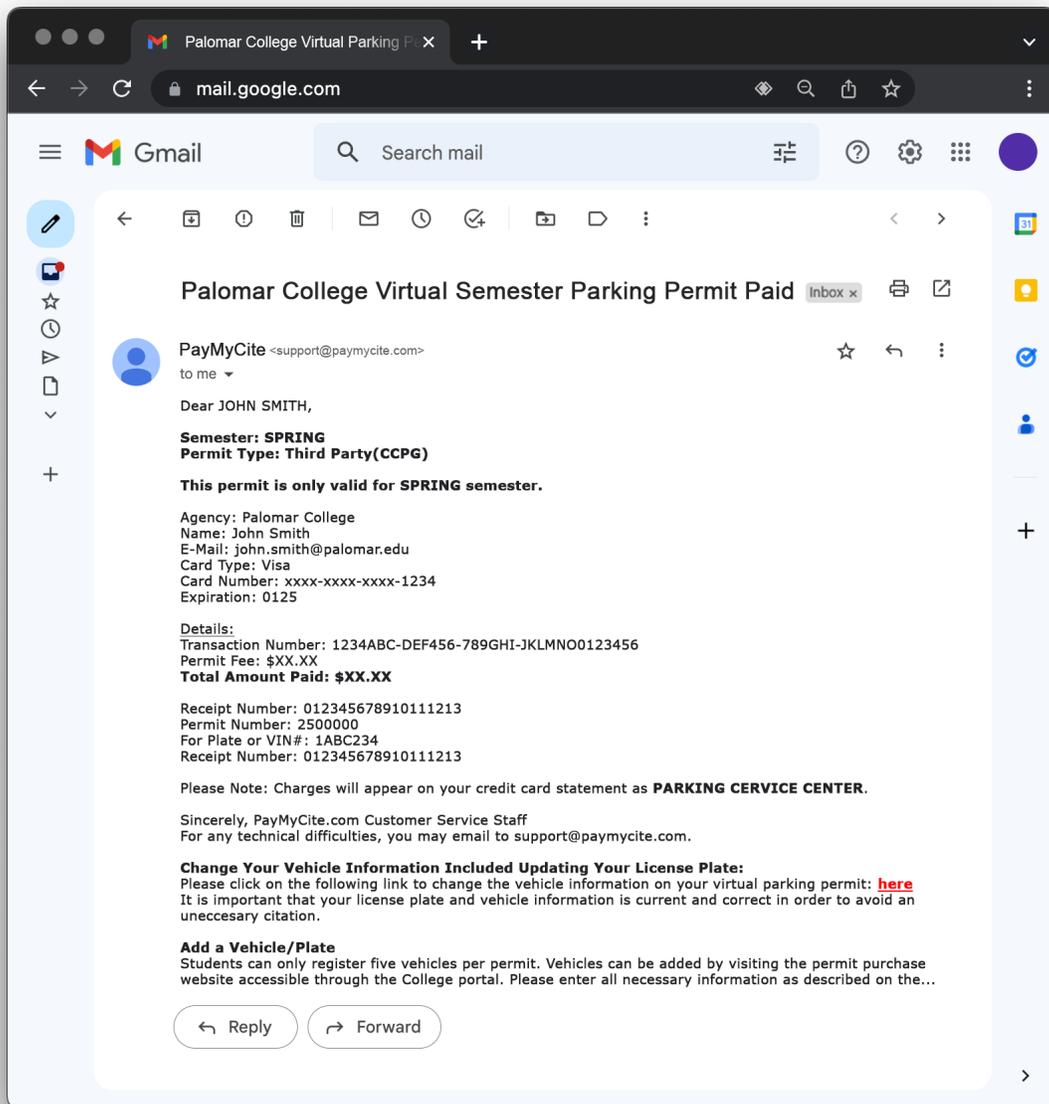
# STEP 4: Confirmation



After submitting your payment, you will be directed to a confirmation page with your permit number. Your virtual parking permit has been registered with your vehicle(s) and is valid for the time specified on the permit.

**PLEASE NOTE:** Only one vehicle is allowed on campus at one time. If more than one vehicle associated to your permit is located on campus, you will be cited.

# STEP 5: VERIFY RECEIPT



Check the email account you provided in your application to ensure you received a receipt. **DO NOT DELETE YOUR RECEIPT!** You may need the included link to update vehicle information. Your vehicle is now registered with a virtual parking permit. You may now park in student parking stalls at Palomar College.

If you have any questions about parking permits, please refer to the [Parking Policies and Procedures webpage](#).

If you require technical support on the permit purchasing website, please email [support@phxqjis.com](mailto:support@phxqjis.com).