How to Update your vehicles and Purchase a Faculty/Staff Permit Online

1. Visit the Old Dominion University parking portal at www.odu.edu/parking
2. Click on “Purchase a Permit”
3. Click on “Get Permits”
4. Click on “ODU Affiliated Login”

![Customer Authentication](image)

5. Enter your Midas ID and Password. You are now logged into your ODU parking account and are automatically directed to the purchase a permit page. If you need to add or update your vehicles, please do so first, prior to purchasing your permit, using the following steps.

***If you do not need to update or add vehicle please skip to step 10***

6. Click on “Vehicles” at the top of the page.
7. From this page you can add any new vehicles to your account. This is also where you can add any rental vehicles should you have them.

![Manage your Account Vehicles](image)

8. Enter your new vehicle information and click “Next.” All fields are required.

![Register Vehicle](image)
9. Upload a copy of your vehicle registration. This information is used for license plate verification. Then click “Next.”

10. Your vehicle is now loaded in the system and you are ready to purchase your new permit. Click on “Permits” at the top of the page. Choose “Get Permits.”
11. When purchasing a permit, please note you will be able to print a temporary permit after you have completed your transaction.
12. Choose the permit type that you wish to purchase. Please note that a “Temporary Printable Permit” will also show up as a choice. This temporary permit can be purchased for one or more days and be printed in advance if you have visitors coming to campus or need to have more than one vehicle on campus at a time. Check the box stating that you agree to the ODU Transportation & Parking Services parking regulations. Then click “Next.”
13. Choose the Vehicles that you wish to be associated with your permit. You must have at least 1 vehicle associated with your permit, but you can have up to 3. When you have chosen your vehicles click “Next.”

14. Choose the mailing address for your permit as the delivery option and verify that your email is correct.
15. Choose your payment method using the drop down box. Choices will include Payroll Deduction, Visa, Master Card, and Discover. After you make your choice, click “Pay Now.”
16. Verify the information regarding payroll deduction and confirm the last 4 digits of your UIN#. Then click “Next.”

Payroll Authorization and Information Page

There are two plans available based on eligibility: Post-tax 24 deduction plan and the Post-tax 16 deduction plan.

24 Payment Post-tax Deduction Plan

RENEWAL OR NEW PLAN: You must be teaching/research faculty on 24 pays, AP Faculty on 24 pays or a classified staff member on 24 pays to be eligible for post-tax parking. The 24 post-tax payroll deduction plan for F/S permit or reserved space owners will be withdrawn over 24 pay periods. The first payroll deduction will commence on October 16, 2018.

16 Payment Post-Tax Deduction Plan:

RENEWAL OR NEW PLAN: The 16 post-tax payroll deduction plan for F/S will be withdrawn over 16 pay periods. The first payroll deduction will commence on October 16, 2018.

If you choose payroll deduction, you agree to the following:

- I understand Old Dominion University will reduce my salary each semi-monthly pay period by the fee specified for University Parking in the F/S payment options permit fee chart (www.odu.edu/parking).
- I understand Old Dominion University will forward the amount of the reduction to Transportation and Parking Services (TPS) on a semi-monthly basis.
- This Post-Tax Salary Reduction Agreement will remain in effect until I complete another salary reduction agreement, a new permit period has begun, or I notify TPS of any changes and/or cancellation.
- If you leave the University before payroll deduction is complete the permit must be returned or the uncollected balance will be deducted from your final paycheck.

Please enter the last 4 digits of your UIN # and select "Next >>" to confirm. Otherwise, close the browser and your transaction will be cancelled.
17. Please confirm that the correct permit is in your cart and check the box that you have read and understood the conditions of your permit purchase.

Payment Information

<table>
<thead>
<tr>
<th>Qty</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permit</td>
<td>18/19 FACULTY / STAFF [19FS000L .] view details</td>
<td>$540.00</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Due Now: $540.00

If you agree to the terms and conditions for payroll deduction, check the box below and select your appropriate payroll deduction plan. Then, click “Pay Now” only once to finalize your transaction. Wait for processing as the next page generated will be your receipt.

Payroll Deduction Terms and Conditions:
I authorize a payroll deduction for the purpose of paying for the total cost of my parking permit and/or reserved space until paid in full.

I have read and understand the above statements.

Pay Now

18. You will receive a payment receipt showing your purchased permits. Please click on “Print Temporary Permit” to get a printable 15 day temporary permit to display in your vehicle until your new permit arrives in

Payment Receipt

Your transaction is complete. Please print the page for your records.

Purchased Items

<table>
<thead>
<tr>
<th>Qty</th>
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</tr>
</tbody>
</table>

Transaction Summary

- CC Receipt Number: PAYROLL DEDUCTION
- Payment Method: Payroll Deduction
- Payment Date: 08/30/2018 12:32:15

Total Paid: $540.00
19. After purchasing your permit, you will receive an email confirming your permit purchase. This email will also contain a link from which you can print your 15 day temporary permit. Your permit should arrive via the US Mail within 5-7 business days.

Please keep this email for your records.

Date: 08/30/2018 12:32:15
Payment Method: Payroll Deduction
Receipt Number: PAYROLL DEUDCTION
Total: $540.00
Basket Number: 1317621

Items purchased:
$540.00 - 18/19 FACULTY / STAFF [19FS00C ..] Print Temporary Permit
Valid for dates: 10/16/2018 - 10/05/2019
Item will be mailed to:
123 ANYWHERE STREET
NORFOLK, VA 23529
Valid for vehicles:
ODU1234, 2014, Toyota
ODU, 2011, Honda
Valid for facilities: FACULTY

SAMPLE PERMIT

Transportation and Parking Services

PERMIT NUMBER: 19F S000
EXPIRES: 9/14/2018 12:32:11PM
Vehicle License Plate Number: 
Vehicle Make: Toyota
Vehicle Color: Burgundy

Please print and place on your dashboard.
This temporary permit is valid for 15 days. If you do not receive your permit within 15 days, please contact Transportation and Parking Services @ (757) 683-4004, regarding a replacement permit.