

# USING PASSPORT TO PURCHASE ON-CAMPUS HOUSING AND UNIVERSITY VILLAGE PARKING PERMITS

## CREATING YOUR PASSPORT PROFILE

Create your Passport Profile – click Sign Up  
- or -

If you already created a profile, click Log In  
(make sure to use the same validation method  
(phone or email) when you created your  
account).

Select Phone or Email to create your account.

**NOTE:** Remember the method you use (phone or  
email) as you will need to use the same method  
(phone or email) to validate your account when  
you access it in the future.

Enter your phone number (or email) then click  
Text Me (or email me).

**Online Parking Permits Powered By Passport Parking**

California State University, Chico

Already have a Passport account? [Log In](#)

Need an account? [Click Here to create a Passport account:](#) [Sign Up](#)

**Sign Up For Your Account**

You can create an account with an email address or a phone number. We will send a verification code during sign up so please make sure you have your phone or email available.

How should we contact you?

[Phone](#)

[Email](#)

[Go Back](#)

**Verify Your Phone Number**

To create your account we will call or text you a three digit verification code to authenticate your phone number.

Please enter your phone number below and choose how we should contact you.

Country:

10 Digit Phone #:

[Text Me](#)

[Call Me](#)

[Go Back](#)

You will receive a text message (or email) containing a three-digit validation number.

Enter validation code then click verify.

The screenshot shows a dark header with the text "Enter Verification Code". Below the header, there are two lines of instructional text: "We have emailed you the three digit numeric verification code." and "Please check your email and enter the verification code." To the left of a text input field is the label "Verification Code". Below the input field are two buttons: a red "Verify" button and a grey "Go Back" button.

Create a PIN number for your account.

You will use this when accessing your account in the future.

The screenshot shows a dark header with the text "Create PIN For Your Account". Below the header, there are two lines of instructional text: "To finalize your account you will need to set up a 4 digit PIN. Once created you will use this PIN with your verified email or phone number to quickly log in." and "Please enter and confirm your PIN below." To the left of the first text input field is the label "Create PIN". Below the first input field is the label "Re-enter Your PIN To Confirm" next to a second text input field. Below the second input field is a red "Create PIN" button.

You should now be able to access your Passport account to make purchases or update your vehicle information.

**PURCHASE AN ON-CAMPUS HOUSING OR UNIVERSITY VILLAGE PARKING PERMIT**

Log into your Passport account or create a profile if you don't already have one.

Select the option for appropriate permit.

**NOTE:** we will demonstrate using on-campus housing permit but same instructions apply when purchasing a University Village permit.

Make sure you are applying for the correct permit the correct semester.

**Purchase Parking Permits**

Please select your permit from the list of options below. You will then be prompted to collect all of the information required for the permit application including any documents you may have to upload. We will not ask for or charge your credit card until the permit has been approved and is ready to be active.

If you have any questions on how the permits work, please [click here](#) to visit our informational page.

**GENERAL and MOTORCYCLE PERMITS ONLY:** Fill out the permit application with all the required information requested. Once you have entered your payment information, your permit will be valid for the semester, exact dates indicated in the Permit Information, and in all general or motorcycle parking stalls across campus, see campus signage.

**UNIVERSITY VILLAGE AND ON-CAMPUS HOUSING (B LOT) PERMITS ONLY:** Fill out the permit application with all the required information requested as well as any documents you may need to upload. After submission, your application will be reviewed. If approved, you will receive an email regarding payment instructions.

Please note: We will not ask for or charge your credit card until the permit has been approved and is ready to be activated.

For contact information or Passport's Privacy Policy please visit the [Frequently Asked Questions](#) webpage.

**Please select a permit**

<b>General Student Permit</b> General - Student	<b>Purchase</b>
<b>Motorcycle Student Permit</b> Motorcycle- Student	<b>Purchase</b>
<b>On-Campus Housing (B) Permit</b>	<b>Purchase</b>
<b>University Village Permit</b>	<b>Purchase</b>

By clicking "Purchase", your permit will be pending review while it goes through the approval process. If approved, you will receive an email containing payment instructions. This permit is available only to students who live in one of the following residential halls: Esken, Machoopda, Konkow, Shasta, Lassen, Whitney, or Sutter Halls.

By clicking "Purchase", your permit will be pending review while it goes through the approval process. If approved, you will receive an email containing payment instructions. This permit is available only to students who live at University Village.

**Please fill out the required information for the permit**

Now you are ready to apply for a On-Campus Housing (B) Permit

Please review the all of the parking permit information to ensure that you are applying for the correct one.

Permit Information
Type On-Campus Housing (B)
Zone On-Campus Housing (B) Permits
Semester Fall 2021 (B & UV)
Valid From 08/16/2021 thru 01/23/2022
Price \$95.50
Availability Available

Enter your vehicle information.

**NOTE:** Make sure you **type** your license plate number – **VERY CAREFULLY!** Typos could result in receiving a citation.

**Vehicle Information**

License Plate State  
California

License Plate Number (?)

Make  
Select a make

Model  
Select a model

Color  
Select a color

**Make sure you type this VERY carefully!**

Enter your customer information.

**NOTE:** If you are a parent purchasing for your student, enter your student's information here.

**Customer Information**

First Name

Last Name

Address

Address 2

City

State  
California

Zip Code

Phone Number

Email

Enter your Student ID number

**Additional Information**

Chico State ID # (REQUIRED)

*Only 9 characters (Numbers Only)*

Read and agree to the Terms & Conditions, then click checkout.

**Terms**

I agree to the [Terms & Conditions](#)

Add Another Permit

Checkout

Once you have submitted your application, you should see the “success” screen with your application summary info.

You will **not** be charged until your application has approved.

Once your application has been approved, you **will receive an email** (to the account used when you created your profile) **with further instructions (step 2)**. If you do not see it in your inbox, check your junk/spam box.

Your **permit will not be active until** you have **completed the second step** and made your payment.

**Order Summary**

On-Campus Housing (B) Permit  
Valid - 08/16/2021 to 01/23/2022

Zone: On-Campus Housing (B) Permits  
Vehicles:

[Remove from cart](#)

Total:

We will **NOT** charge your card until after your permit is approved and you log back in to verify the transaction. The total will be your purchase price if the permit application is approved. All permit transactions will be charged a \$2.50 fee.

Clicking the submit button will send your permit information in for approval, you will receive an email when your permit purchase is approved or denied and return to finalize your purchase.

**Submit**

**NOTE:** After your application has been approved, you will receive an email with further instructions. The email will come from donotreply@rmcpay.com so check your junk/spam if you do not see it in your in-box.

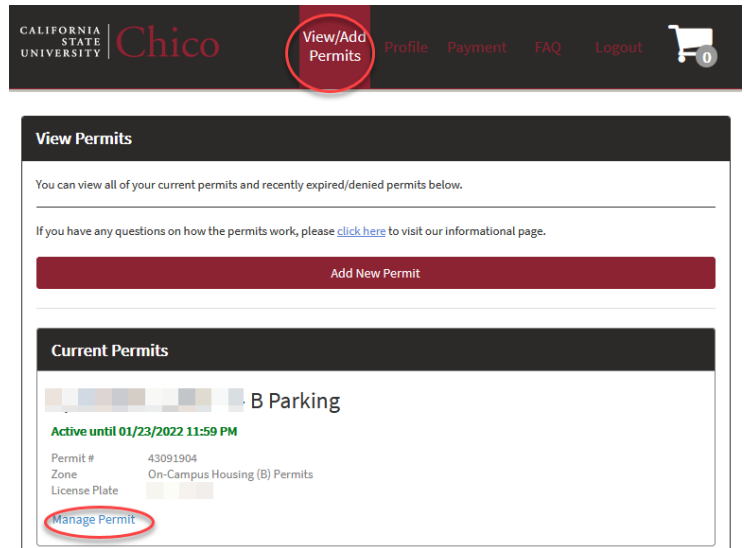
**Notice, you will NOT be charged until your application has been approved and you log back**

## MODIFY/UPDATE VEHICLE INFORMATION

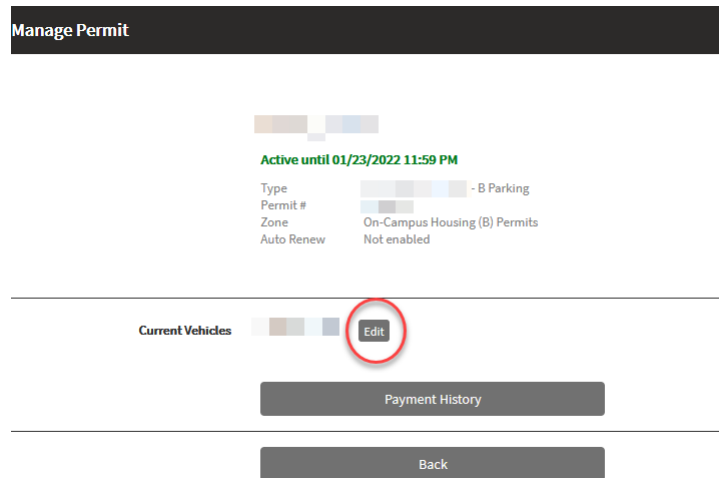
Log into your Passport account (using the same credentials – email or phone – used when you created your profile).

Providing you use the correct credentials, you will see your current permit(s).

Click Manage Permit link.



Click the Edit /button



Update vehicle information, then click Save

**NOTE:** Make sure to **type VERY CAREFULLY**. Typos could result in receiving a citation.

