



California State University **Chico** Student Financial Services

USING PASSPORT TO PURCHASE 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.

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](#)



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

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

Enter validation code then click verify.

Create a PIN number for your account.

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

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

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

Enter Verification Code

We have emailed you the three digit numeric verification code.

Please check your email and enter the verification code.

Verification Code

Verify

Go Back

Create PIN For Your Account

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.

Please enter and confirm your PIN below.

Create PIN

Re-enter Your PIN To Confirm

Create PIN



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PURCHASE STUDENT RESERVED PARKING PERMIT

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

Select the option for appropriate permit.

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

Student Reserved Permit

Purchase

Motorcycle Student Permit

Motorcycle-Student

Purchase

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

NOTE: It is extremely important to make sure you are purchasing for the correct semester and date range (effective date through expiration date). Any refund requests for purchasing a permit for the wrong semester will be processed based on the date of request for refund and the campus refund schedule.

Please fill out the required information for the permit

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

Permit Information

Type	ReservedStudent
Zone	ReservedStudent Parking
Semester	Summer 2022
Valid From	05/31/2022 thru 08/21/2022
Price	\$50.69
Availability	Available



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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

License Plate Number (?)

Make

Model

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

Zip Code

Phone Number

Email

Enter your Student ID number

Additional Information

Chico State ID # (REQUIRED)

Only 9 characters (Numbers Only)



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

Terms

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

[Add Another Permit](#)

[Checkout](#)

Enter your payment information, then click pay now.

Please fill out your payment information




Purchase Summary

General Student Permit
Valid - 05/31/2022 to 08/21/2022
Zone: General Student Parking
Vehicles: (CA) 565465
\$50.69
[Remove from cart](#)

Total: \$50.69

Payment Information


Credit Card Number

Expiration Month/Year
 /

Name This Card

Zip Code

 To use one of your existing cards [Cancel](#)

Your credit card will be charged when you click the "Pay Now" button.

[Pay Now](#)

Copyright 2022 [Terms of Service](#) [Privacy Policy](#)



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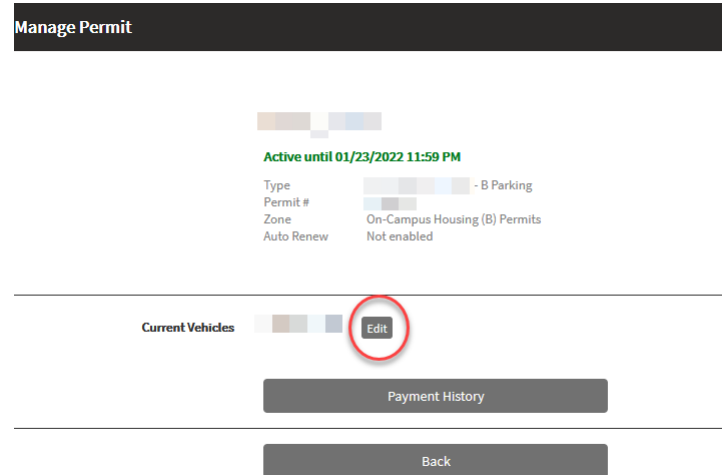
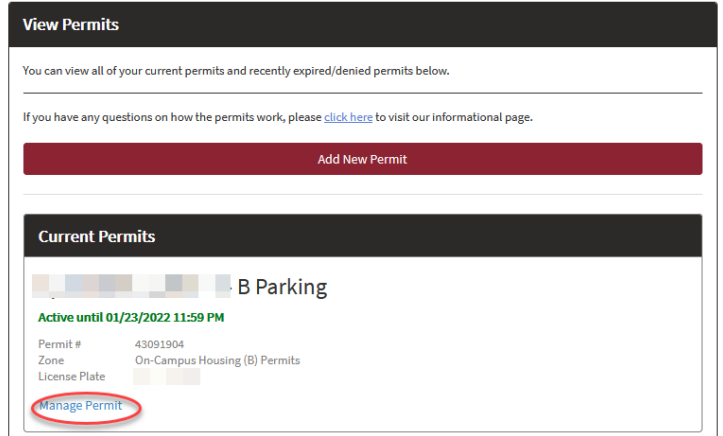
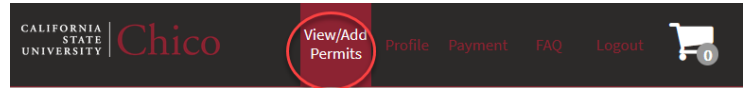
MODIFY/UPDATE VEHICLE INFORMATION

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





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Update vehicle information, then click Save

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

Update Vehicle

Enter your updated vehicle information and click the button below to save.

License Plate State

License Plate Number

Make

Model

Color