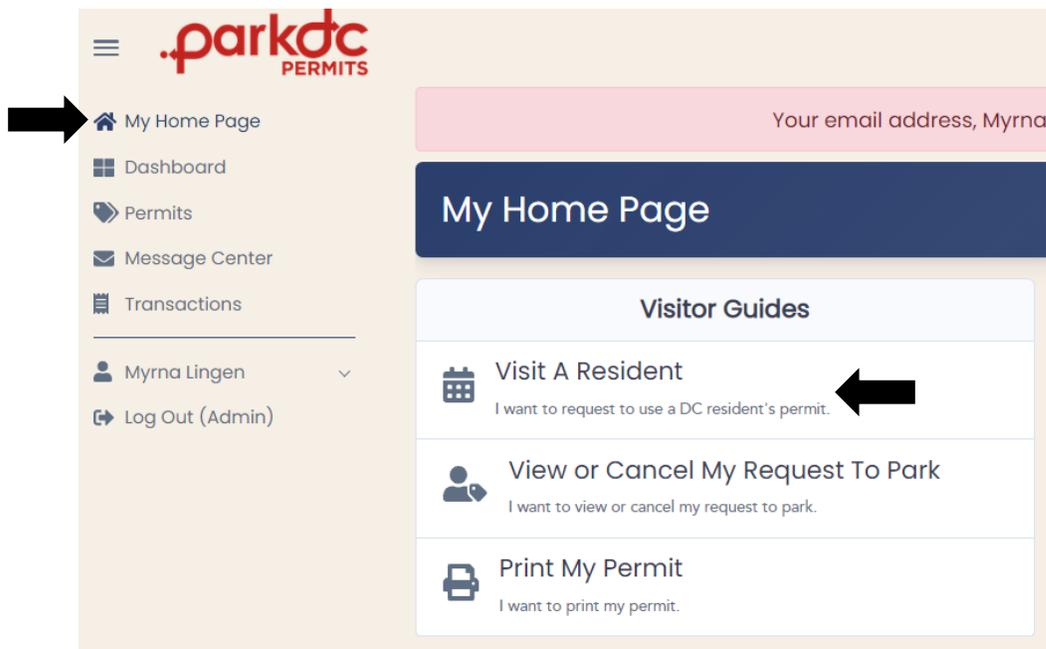


CONTRACTOR REQUEST TO PARK

1. To visit a resident for a job as a contractor, from your “My Home Page”, click on “Visit A Resident”.



2. Enter the Contractor code that the resident has shared with you, then click “Continue.” You can also lookup a resident you have visited before, by clicking on the history button.

Enter Permit Code

3. Confirm the address you will be visiting, and the start date of your visit. Click “Continue”.

The visitor code you entered gives you access to special permits. Please select the address you will be visiting, your role as a visitor, and the date you will start visiting then click “Continue”. You will be redirected to a page showing you which permits are available to you, based on the information provided.

I am a:

I will be parking at:

My visit(s) will start on:

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10



4. Click “Add” to select the Contractor Permit for the address requested. Keep in mind that the permit has a cost of \$10.00 per day. Click “Continue”.

I am a: I will be parking at:

Starting on:

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

 Showing permits for visitor code: 231427

Contractor Permit \$10.00 / day

A Contractor Parking Pass will be issued to a contractor working at a District residence. The contractor's vehicle must display commercial tags.

Parking Locations:
ANC 5E

5. Only one vehicle can be associated with your permit. Click “Add” to enter your vehicle information.

 **Contractor Permit**

A Contractor Parking Pass will be issued to a contractor working at a District residence. The contractor's vehicle must display commercial tags.

Vehicle(s) 

Only 1 vehicle(s) can be associated with this permit.

Contract Start Date

Contract End Date 

6. Select the vehicle, contract end date, and then click “Continue”.

The screenshot shows a web form titled "Contractor Permit" with a total cost of \$30.00. Below the title, a note states: "A Contractor Parking Pass will be issued to a contractor working at a District residence. The contractor's vehicle must display commercial tags." The form includes a "Vehicle(s)" section with an "Add" button and a note: "Only 1 vehicle(s) can be associated with this permit." A checkbox labeled "Myrna's car (ABC123)" is checked. To the right, there are two date fields: "Contract Start Date" with the value "11/11/2022" and "Contract End Date" with the value "11/13/2022". At the bottom right, there are two buttons: "Add Permit" and "Continue".

7. Your contract with the resident must be uploaded to your account for review and approval. The contract must contain a business letterhead and be signed by the resident dated within 30 days of the contractor order.

Once your document is uploaded click “Checkout”.

The screenshot shows a "Documents" section with the instruction: "Please click the tabs below to see which documents are needed to approve your permit(s)." There are two tabs: "Permit Documentation" and "Contractor Permit", with the latter selected. A green checkmark indicates "All Documents Uploaded". Below this, it says "Choose one of the document set options below" and "Option 1" is selected. Under "Option 1", there are two main sections. The left section, titled "Please upload ALL OF THESE document(s) below:", contains a list with "Contractor's Contract with Resident" selected. The right section, titled "Please select the type of document you will be uploading", has a dropdown menu set to "Contractor's Contract with Resident". Below this, it lists requirements: "Sign contract with the Resident", "Dated within 30 days of contractor order", and "Business letterhead". There are two radio buttons: "Upload a new file" (selected) and "Choose a previously uploaded file". A "Choose File" button is next to a text field that says "No file chosen". An "Upload" button is at the bottom of this section. A large black arrow points down from the "Upload" button towards the "Checkout" button at the bottom right of the page. The "Back" and "Checkout" buttons are located at the bottom right of the form area.

8. Enter your billing information and click “Pay”.

Payment
Please provide payment information to finalize your purchase.

Billing Information

First Name: Last Name:

Email: Address:

City: State:

Zip:

Payment Method

Credit Card

Card Number:

Expiration:

CVV:

Saved Credit Card

Cart Information

Contractor Permit	\$30.00
Total	\$30.00

Cancel Back **Pay**

9. Your request to park will be sent to the resident for approval. The verifications team will review the contract within 24-48 hours. Once approved, you will receive a notification.

10. From your “My Home Page”, click “Print My Permit”, and then “Print”.

parkdc PERMITS

My Home Page > Print My Permit

Your email address, testing12345@testing.com, has not been verified yet

Visitor Guides

- Visit A Resident: I want to request to use a DC resident's permit.
- View or Cancel My Request To Park: I want to view or cancel my request to park.
- Print My Permit**: I want to print my permit.

Print and display this permit in the vehicle dashboard. This permit does not exempt vehicles from RO.

Contractor Permit ANC5E Active

PERMIT # DC148817

Visitor Approval **Approved**

Resident LINGEN, M

Vehicle(s) 1 vehicle assigned.

Parking Locations 5E

Print

11. Under Destination choose the printer and click "Print".



Permit #: DC148817

Contractor Permit ANC5E

ISSUED TO LICENSE PLATE: DC-ABC123

Valid: November 11, 2022
to
November 13, 2022

THIS PERMIT IS VALID ONLY WHEN THE OWNER/OPERATOR REGISTERS ONLINE USING THE PERMITCONNECT APP OR DDOT.MYPARKINGINFO.COM.

THIS PERMIT IS VALID ONLY FOR THE TIME AND LOCATION (ANC) APPROVED ONLINE USING THE PERMITCONNECT APP OR DDOT.MYPARKINGINFO.COM.

- Vehicle is considered in violation if it is not properly registered in the PERMITCONNECT software and approval for visitor parking has not been granted by the resident host.
- This Permit is valid only for the times/days, the ANC designated on the permit and spaces within the Zone
- Parking signs installed in the resident's neighborhood.
- This Permit does not provide an exemption from the Registration of Out of State Automobiles (ROSA) requirement to register a vehicle in the District of Columbia within 30 days of residency.
- This Permit is not to be used as a substitute for a valid RPP sticker on a vehicle owned by a resident of the household.
- Vehicles displaying an invalid permit, permit not properly registered on PERMITCONNECT, or parked outside the designated ANC on the permit will be subject to a RPP parking citation.
- Duplication or sale of this Permit is strictly prohibited and violators are subject to a \$300 fine (DC Law 16-186)
- This permit must be clearly displayed on the dashboard, visible from the curbside of the vehicle (typically passenger side) of the windshield.
- This permit is the property of Washington, DC and must be surrendered upon demand by an authorized officer. VOID IF ALTERED.

Print 1 sheet of paper

Destination  Office Printer

Pages All

Copies 1

Color Black and white

More settings

Print Cancel