

## HOW TO SCHEDULE A VEHICLE ON YOUR VISITOR PERMIT

1. To schedule a vehicle on your visitor parking permit, on your My Home Page, click on the “Schedule a Vehicle to Park” option followed by “Schedule Vehicle”.

The screenshot shows the user's My Home Page. On the left is a navigation menu with options: My Home Page, Dashboard, Permits, Message Center, Transactions, Myrna Lingen, and Log Out (Admin). The main content area is titled "My Home Page > Schedule a Vehicle to Park". It features four cards: "Resident Guides" (with a sub-card "Schedule a Vehicle to Park"), "Share My Permit with a Visitor", "Approve or Deny Parking Requests", and "Print My Permit". To the right, a summary card for "Visitor Parking Permit ANC5E Active" shows permit details and a "Schedule Vehicle" button. Arrows point to the "Schedule a Vehicle to Park" card and the "Schedule Vehicle" button.

2. Select the vehicle that will be parking by choosing a vehicle from your list, or by adding a new vehicle.

The screenshot shows a "Select a vehicle from the options below. Click 'Add New' to add a new vehicle." section. There are three radio button options: "John's Car (123ABC)", "Mary's Car (LMN123)" (which is selected), and "Melba's Car (321LMN)". Below these is a "+ New Vehicle" button with an arrow pointing to it. At the bottom right are "Back" and "Continue" buttons.

If you are adding a vehicle, select a “nickname” and enter the license plate, state of the plate, make, and color of the vehicle.

Vehicle Details

Nickname: Joe's Car Type: Guest

License Plate: ABC123 State: District Of Columbia

Make: FORD Color: Blue

Close Save

3. Select the type of schedule needed (Single Day or Multi-Day). Vehicles only need to be scheduled on the permit between the hours of 7:00am – 11:55pm. Also keep in mind the 2-hour free parking where available and applicable.

**Single Day:** Use to schedule a vehicle to park for one day only. This can be done for the current or for a future day. If you are scheduling for the current day, the scheduler will default to begin the permit at the current time.

Select the date and time the vehicle will be parked. If you require regular visits, please select the recurring option.

Single Day  Multi-Day

Time Requested: 8 hours 20 minutes (includes 8 hours 20 minutes of Multi-vehicle permit time)

From: 03 : 35 PM To: 11 : 55 PM Date: October 2022

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	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	31	1	2	3	4	5

Back Save

**Multi-Day:** Use to schedule a vehicle to park for more than one day. The times selected will apply for all the days chosen. If you need to park the vehicle for entire days, the schedule must be set from 7:00am – 11:55pm.

Type of recurring: Available to select specific days.

Type of recurring:

Daily

-- Select --

Daily

Weekly

Weekdays

Weekends

Custom

Custom: Select this option to choose specific days of the week.

Type of recurring:

Custom

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

- To choose a time, you can either click on the arrows until you reach the time desired or click directly on the number to populate the options to choose from. You can also click on the “PM” or “AM” to change these options.

The time requested for this schedule will be displayed along with multi-vehicle usage if there is another vehicle schedule at the same time on the permit.

➔ Time Requested: 1 day 23 hours 45 minutes (includes 15 hours 55 minutes of Multi-vehicle permit time)

Type of recurring:

Daily

From: 00 05 10 15 20 25 30 35 40 45 50 55

To: 10 : 55 PM

- Once you have finished scheduling and saving your permit, you will see a confirmation of the schedule.

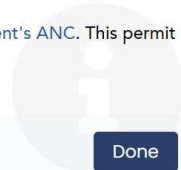
Thank you! Your visitor's vehicle is scheduled to park. Print and display this permit in the vehicle dashboard to avoid a parking citation.

Vehicle: Mary's Car (LMNI23)  
Parking Locations: ANC 5E

Requested Schedule:  
Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday  
October 13, 2022 Beginning on 7:00 AM and Ending on 11:55 PM

Time Requested:  
16 hours 55 minutes (includes 16 hours 55 minutes of Multi-vehicle permit time)

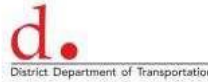
This permit allows parking at [green](#) or [red](#) Residential Permit Parking (RPP) signs. This permit is only valid in the [resident's ANC](#). This permit does not exempt vehicles from [ROSA Enforcement](#).



**Once a schedule has begun it cannot be cancelled through your account. Please reach out to customer service if needed.**

- To print your permit, on your “My Home Page”, click on “Print My Permit”, followed by “Print” on the Visitor Parking Permit desired.

- Remember to display the permit on the dashboard of the vehicle and review the information on the printout.



Permit #: DC134613

Visitor Parking Permit ANC5E  
ISSUED TO LICENSE PLATE: DC-ABC123

Valid: Every Thursday

October 13, 2022 Beginning on 7:00 AM and Ending on 11:55 PM

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.