



## NEW RESIDENT - SIGN UP

Welcome to ParkDC Permits! Here you will learn how to sign up as a new DC resident. Use this sign-up process if you are a new resident in the district and you are in the process of getting a DC driver's license.

1. First, click "Sign Up!" at the bottom of the screen.

Access ParkDC Permits Account

Sign in using your registered account.

Username

Password

[Login](#) [Trouble signing in?](#)

Don't have an account? [Sign Up!](#)

2. Enter the required information, then click "Next."

- 1 Create Account
- 2 Account Type
- 3 Account Information
- 4 Permit Selection

### Create Account

Please provide the following information so we can get you started.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="password"/>	<input type="password"/>






[Cancel](#) [Next](#)


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3. Since you are a resident, and you have people visiting you, and you may visit other residents in the District, please select “Resident”, and then click “Next”.

### Account Type

Please let us know who you are. (Select all that apply)

<input checked="" type="checkbox"/>  <b>Resident</b> I need to have people visit me and I may visit other residents.	<input type="checkbox"/>  <b>Visitor Only</b> I am visiting a friend and need to park.	<input type="checkbox"/>  <b>Home Health Aide</b> I need to visit a patient.	<input type="checkbox"/>  <b>Contractor</b> I need to park my vehicle(s) for a job.
<input type="checkbox"/>  <b>School Staff</b> I am a Teacher or Staff member and I need to park near my school			




Cancel **Next** 


4. Enter your resident address and add your ANC by clicking the plus sign. If the address and ANC listed match your address, click “Next.”

### Resident - Permit Address

Please let us know the Residential Permit Parking (RPP) address that will be associated with your permits.

Start by entering your address in the box below. (Please spell out the street type, such as STREET for ST., AVENUE for AVE., etc. example: 9001 10TH STREET SE.) When you find your address and ANC click on the "+" button to associate the address with your account.

<input type="text" value="90 15th"/> 90 15TH STREET NE ANC 6A   <b>Reset</b>	<b>Selected Permit Address(es)</b> ANC 6A  90 15TH STREET NE, 20002
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\*Note. If your address is not system, please double check to make sure the address you entered is correct. For this form, please spell out ST. as STREET. Address example: 9001 10TH STREET SE.

If you believe this is an error, please call (202) 671-2631 or email support@digitalpermits.com for further assistance.

5. Please enter the required information, including:

- Choose a security question & answer
- Select "New Resident".

Make sure the information is accurate for the system to verify your information. Click "Verify." Once you are verified, click "Next."

### Account Information

Please let us know a little more about yourself by filling out each section below.

#### Security Question

Please select a security question for your account. (You will need this if you call into our Help Center.)

Question: What was the make and model of your first car?

Answer: Ford Explorer

#### Resident Identity

A valid District ID is required to create your account. Please enter your District ID below and then click "Verify".

ID Type:  Driver's License  
State Issued  
Reciprocity  
New Resident

Drivers License Number: 123456789  State Issued: Connecticut

First Name: Myrna  Last Name: Brown

Address: 11 1/2 R STREET NE, 10, 20002

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6. Upload the required documents and then click “Next”.


## Documents

Please click the tabs below to see which documents are needed to approve your Permit Address.

Permit Holder Documentation  
ANC 6A

 All Documents Uploaded

Choose one of the document set options below

Option 1 

Option 1

Please upload ALL OF THESE document(s) below:

Drivers License  
 Pending Review

AND


Please upload ONE of the following documents:

Utility bill (telephone/cell, water, gas, electric, oil, cable or home security bill))

Home Line of Equity Statement, Homeowner/renter Insurance Policy, Tax Bill, Deed, Mortgage, or Settlement agreement

Unexpired sublease, unexpired lease or rental agreement

Bank/credit union/credit card/investment account statement

Medical bill  
 Pending Review

Car/personal loan or Student loan statement

Letter on official letterhead issued by DC Universities and Colleges registrar's office

Please select the type of document you will be uploading

Document Type

Medical bill 

Please make sure your document meets the following requirements:

Issued within the last 60 days

Reflecting name and address

Issued within the last 60 days

Reflecting name and address.

Upload a new file

Choose a previously uploaded file

email.png

Document:



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Next 

7. You now have access to your account. Your Temporary New Resident and Visitor Parking Permit will automatically be added to your account in a "Pending" status. To review the status, click on "Dashboard" from the menu. The permits cannot be used until they are in an "Active" status.

The screenshot shows a user dashboard with a navigation menu on the left. The menu items are: My Home Page, Dashboard (highlighted with a black arrow), Permits, Message Center, Transactions, MYRNA TESTING, and Log Out. The main content area has a header with the user's email address: "Your email address, myrnatesting123@testing.com, has not been verified yet. Please ch". Below the header is a "Dashboard" section with a "Visitor Requests" card showing 0 requests and a "Share My Permit with a Visitor" button. A message states: "You currently don't have any visitor requests to review or approve. To get started, click on the 'Get Visitor Code' link above to see your visitor code and share it with your guest." Below this is a "Permits" section with 2 permits. The first permit is DC146676, a Visitor Parking Permit, with a status of "Ready To Review". The second permit is DC146677, a Temporary New Resident Permit, also with a status of "Ready To Review". Both permits have a message: "Permit is currently pending and must be reviewed by our verification staff." A black arrow points to the "Ready To Review" status of the second permit.

8. The permit request will be reviewed by our verification staff within 24-48 hours. Once it is approved you must schedule a vehicle for it to be valid for use.

The screenshot shows the same user dashboard as above, but the permits are now "Active". The first permit, DC146676, is a Visitor Parking Permit with a status of "Active" and a "Visitor Code" of 364305. The second permit, DC146677, is a Temporary New Resident Permit with a status of "Active" (highlighted with a black box), "No active vehicles assigned", and "Parking Locations" of 6A. The validity period for the second permit is "November 02, 2022 - January 01, 2023". Buttons for "Print", "Schedule Vehicle", and "Details" are visible for both permits.