



SCHOOL ADMINISTRATOR

Welcome to ParkDC Permits! Follow the instructions below to create your account, share a code with a school staff member, purchase a staff member permit from your admin account, and print a permit.

Each permit has a cost of \$50.00 and only one vehicle can be assigned to it.

CREATE ACCOUNT

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

Access ParkDC Permit Holder 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 and 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.

First Name Last Name

Username Email

Password Confirm Password

Cancel Next

3. Select your account type by clicking “Resident”, then click “Next”.

Account Type

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

Resident
I need to have people visit me and I may visit other residents.

Visitor Only
I am visiting a friend and need to park.

Home Health Aide
I need to visit a patient.

Contractor
I need to park my vehicle(s) for a job.

School Staff
I am a Teacher or Staff member and I need to park near my school.

Cancel Next

4. Enter the address of your school. Once your school is found, click on the “plus sign”, and then “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.

100 GALLATIN STREET NE, 20011	
ANC 4B	<input data-bbox="836 884 885 942" type="button" value="+"/>
ANC 4D	<input data-bbox="836 975 885 1033" type="button" value="+"/>
ANC 5A	<input data-bbox="836 1066 885 1124" type="button" value="+"/>
Bridges School Admin	<input data-bbox="820 1139 901 1217" type="button" value="+"/>
<input data-bbox="779 1284 885 1342" type="button" value="Reset"/>	

Selected Permit Address(es)	
Bridges School Admin	<input data-bbox="1291 884 1339 942" type="button" value="X"/>
100 GALLATIN STREET NE, 20011	

[Back](#) [Next](#)



5. Enter the required information, including:

- Choose a security question and answer.
- Valid District ID

Click “Verify”, and then “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

Answer

Resident Identity

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

ID Type

Drivers License Number State Issued

First Name Last Name

Address

6. Congratulations! You have successfully created your School Administrator Account!

School Administrator Account	
	Share School Code with a Staff Member I want to give a staff member the code so they can park close to the school.
	Review Active Permits I want to review all active permits
	Print Active Permits I want to print a staff member permit

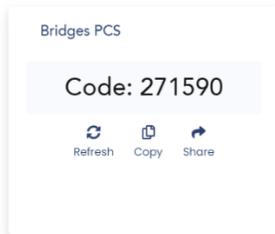
SHARE SCHOOL CODE WITH STAFF MEMBERS

1. On the “My Home Page” section, under “School Administrator Account” select “Share School Code with a Staff Member”.

School Administrator Account	
	Share School Code with a Staff Member I want to give a staff member the code so they can park close to the school.

2. The code can be provided verbally, through a text message, or by clicking “Share” to send in an email.

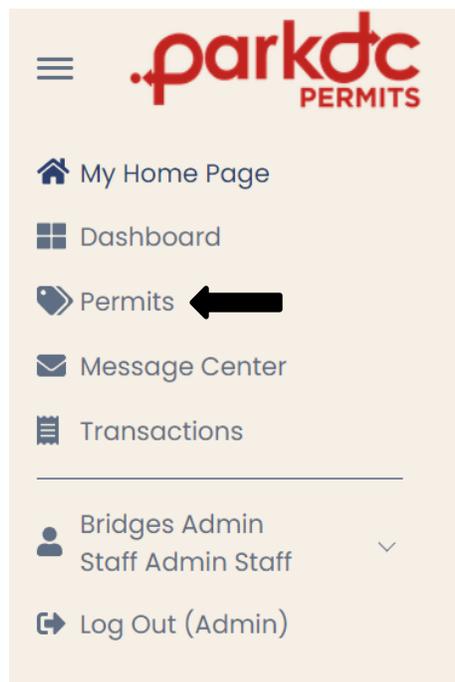
Once the code has been given to a member of the school staff, that person must register in ParkDC Permits as school staff member in order to have access their permit directly.



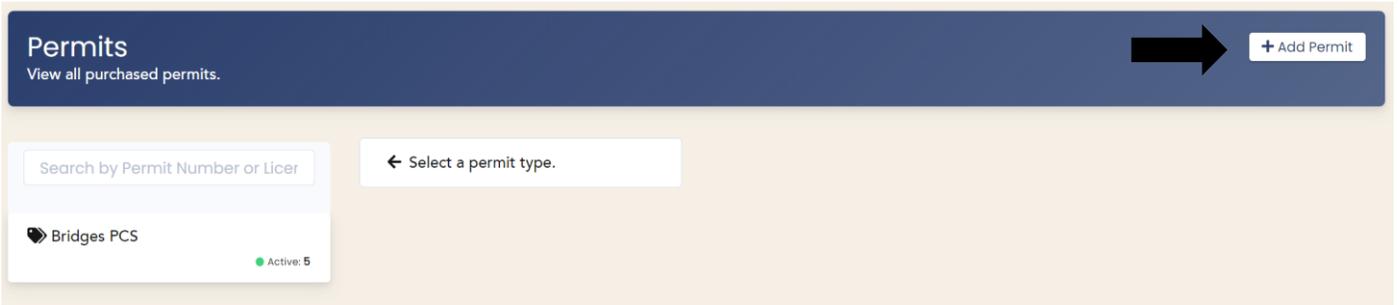
Note: If a staff member wants to have full access to their permit, they must create an account.

PURCHASE A STAFF MEMBER PERMIT

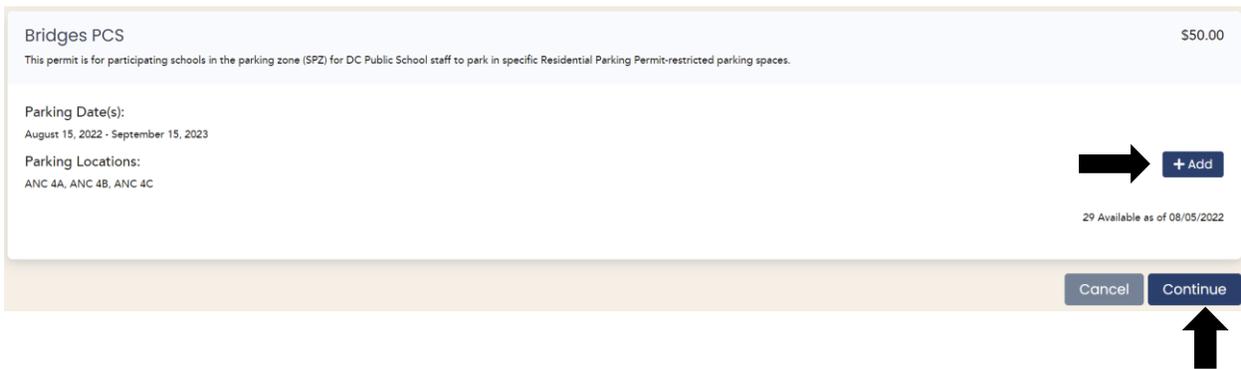
1. From the menu on the left side of the screen click “Permits”.



2. Click “Add Permit”.



3. You will be redirected to the Permits section of your account. Click “Add” to select the type of permit you’re requesting, and then click “Continue.”



4. Select the vehicle that will be associated with the permit or click “Add” if the vehicle is not on the list.



5. Enter the required fields and click “Save”.

Vehicle Details ✕

Nickname:

License Plate: State:

Make: Color:

6. Enter the required information for the purchase of the permit and click “Pay”.

Billing Information

First Name Last Name

Email

Address City

State Zip

Payment Method

Credit Card

Card Number

Expiration

CVV

Saved Credit Card

Cart Information

Bridges PCS	\$50.00
Total	\$50.00



8. You have successfully purchased a staff member permit!

Success!

You have successfully purchased your school permit. Please allow the school administrators to review your purchase. You will be notified by email if your request has been approved or denied. You can visit "My Home Page" to check the progress of your order.

PRINT YOUR PERMIT

1. From the "My Home Page" click "Print My Permit" and then "Print".

Print and display this permit in the vehicle dashboard to avoid a parking citation. This permit allows parking at [green](#) or [red](#) Residential Permit Parking (RPP) signs. This permit is only valid in your [ANC](#). This permit does not exempt vehicles from [ROSA Enforcement](#).

Bridges PCS ANC2C, 2D, 2E, 2F, 3B, 3C Active
PERMIT #
DC02504
Vehicle(s)
(5JGHBUU)
Parking Locations
2C, 2D, 2E, 2F, 3B, 3C
Validity
from August 15, 2022 to August 14, 2023

Print



1. Choose the printer and click "Print".



Permit #: DC02504

**Bridges PCS ANC2C, 2D, 2E, 2F,
3B, 3C**

**ISSUED TO LICENSE PLATE: AK-
5JGHBUU**

**Valid: August 15, 2022
to
August 14, 2023**

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/hood.
- This Permit is valid only for the weekdays, 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 16-196).
- This permit must be clearly displayed on the dashboard, visible from the outside 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.