



SHARE A VISITOR PERMIT WITH A ROOMMATE

To share a visitor permit with another household member, both residents must create an account with ParkDC Permits and register as a Resident with the same address.

1. On your Dashboard, under Permits click on the three dots next to the word “Active” on the Visitor Permit.

Permits **3** Add Permit View All

View all pending and active permits

DC01940 Active

Temporary New Resident Permit

Validity
October 05, 2021 - January 03, 2022

Vehicle(s)
No active vehicles assigned.

Print

DC01989 Active

Visitor Permit

Unlimited

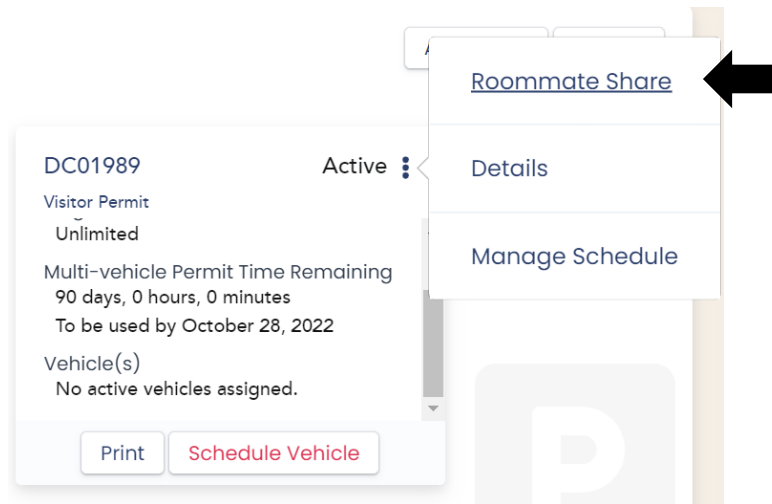
Multi-vehicle Permit Time Remaining
90 days, 0 hours, 0 minutes
To be used by October 28, 2022

Vehicle(s)
No active vehicles assigned.

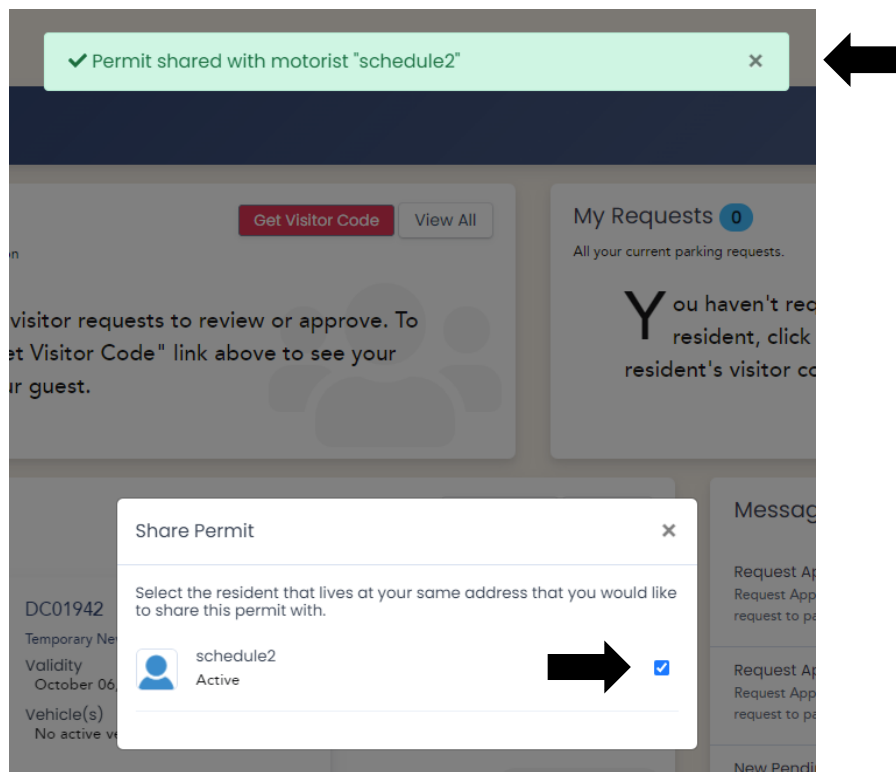
Print Schedule Vehicle

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2. Click on "Roommate Share".

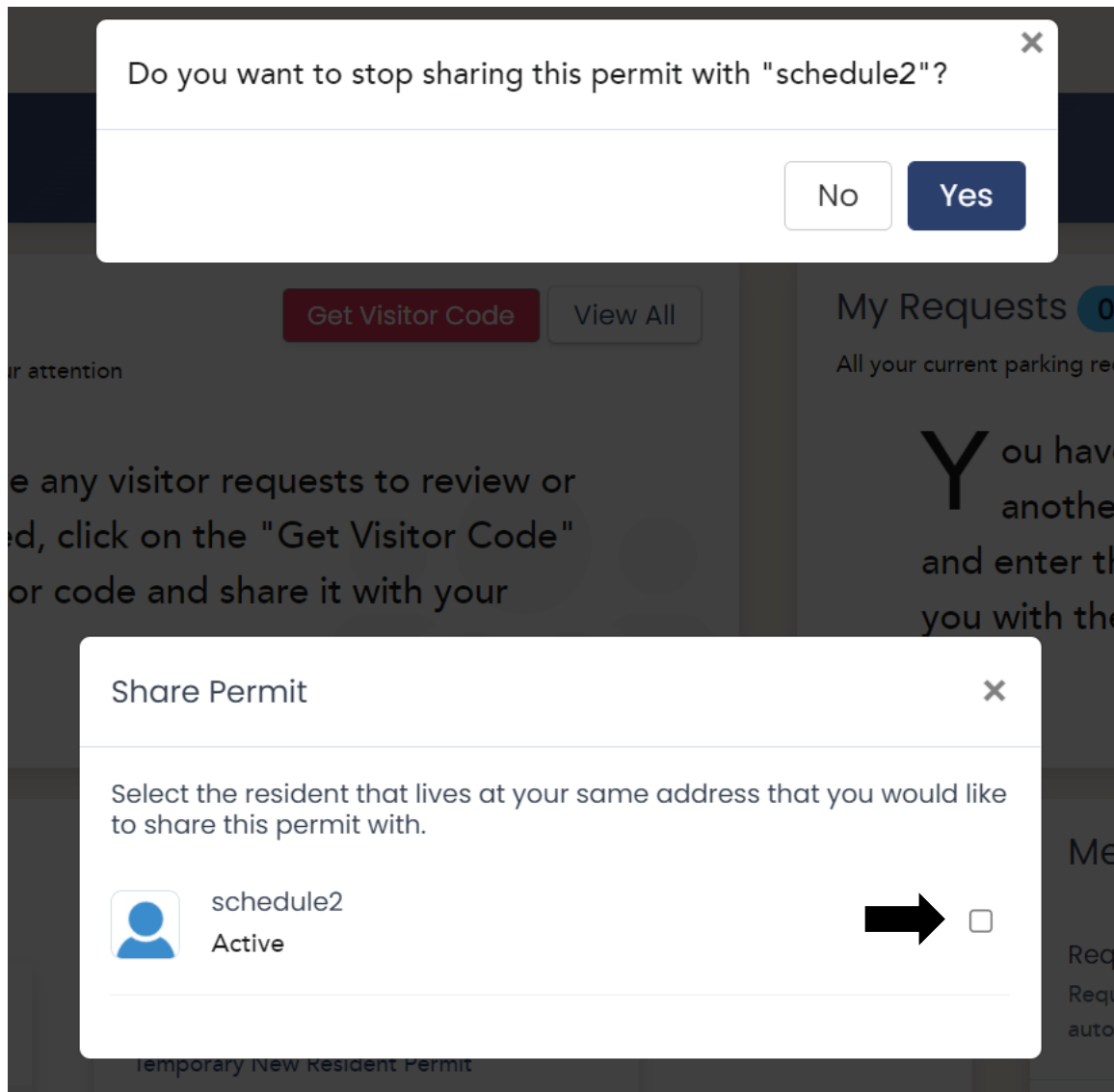


3. Select the Resident with who you would like to share the permit. Your roommate must create their own Resident account in ParkDC Permits before this step.



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- To stop sharing the Visitor Permit with another household resident, follow the same steps, and uncheck the box next to the resident's name. Click "Yes" to confirm".



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5. Once the permit is shared, your roommate will be able to see it under the “Permits” section with the following confirmation: “This permit is shared with you”.

