

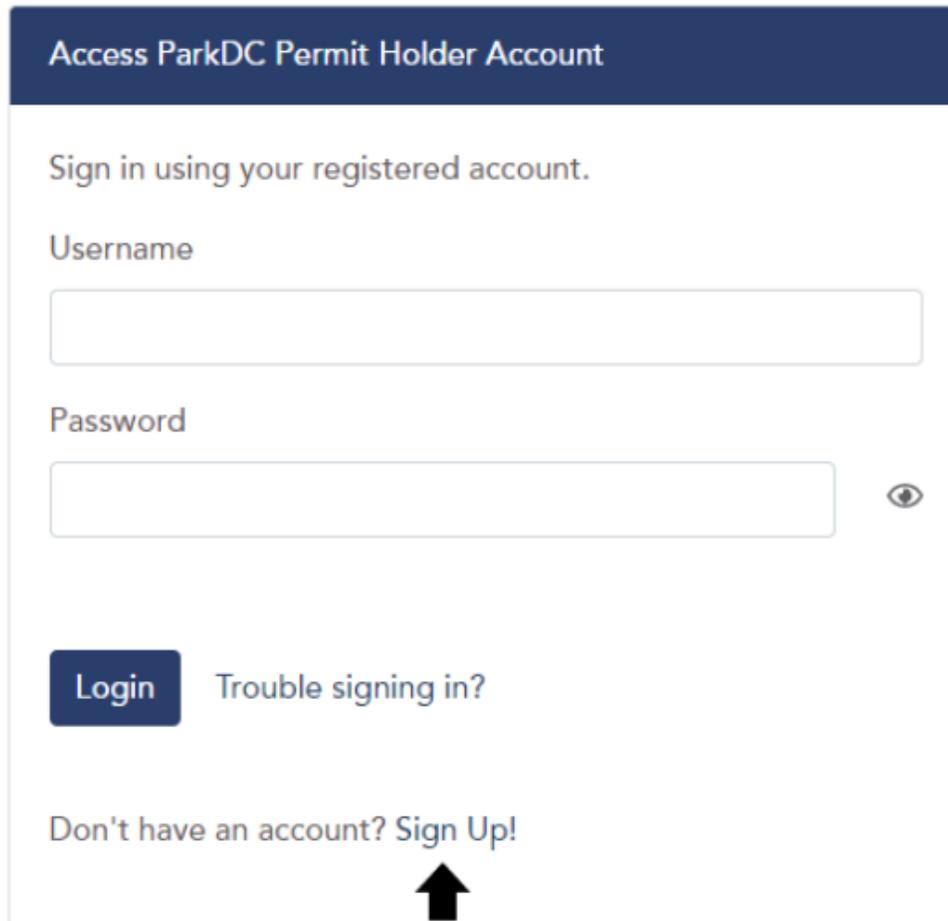


Welcome to ParkDC Permits! Follow the instructions below to create your visitor account, share a code with a school staff member using the school portal, purchase a staff member permit from your admin account, and print a permit.

## **SCHOOL ADMIN – CREATE VISITOR ACCOUNT**

To be converted to a school administrative account, you must first create a ParkDC Permits Visitor Account.

1. First click “Sign Up!” at the bottom of the screen. You will be redirected to the “Create Account” screen. Please provide the required information, then click “Next”.

A screenshot of the ParkDC Permits login interface. At the top is a dark blue header with the text "Access ParkDC Permit Holder Account" in white. Below the header, the text "Sign in using your registered account." is displayed. There are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a dark blue "Login" button and a link that says "Trouble signing in?". At the bottom of the form, there is a link that says "Don't have an account? Sign Up!". A black arrow points upwards to the "Sign Up!" link.

2. On this screen you will need to create an account. To do this you must:
  - a. Enter your first and last name
  - b. Enter your Username
  - c. Enter your email address
  - d. Enter a Password and
  - e. Confirm the Password

Once you have entered the required information, 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 “Visitor Only”, 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.

Cancel **Next**

4. Choose a security question and answer, then 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

Answer

Back

Next



5. Congratulations! You have successfully created your ParkDC Permits Visitor Account.

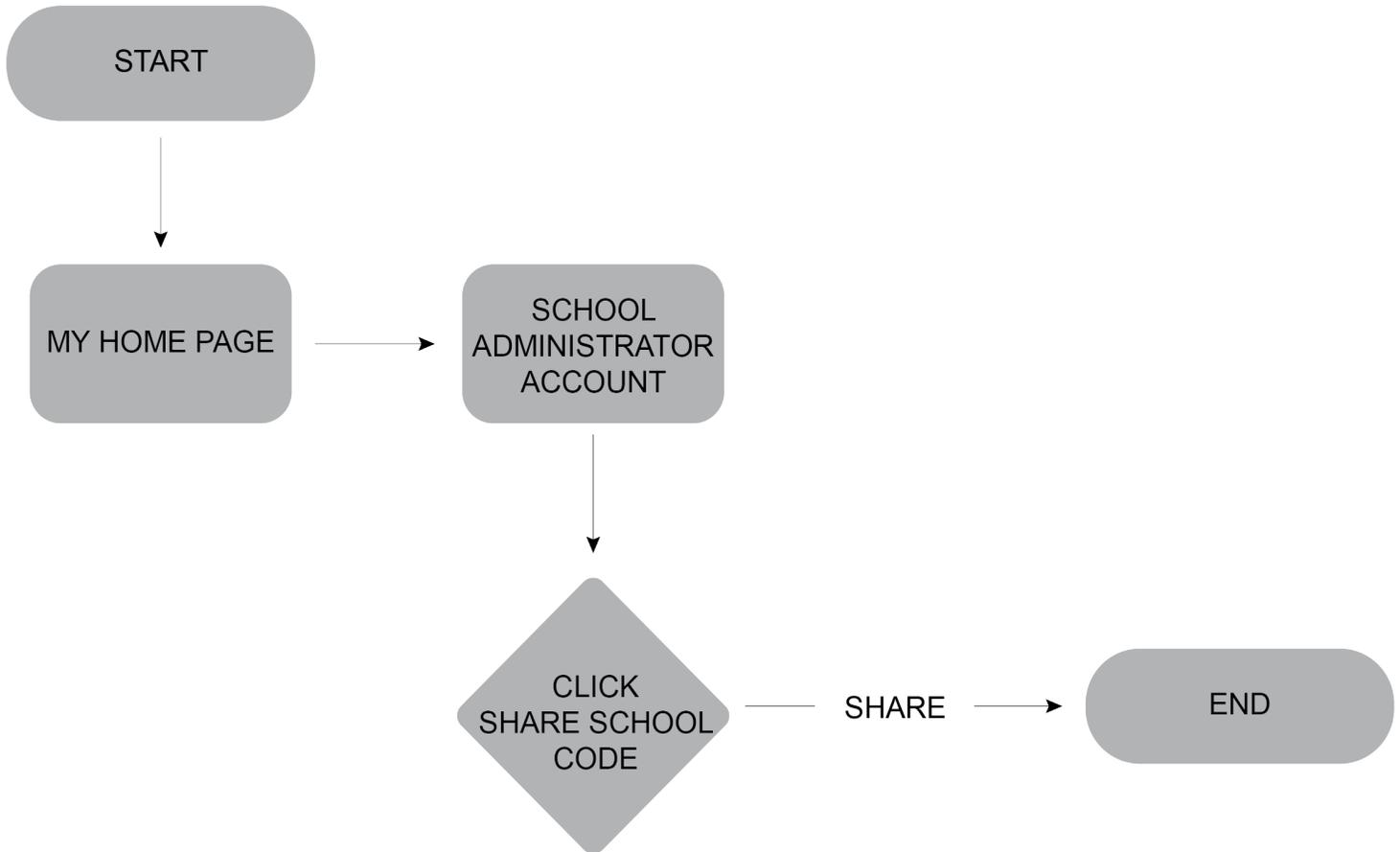
### Welcome

Thank you for registering with our digital permits solution. This is your dashboard that will give you a quick view of your account.

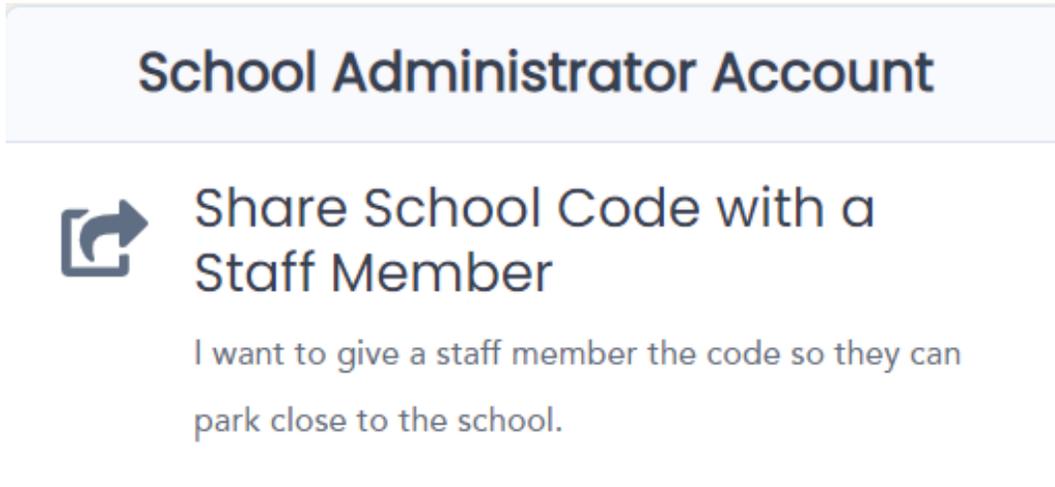
If you need help at any time, review our tutorials or reach out to us on the "Contact Us" page.

6. To have your Visitor account converted to a School Administrative Account, please email [ddot.parking@dc.gov](mailto:ddot.parking@dc.gov) and [school.parking@dc.gov](mailto:school.parking@dc.gov) with your name, email address, and the school you are representing.

# SCHOOL ADMIN – HOW TO SHARE CODE USING THE SCHOOL PORTAL



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



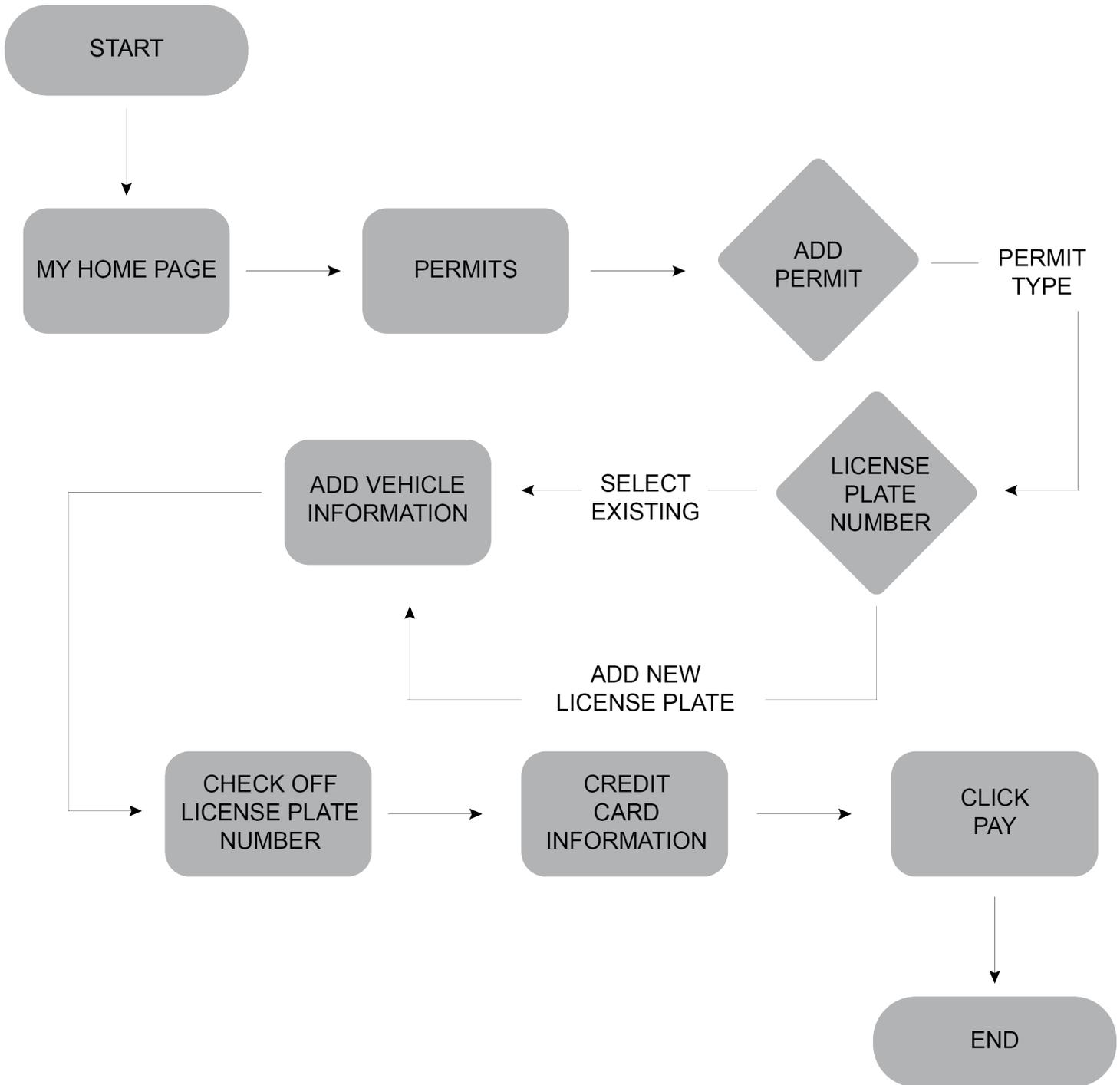
2. You may share the code by clicking “Share”, which will send an email, or providing the school code to the staff member verbally, as well as through a text message.

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.

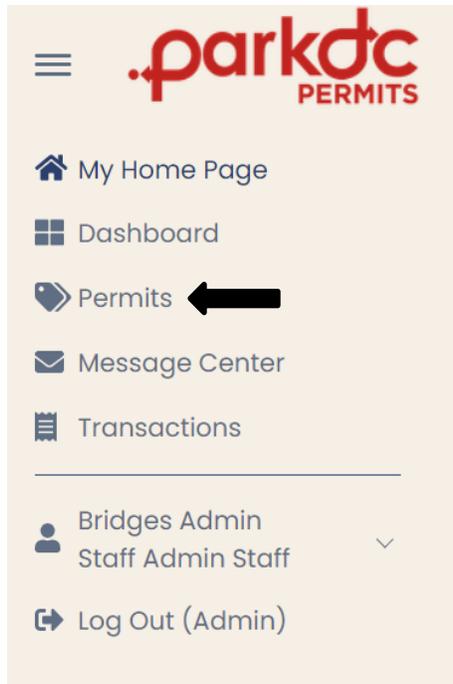


**Note:** In order to have access to their permit directly, once the code has been shared with a member of the school staff, the staff member will need to register an account if they do not already have an existing account.

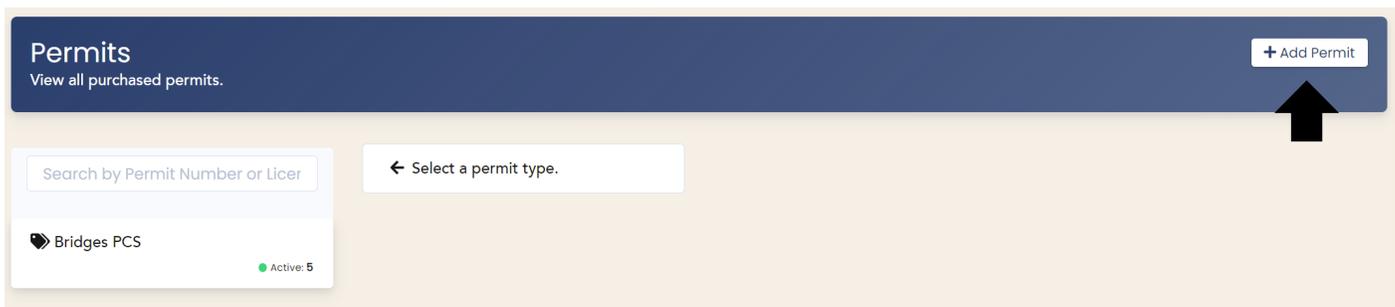
# SCHOOL ADMIN – PURCHASE A STAFF MEMBER PERMIT



1. Utilizing the menu on the left side of the screen. You will be directed to the Permits page if you click “Permits” on the menu bar.



2. Click “Add Permit”.



3. You will be redirected to the Permits section of your account. Select the type of permit you're requesting, click the "Add" button, then click "Continue."

**Bridges PCS** \$50.00

This permit is for participating schools in the parking zone (SPZ) for DC Public School staff to park in specific Residential Parking Permit-restricted parking spaces.

Parking Date(s):  
August 15, 2022 - September 15, 2023

Parking Locations:  
ANC 4A, ANC 4B, ANC 4C

 [+ Add](#)

29 Available as of 08/05/2022

[Cancel](#) [Continue](#)



4. Select the license plate number associated with the vehicle you wish to park. If the license plate is not showing, add it to your account by clicking the "+Add" button.

 **Bridges PCS** \$50.00

This permit is for participating schools in the parking zone (SPZ) for DC Public School staff to park in specific Residential Parking Permit-restricted parking spaces.

Vehicle(s) [+ Add](#) Permit Start Date

Only 1 vehicle(s) can be associated with this permit. 08/15/2022

(5JGHBUU)



5. Enter the vehicle information:
  - a. Choose a vehicle nickname
  - b. Enter the license plate number
  - c. Enter the state associated with the vehicle
  - d. Choose the make and color
  - e. Then click "Save."

Vehicle Details✕

Nickname:

License Plate:

State:

Make:

Color:

Test field

6. Check off the added license plate number and click "Continue".

🗑 Bridges PCS\$50.00

This permit is for participating schools in the parking zone (SPZ) for DC Public School staff to park in specific Residential Parking Permit-restricted parking spaces.

Vehicle(s)

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

(5JGHBUU)

Permit Start Date

Total

\$50.00

7. Enter your credit card information:
  - a. Billing address
  - b. Digital credit card number
  - c. Expiration date and CVV
  - d. Then click "Pay".

#### Billing Information

First Name	Last Name
<input type="text" value="Teacher"/>	<input type="text" value="Teacher"/>
Email	
<input type="text" value="teacher@testing.com"/>	
Address	City
<input type="text"/>	<input type="text"/>
State	Zip
<input type="text" value="Alabama"/>	<input type="text"/>

#### Payment Method

Credit Card

Card Number

Expiration

CVV



Saved Credit Card

#### Cart Information

Bridges PCS	\$50.00
<b>Total</b>	<b>\$50.00</b>

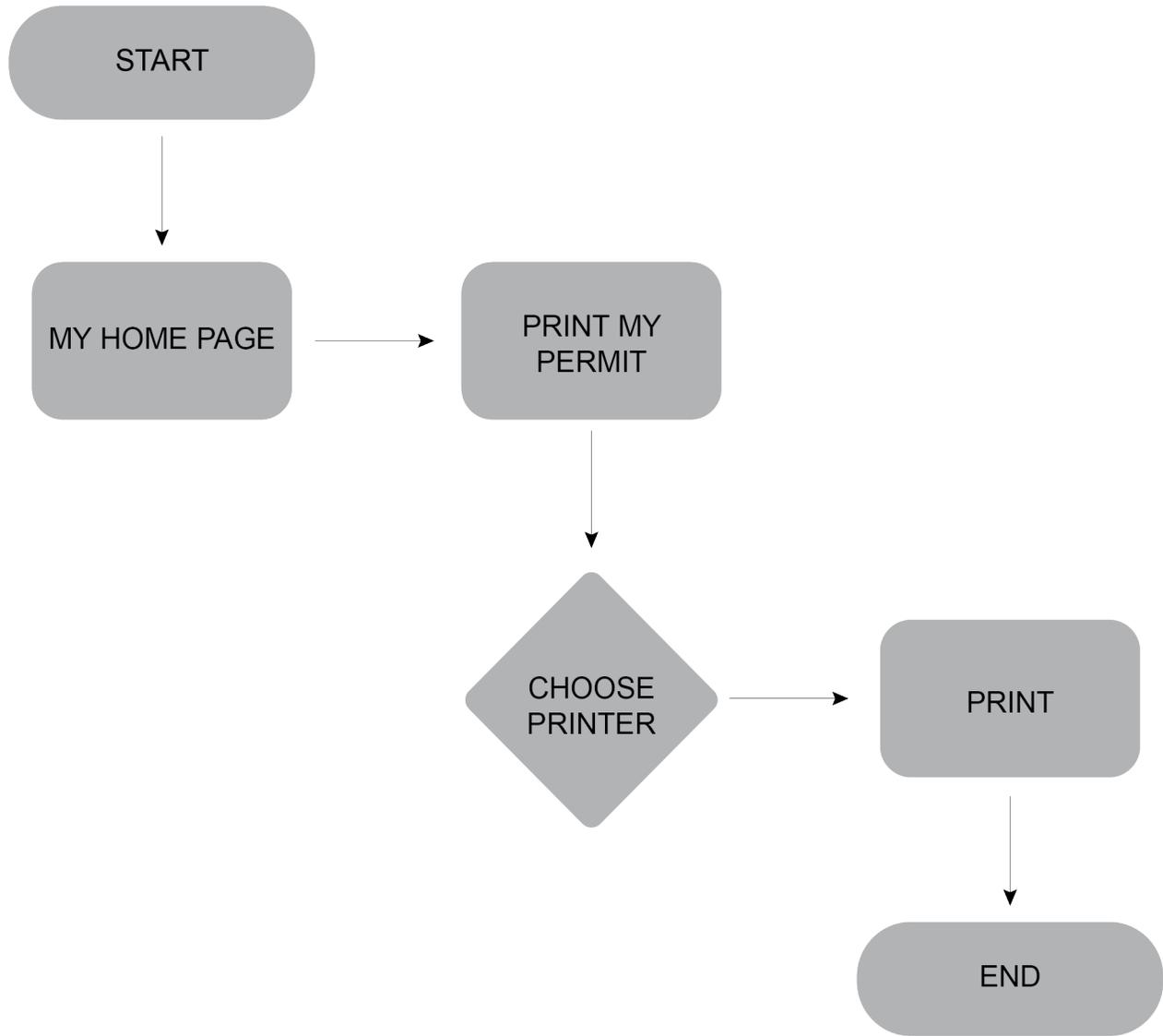


8. You have successfully purchased a staff member permit!

## 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.

# SCHOOL ADMIN – PRINT YOUR PERMIT



1. To print a permit, click “Print My Permit” on My Home Page. Select “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)  
(5JGHB00)

Parking Locations  
2C, 2D, 2E, 2F, 3B, 3C

Validity  
from August 15, 2022 to August 14,  
2023

Print



2. Choose the printer and click “Print”.

### Print

Total: 1 sheet of paper

**Printer**

iR-ADV C356 III

**Copies**

1

**Pages**

All

e.g. 1-5, 8, 11-13

**Color**

Color

**Print on both sides**

Print on one side

[More settings](#)

[Print using system dialog \(Ctrl+Shift+P\)](#)

[Troubleshoot printer issues](#)

**Print** **Cancel**



3. Here is your staff parking permit! Place on display on the dashboard of your vehicle.



Permit #: DC02504

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

ISSUED TO LICENSE PLATE: AK-  
5JGHBUE

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 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.