

## **How to activate your parking permit**

Once you have received your parking permit in the mail, it must be activated to be valid for use on campus. Please follow the below steps to activate the permit.

1. Log onto the account you created when you purchased the parking permit at <https://bothellcampus.thepermitstore.com>
2. Please click the “account” link
3. Under Parking Permits, please click on the Manage Permits link
4. Please then click the “Activate” button on the line where your current quarter permit is listed. Follow prompts given to activate your permit.

You have now successfully activated your parking permit. Once it is activated it will then state “Active”.

If you have questions on this process, or are having difficulties, please contact Commuter Services immediately at 425.352.3292 or email us at [trans@uwb.edu](mailto:trans@uwb.edu)

Thank you!