Purchasing Your Parking Permit

Parking Services has already created an account for you. Please copy and paste the following link in your web browser:

https://gmu.t2hosted.com/cmn/auth_guest.aspx

Your username is the portion of your email address prior to the @ that you provided to Mason Rec when applying for membership. Any special characters that may have been used in the name are not part of your username (for example: john.doe@email.com would have a username of johndoe or raynes_of_castamere@email.com would become ranynesofcastamere).

Your temporary password is **@MasonRECgmu** (please change your password after logging in)

To purchase a permit either click on the Permit dropdown menu on the top of the page then select "Get Permits" or click on the "Get Permits" button at the bottom of page.

Please follow through the prompts and fill out the required information. The parking permit you are purchasing is a printable parking permit meaning that nothing will be mailed or delivered to you.

The permit option available is dependent on the type of membership.

- Monthly Membership – **"Mason Rec Monthly"**
- Annual Membership – **"Mason Rec Annual"**

Select the permit and check the acknowledgement box to proceed to the next page.

The next page will display a calendar and prompt you to select a start date for the permit. Whichever date that you select, the system will automatically generate the end/expiration date to one month or one year from the start date (based on membership). Click next after selecting the desired start date.

The next page will require you to select a vehicle to attach to your permit. If you do not have a vehicle on file, click the **"Add Vehicle"** button. If you do not attach a vehicle, the system will not allow you to proceed to the next step.

Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
☑	VIRGINIA	**VEHICLE**	2014			

Add Vehicle

Next >>

The next page will prompt you to review your purchase before proceeding to the payment portal. To proceed to the payment portal, click the "Pay Now" button.

View Cart

Below are the items in your cart. You can add citations by clicking on the button below, or you can click on Pay Now to proceed with your payment. If you are interested in purchasing a discounted motorcycle permit, please complete this transaction first. Once complete please start a second transaction to see the discounted rates. (does not apply to printable daily, weekly, or monthly permits).

Qty	Type	Description	Amount	Actions
1	Permit	Mason Rec Monthly (08/05/2020 - 09/05/2020) view details	$15.00	Remove

Due Now: $15.00

Cancel Purchase   Add Citations

Checkout

Email Address

[████████████]

Pay Now

When redirected to the payment portal, fill out the required information to make the purchase. The accepted payment methods are **Master Card, Visa,** and **Electronic Check.** After the purchase is complete, you will receive an email containing a link to your permit. Click on the link to view and print your permit. It is recommended to save a copy of the permit as the link will expire after 5 days.

If you experience any issues please email Tito Pak at tpak1@gmu.edu.

If you have any questions please contact Parking Services at (703) 993 – 2710 or parking@gmu.edu.