

Purchasing a Permit Faculty & Staff

Once you have selected the zone where you want to park, and required permit type (refer to 'Selecting a Parking Zone and Permit' found in the 'Need Help' section), you can purchase the permit online using a credit card. If you want to pay by cash or debit card, you may do so at Parking Services office*.

Note: For reserved parking and parking in core lots please email mparking@uwo.ca

Follow the steps below to purchase a permit online.

1) Go to <https://www.uwo.ca/parking>

TIP: the recommended web browser is Microsoft Edge.

2) Hover over 'Permits' from the menu at the top, and select 'Faculty & Staff' from the dropdown menu.

3) Click 'Purchase / Renew Parking Permit'

4) Scroll down and click 'Get Permits'

5) Click 'Western University Login' from the middle of the screen

6) Enter your Western 'User ID' and 'Password', this is the same information you used to login to My HR.

TIP: Your Western User ID is the first part of your Western email. For example, if your email is parktest@uwo.ca, the Western User ID is [parktest](#).

11) Click 'Add Vehicle'

15) View your purchase details and confirm your 'Email Address' and then click 'Next' to complete the purchase.

16) Review the 'Payment Information', and then click 'Next' to finalize the purchase.

17) If you are paying by payroll deduction, you will be prompted to:

- a) Click the 'Payment Schedule' drop down arrow and select the payment period.
- b) For payroll deductions select Annual/Year. This will automatically set up payroll and renew the permit each year.

18) If you are paying by credit card you will be prompted to enter your billing information. Enter the credit card