## HOW TO REGISTER FOR A PARKING PERMIT

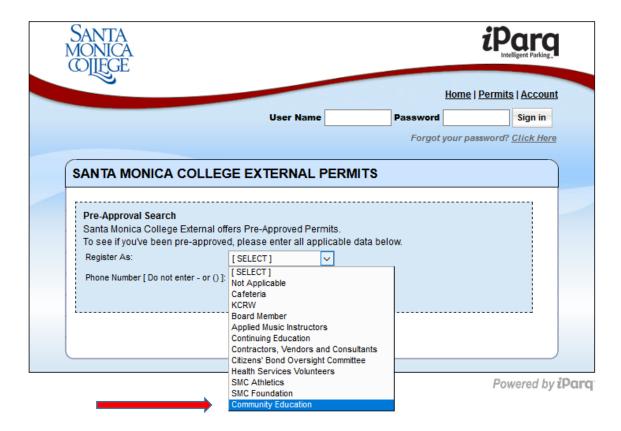
Please go online to smcexternal.thepermitstore.com to set up your account.

In place of Phone Number, input your Learner ID, which can be found at the top section of your Confirmation email received after registering for your class. It is just under your address info. You can also find it in the "My Profile" section of your Community Ed online account at commed.smc.edu where it is referred to as Student ID.

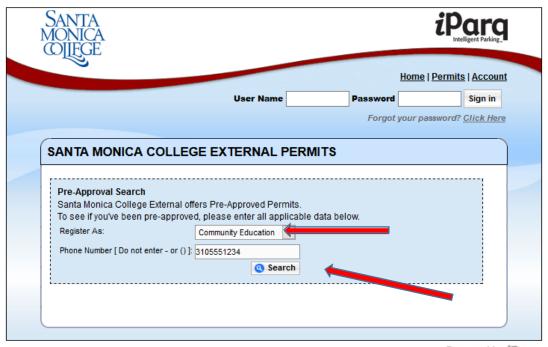
Home   Open Orders   Permits   Account					
	User Name	Password	Sign in		
		Forgot you	ur password? <u>Click He</u>		
Pre-Approval Search Santa Monica College External offers Pre-Approved		oolow			
To see if you've been pre-approved, please enter all		pelow.			
Register As: [SELECT]					
Phone Number [ Do not enter - or () ]:					
Phone Number [ Do not enter - or () ]:	Search				

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Please use the 1<sup>st</sup> drop down menu and select your department.

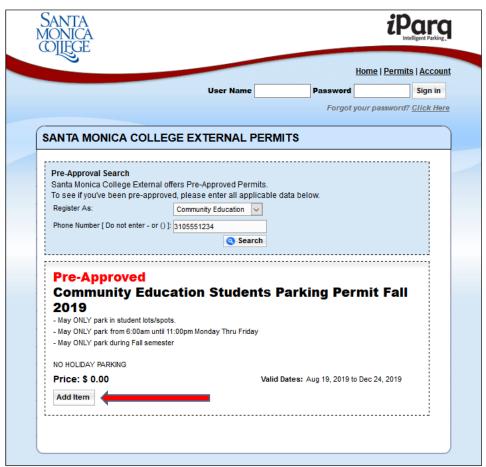


Next, instead of inputing your Phone Number, you will enter your **Learner ID** number that you had been sent previously in your class Confirmation Email, then click "**Search**".



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Next, select "Add Item" for the pre-approved permit.



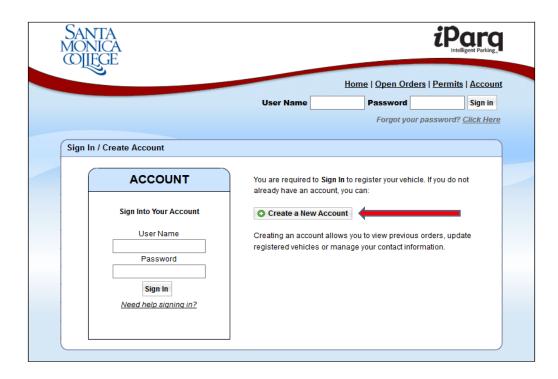
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Here you will see the permit you have chosen. Click "continue".

Home   Open Orders   Permits   A				
User Name	Pa	ssword	Sign in	
		Forgot your pa	ssword? <u>Click He</u>	
Shopping Cart				
Permits				
Permits	QTY	Total Amount	Remove	
Community Education Students Parking Permit - Fall 2019	1	0.00		
(No vehicle associated yet.)				
Permit Total:	1	\$ 0.00		
Grand Total:	1	\$ 0.00		
Add More Items		Update Order	Continue	

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Please click on "create a new account".



Once you have created your new account, you will be able to enter your car details and register for your permit.

## THERE ARE NO DECALS FOR THE PERMIT, YOUR LICENSE PLATE IS NOW YOUR DECAL!

Questions: email parking@smc.edu, or go to the Cashier's Office.