Bruin ePermit
How to purchase a quarterly parking pass

Step 1
Visit the Bruin ePermit portal website at https://flexport.ts.ucla.edu/FlexPort/cmn/auth_ext.aspx

Step 2
Click “Signup” (upper right hand corner)

Step 3
On the Guest User Registration page, complete all required fields and click “Create New Account”
Please make a note of your Primary ID number, you’ll need it for future visits.
Step 4
Click the Next button to see a list of permits you are eligible to purchase.

Purchase a Permit
Click the link below to get a list of permits you are eligible to purchase.
Please note that this may take up to a full minute.

Step 5
Select the permit you wish to purchase from the list of permits that are available to you.

Available Parking Permits
To purchase a parking permit, select the desired permit type and acknowledge you have read and agreed to the Parking Privileges and the University Parking Regulations. Click “Next >>” to proceed.

- Monthly Auto Renew permits will prompt you to select the permit start date on the following page

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Select</th>
<th>Quantity</th>
<th>Permit Fee</th>
<th>Permit Description</th>
<th>Permit Effective</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekend / Summer</td>
<td>☑</td>
<td>1</td>
<td>$117.00</td>
<td>Weekend / Summer</td>
<td>06/17/2019</td>
<td>09/22/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NITE Permit VALID M-F 4:30PM-7AM</th>
<th>Select</th>
<th>Quantity</th>
<th>Permit Fee</th>
<th>Permit Description</th>
<th>Permit Effective</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑</td>
<td>1</td>
<td>$150.00</td>
<td>Night / Summer</td>
<td>06/17/2019</td>
<td>09/22/2019</td>
</tr>
</tbody>
</table>

Step 5a
Click “Parking Privileges” to review the privileges associated with your permit. Refer to page 28 for NITE permits or page 29 for Weekend permits. Once you are done reviewing, click the box to check, “I agree to abide by my Parking Privileges.”

Step 5b
Click “University Parking Regulations” to review the regulations of your ePermit. Once you are done reviewing, click the box to check “I agree to the University Parking Regulations.”
Step 6
On the “Select Vehicle” screen, read the instructions under the heading and click the “Add Vehicle” button.

On the following screen “Register or Update Vehicle Information” read the instructions and fill out vehicle information and click the “NEXT” button. Return to Step 6 to add more vehicles and complete the vehicle section for your permit.
Step 7
On the “Review Order” screen, verify you selected the correct permit, verify or enter you “Email Address” and click the “Proceed with Transaction” button.

*Please disregard the Monthly Auto-Renew Permit section as it does not apply to Extension students.*

If you wish to cancel your purchase click the “Cancel Purchase” button and repeat this process again to select the correct permit.

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**Review Order**

Please review your order.
- Click “Proceed with Transaction” to continue.
- Click “Cancel Purchase” to cancel this order or start a new transaction.

**Monthly Auto-Renew Permit:** Click ‘Proceed with Transaction’ to authorize your Payroll Deduction. Payroll Deductions will begin after your first month of parking has concluded. (Example: With a 7/1/19 effective date for this transaction your first payroll deduction will begin in August.)

**Emeriti, Retiree, Student, and Short Term Permits:** Click ‘Proceed with Transaction’ to pay for your permit with Credit Card or eCheck.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permit</td>
<td>Night / Fall (09/16/2019 - 12/31/2019)</td>
<td>$150.00</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Due Now: $150.00

Cancel Purchase

Checkout

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Step 8
Clicking the “Checkout” button on the “Payment Information” screen will take you the payment section where you can pay by Credit Card or Electronic Check. Once your payment is approved you will receive an email confirmation.

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**Payment Information**

Please review the amount below and click the button to continue.

<table>
<thead>
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Due Now: $150.00

Checkout >>