

# Bruin ePermit

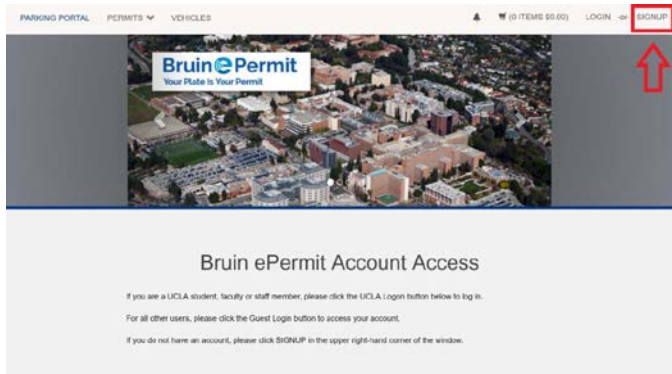
How to purchase a quarterly parking pass

## Step 1

Visit the Bruin ePermit portal website at [https://flexport.ts.ucla.edu/FlexPort/cm/auth\\_ext.aspx](https://flexport.ts.ucla.edu/FlexPort/cm/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.

**Guest User Registration**

**NOTE:** If you are a UCLA student, staff, or faculty, click "LOGIN" at the top right of the screen and proceed with your UCLA Logon.

**Creating a Guest Account:**

- Complete all required fields then Click "Create New Account".
- A confirmation email will be sent to the email address provided.
- Save the primary ID as it will be necessary for any future transactions.
- If you are unable to create an account or need assistance, call (310) 794-7433.

**Note:** Your email address and password are case sensitive.

**This is your UID Number**

**Primary ID**

**Email Address**

**Email Address (confirm)**

**First Name**

**Middle Name**

**Last Name**

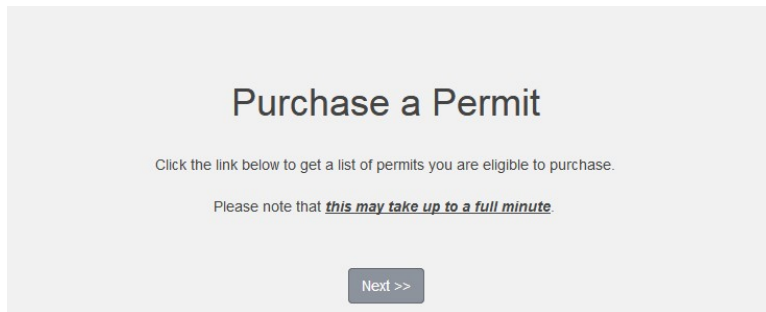
**Password**

**Password (confirm)**

\* indicates a required field

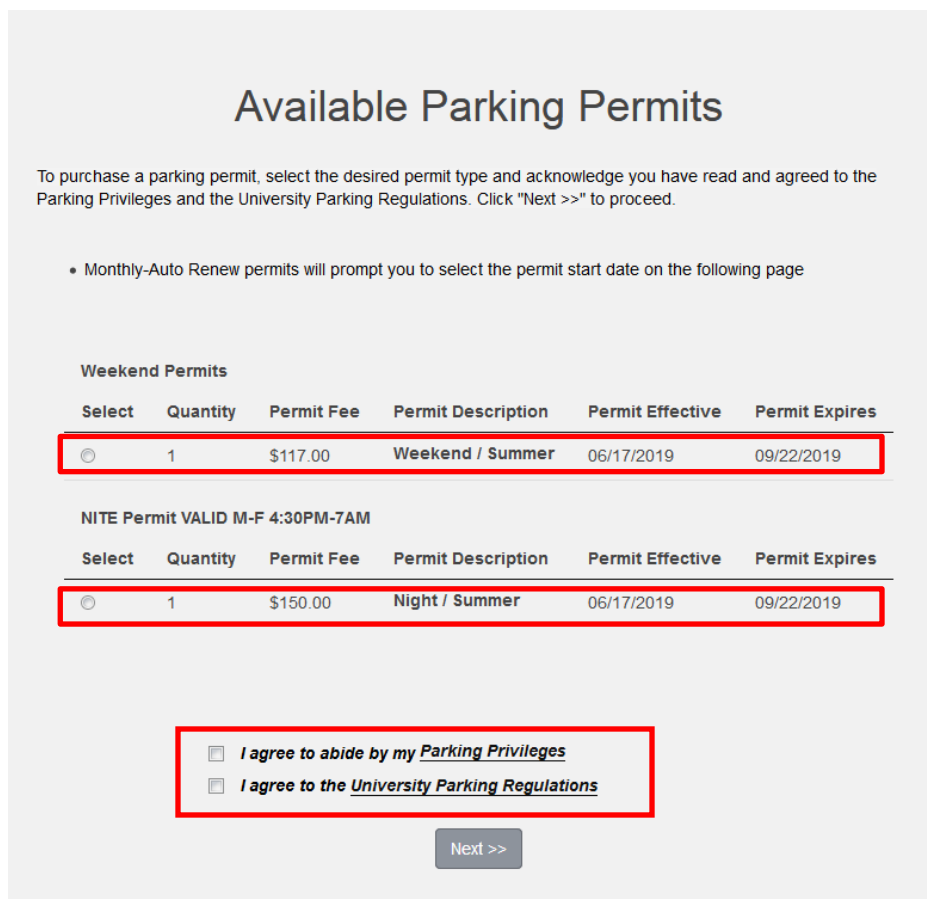
**Step 4**

Click the **Next** button to see a list of permits you are eligible to purchase.



**Step 5**

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



**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.

There are currently no vehicles in our records for you. Please use the "Add Vehicle" button below to register a vehicle with us so we may complete your sale.

You may select between 1 and 3 vehicles for this permit.

## Select Vehicle

Please select the vehicle(s) that you would like to use with this permit and click "Next" to continue. If you need to add a new vehicle, choose the "Add Vehicle" button below. If you need to delete an existing vehicle, click the Vehicles link at the top of the screen. NOTE: There must be at least one active vehicle at all times on your account.

Add Vehicle

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.

## Register or Update Vehicle Information

Please enter the information below for a new or existing vehicle. Fields with an asterisk (\*) are required.

If you have a personalized plate with less than seven characters, or if you have a special character within your plate (heart, star, etc.), you will skip the special character or space and enter the remaining characters on the plate.

**Plate Number** \*

**Plate Number (confirm)** \*

**State/Province** \*

**Year**

**Make** \*

**Model** \*

**Color**

Next >>

### 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.

## 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.

Qty	Type	Description	Amount	Actions
1	Permit	Night / Fall (09/16/2019 - 12/31/2019) <a href="#">view details</a>	\$150.00	<a href="#">Remove</a>

**Due Now: \$150.00**

[Cancel Purchase](#)

## Checkout

Email Address

[Proceed with Transaction](#)

### 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.

## Payment Information

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

Qty	Type	Description	Amount	Actions
1	Permit	Night / Fall (09/16/2019 - 12/31/2019) <a href="#">view details</a>	\$150.00	<a href="#">Remove</a>

**Due Now: \$150.00**

[Checkout >>](#)