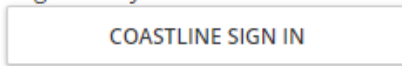


## NuPark Coastline College Employee Permits

Go to NuPark portal Website: <https://parkccc.nupark.com/v2/Portal>

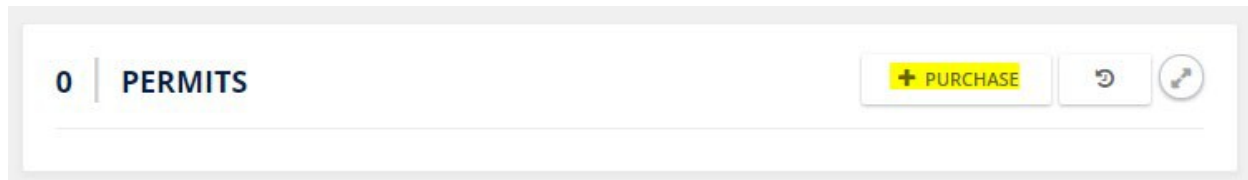
- Click “Coastline Sign In” to log in with your SSO account.

Login with your SSO account

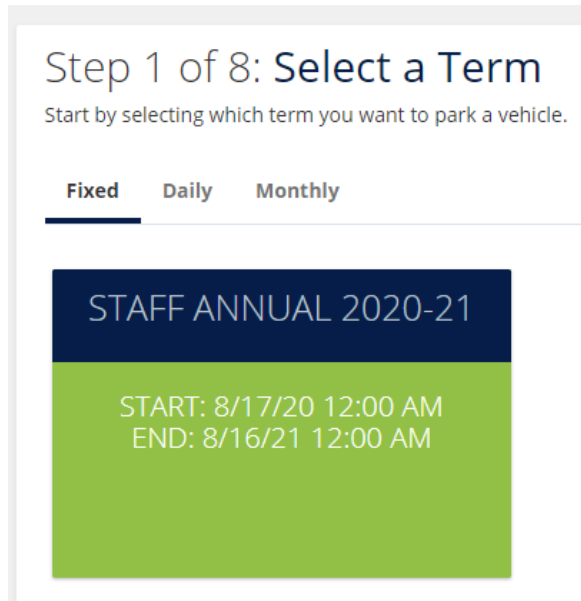


Note: You will need to know your License Plate # to complete the following steps:

- Under “Permits” click “+ Purchase”



- A “Staff Annual” permit should auto-populate, click on it – it will become green



- Click Next
- This page will give you your total, which should be \$0.00Click Next
- Click “+ Add” to add your vehicle

## Step 3 of 8: Vehicle Selection

This is the vehicle that will be associated with the purchased permit.

0 | VEHICLES



- Fill out your vehicle information, click Save
- Select the check box to the left of your vehicle
- Click Next
- Sign up for parking Alerts (optional) by entering your phone number
- Click Next or Skip (whichever is applicable to you)
- Read the rules & regulations & then agree by checking the box
- Click Next
- Payment method is no charge, so click next
- Verify the details on the confirmation page & then click "Checkout"
- View your order details, then click "Checkout" once more
- You may be taken to a "transaction pending" page – if so, just wait, once this is complete you'll be taken to a receipt page & receive a confirmation e-mail.

## Receipt # 7

5/13/21

Description	Payment Method	Amount
Permit (SA000006) Sale - Staff	No Charge	\$0.00