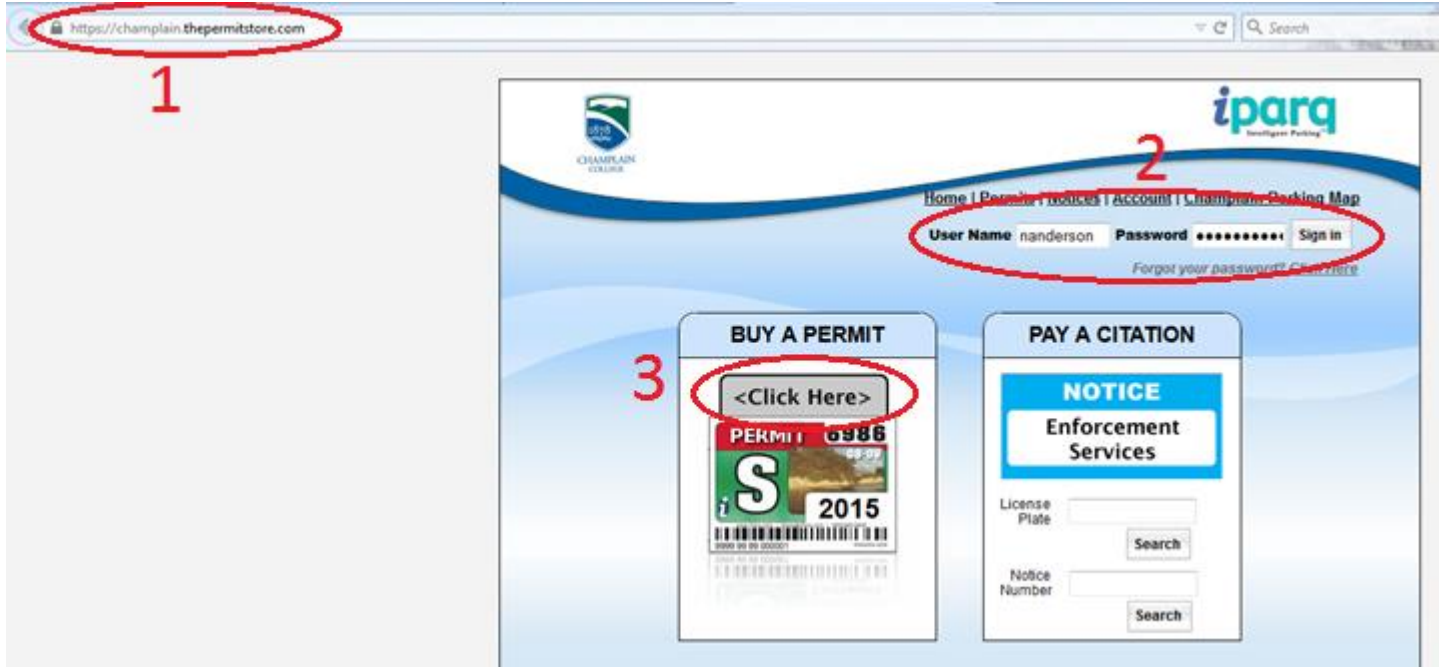


CHAMPLAIN COLLEGE

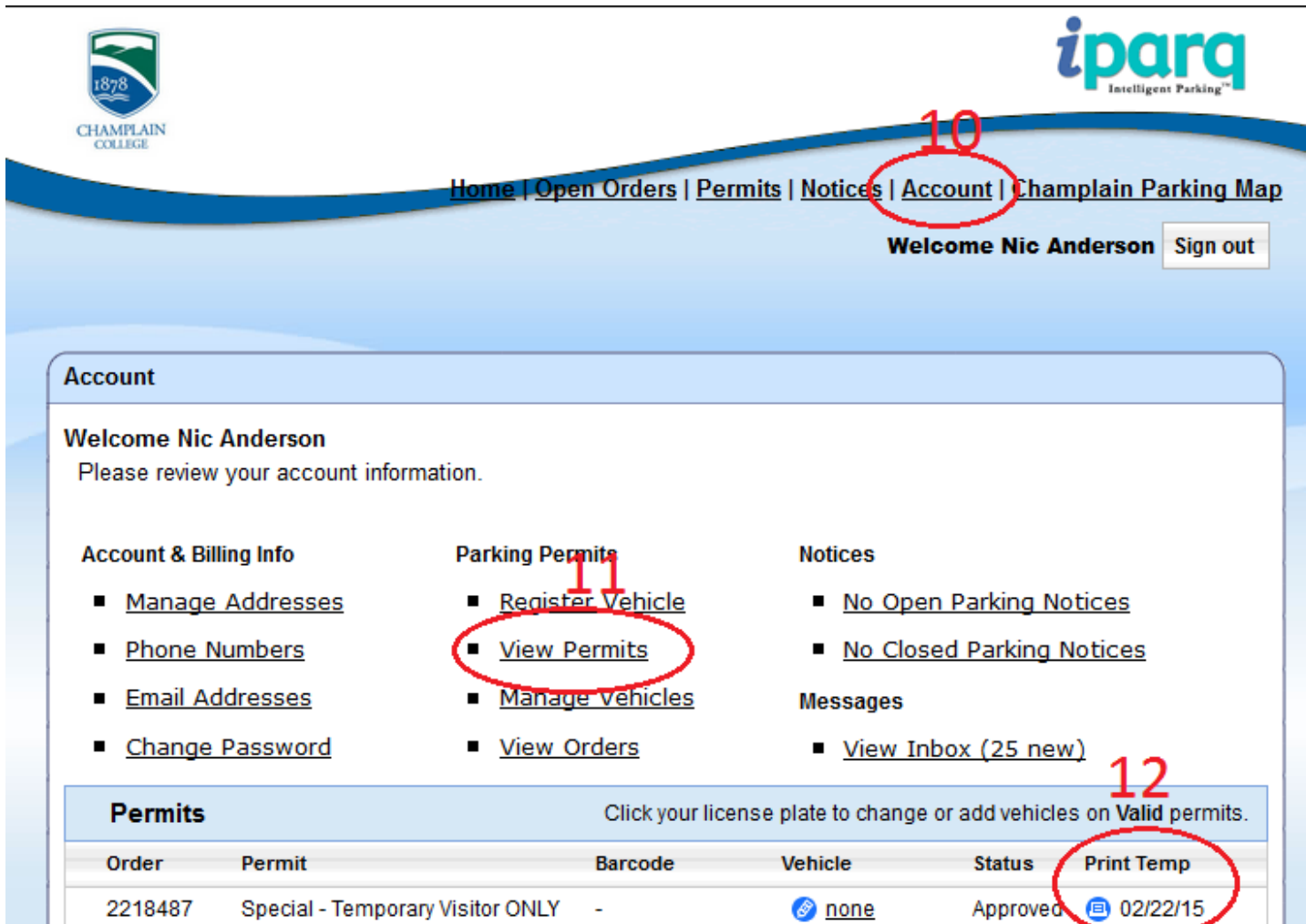
Ordering a Temporary Visitor Permit

Champlain College employees can order their own Temporary Visitor permits for short term guests to campus. The Visitor Permit shall be ordered by the employee that is hosting the guest. EMPLOYEES MAY NOT USE THIS TEMPORARY PERMIT ON THEIR OWN VEHICLE OR ISSUE FOR OWN USE. Not valid for: Restricted Spaces, Perry, Skiff or Boardman. Visitors must pay the parking meter if parked at MIC or Summit.

1. Go to <https://champlain.thepermitstore.com/>
2. Log into YOUR account at top right (or create a new account if you have never had a parking permit)
3. Click 'Buy permit'.



4. Enter the date that the visitor will be on campus and 'Update Cart'. The system won't let you choose a date if you haven't logged into your account first.
5. In cart, click 'Proceed to Checkout'.
6. Go through the motions.
 - a. You do not need to enter any vehicle information,
 - b. You only need to complete the 'Additional Information' fields that are required with a *,
 - c. No attachments are needed.
7. Click 'Continue'
8. Chose a 'Delivery Address' (even though nothing will be mailed). Click 'Continue'
9. Read 'Terms and Conditions'. Click 'I agree' to complete order.
10. Go to your 'Account'.
11. Click 'View Permits'
12. Click blue 'Print Temp' icon



13. Print the page like normal or 'print to PDF' (use either Adobe PDF 'printer' or upload freeware such as doPDF at www.dopdf.com)
14. Email PDF to visitor so that they can print and put on their dash the day of their visit.

