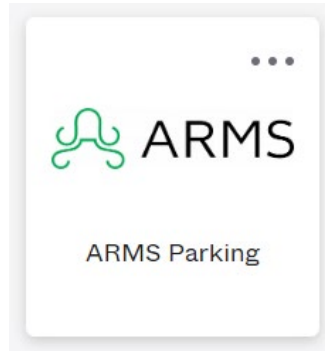
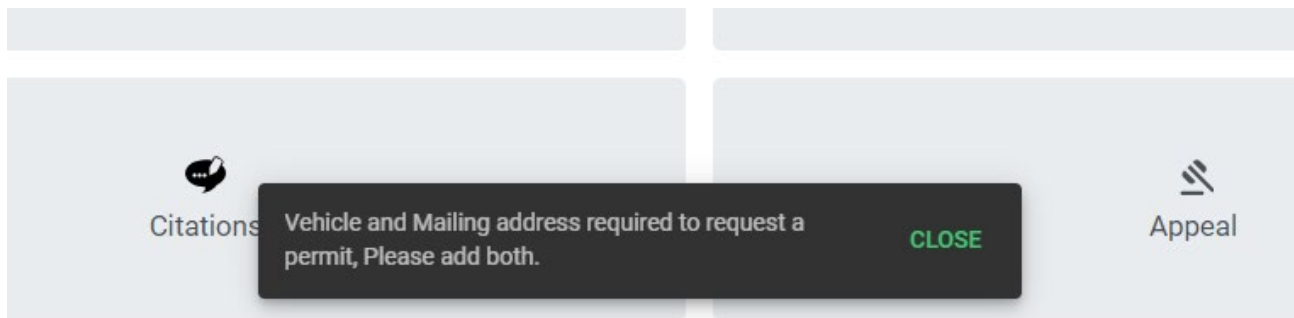


Registering for Your 2023/2024 Parking Decal

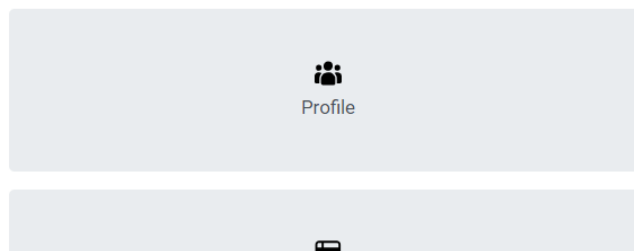
Registration for parking will now be accessed from your MyUTampa account using the ARMS Parking application. Your username is your UT email address.



After logging in you will receive a popup at the bottom of your screen advising that a mailing address and vehicle are needed to request a permit.



To add these, click on Profile



This will take you to where you can see all the information associated with your account. Locate the address section.

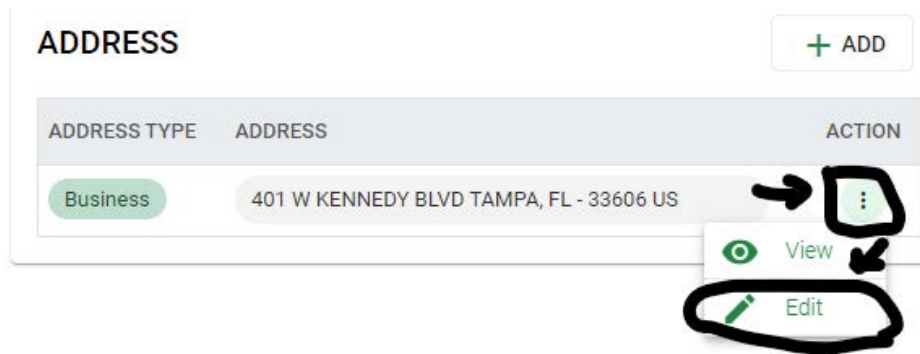
If there is no address listed, or the listed address is incorrect. Select the +ADD to add the mailing address. Make sure to select the box the says 'Is Mailing' to select it as the address for the decal to be sent to.

ADDRESS

+ ADD

ADDRESS TYPE	ADDRESS	ACTION
Business	401 W KENNEDY BLVD TAMPA, FL - 33606 US	⋮

Or, if there is an address listed and it is correct, click on the ellipses (dots) next to that address. Select the Edit option.



This will open the address form for you to edit. If anything needs updated, you can update it here as well. At the bottom of the address are two check boxes: Is Mailing and Is Primary. Click both check boxes, then update to save.

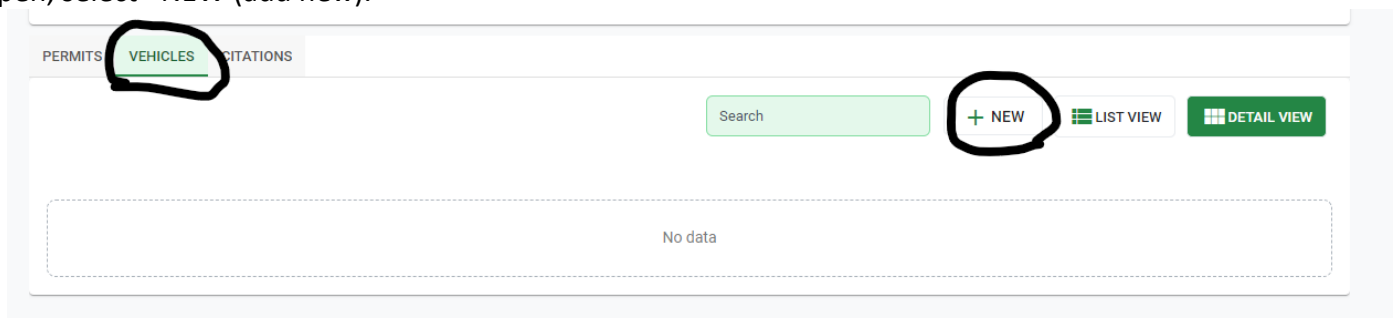
****DO NOT mark the 'is foreign address' check box or your decal order will not go through****

The 'EDIT ADDRESS' form contains the following fields:

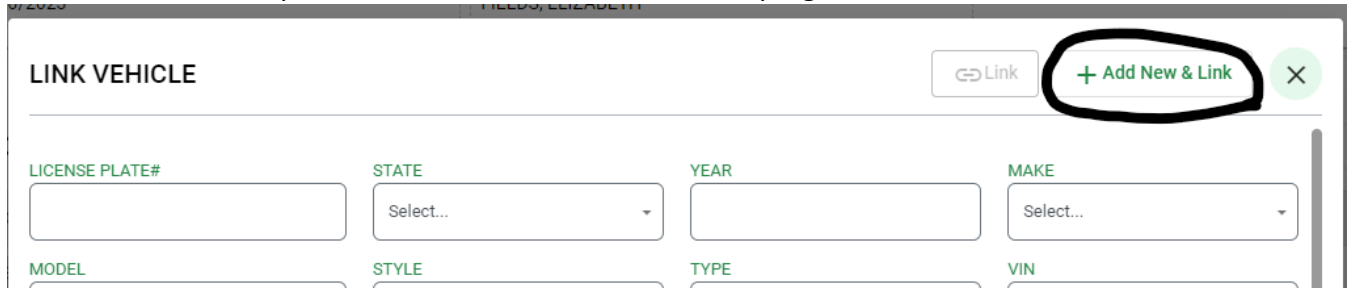
- IS FOREIGN ADDRESS
- ADDRESS TYPE * (Business)
- STREET NUMBER * (401)
- STREET NAME * (W KENNEDY BLVD)
- SUITE NUMBER
- CITY * (TAMPA)
- STATE * (FL)
- ZIPCODE * (33606)
- IS MAILING
- IS PRIMARY
- UPDATE button

Hand-drawn annotations include circles around the 'IS MAILING' and 'IS PRIMARY' checkboxes, and an 'X' over the 'IS FOREIGN ADDRESS' checkbox.

Next you will need to add your vehicle as this information will not be in there with the system being new. Go to the bottom of the page and you will see a window with 3 tabs. Select the vehicle tab. Once that window is open, select +NEW (add new).



In the window that will open, select the +New & Link in the top right corner.

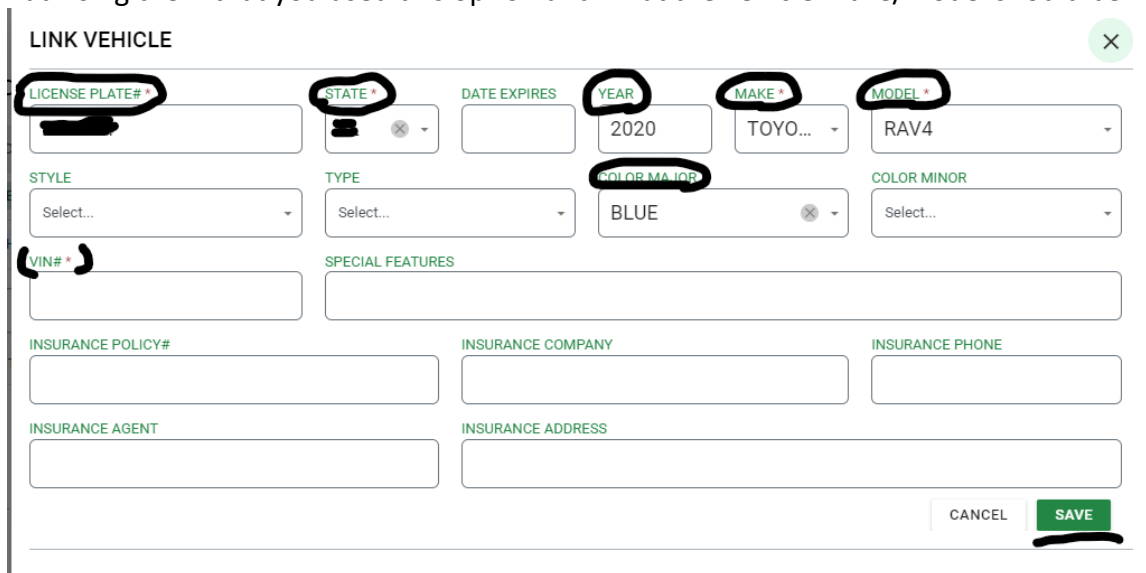


The screenshot shows a web form titled "LINK VEHICLE". In the top right corner, there are two buttons: "Link" and "+ Add New & Link". The "+ Add New & Link" button is circled in black. Below the buttons, there are several input fields: "LICENSE PLATE#" (text input), "STATE" (dropdown menu), "YEAR" (text input), "MAKE" (dropdown menu), "MODEL" (text input), "STYLE" (dropdown menu), "TYPE" (text input), and "VIN" (text input).

This will open a new window where you will input your vehicle information. You will only need to add **License Plate #** (alphanumeric only, no spaces), **State** (license plate state), **Year**, **Make**, **Model** and **Major Color**. Adding the VIN is encouraged, but not mandatory.

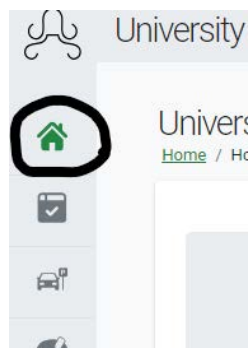
Note: there is an error message that may pop up at the bottom of the screen advising there was an issue adding the vehicle and the vehicle information box stays open. Just click the X in the top right and verify that the vehicle is showing in the vehicle window. If it is not there, please email parkingdecal@ut.edu.

*If your vehicle **make/model** is not in the dropdown menu, use Unknown. Then email parkingdecal@ut.edu advising them that you used this option and what the vehicle make/model should be.

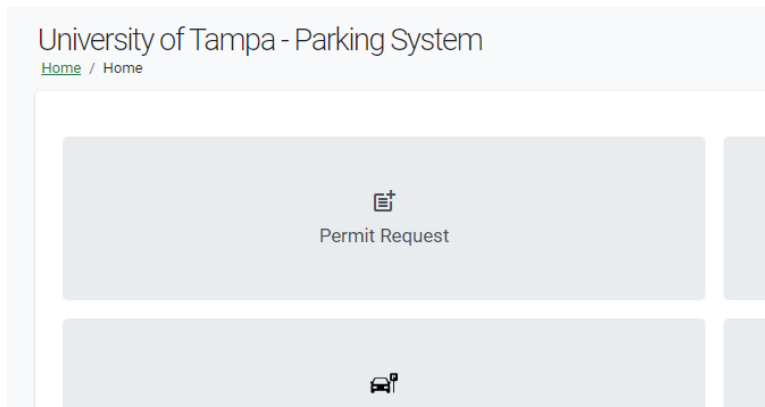


The screenshot shows the "LINK VEHICLE" form with several fields circled in black: "LICENSE PLATE#", "STATE", "YEAR", "MAKE", "MODEL", "COLOR MAJOR", and "VIN#". The "STATE" dropdown is set to "IL", "YEAR" is "2020", "MAKE" is "TOYO...", "MODEL" is "RAV4", and "COLOR MAJOR" is "BLUE". At the bottom right, there are "CANCEL" and "SAVE" buttons, with the "SAVE" button circled in black.

After the vehicle has been added, you will need to go to the home screen to do the permit request. Select the home icon on the left side of the screen.



Once on the home page, select Permit Request.



This will open a window which begins with having you confirm your name and address information. If it looks correct select Next. Otherwise exit the window and go back into your profile to make corrections.

PERMIT REQUEST [Close]

1 Confirm Shipping Address — 2 Select Vehicle and Permit Type — 3 Summary — 4 Permit

Please, review and confirm that the mailing address below appears as it should on a shipping label.

VENESSA ESPINOSA
[Redacted]
[Redacted]

Click Next, if the address is correct, or Go to Profile if changes are to be made.

Next

Then you will select the vehicle you are registering. This will then allow you to select the permit type. Then click Next.

DO NOT select more than one vehicle for this step as only one vehicle can be registered to a permit. For additional vehicles, you will need to go through the permit request for each vehicle.

PERMIT REQUEST [Close]

1 Confirm Shipping Address — 2 Select Vehicle and Permit Type — 3 Summary — 4 Permit

Please select the vehicle(s) you may bring onto campus. If the vehicle(s) are not available for selection in the list, please [click here](#) to add vehicle.

<input checked="" type="checkbox"/>	LICENSE	STATE	YEAR	MAKE	MODEL	COLOR
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	2020	TOYOTA	RAV4	BLUE

Permit Type: **FS24-2023/2024 FACULTY/STAFF/EMPLOY...**

User Type: _____ Issue Amount: _____

Additional Amount: \$0.00 Total Amount: _____

Next

The last step is a summary of the registration. This will show all the information associated with this permit registration. This is the last place to make sure all the information is correct before submitting.

PERMIT REQUEST ✕

Confirm Shipping Address ✓ Select Vehicle and Permit Type ✓ **3 Summary** 4 Permit

Name & Contact Info: Billing ID: [REDACTED] Name: ESPINOSA, VENESSA
DOB(mm/dd/yyyy): [REDACTED] Email: vespinosa@ut.edu

Mailing Address Info: Address: [REDACTED]

LICENSE	YEAR	MAKE	MODEL	COLOR
[REDACTED]	2020	TOYOTA	RAV4	BLUE

Permit Type: FS24-2023/2024 FACULTY/STAFF/EMPLOYEE User Type: EMP - FACULTY/STAFF/VOLUNTEER
Issue Amount: \$0.00 Additional Amount: \$0.00
Total Amount: \$0.00

[Back](#) [Submit](#)

After completing the registration, you will be provided a receipt. This can be printed and displayed as a temporary pass while you await the physical decal being mailed to you.

STUDENTS: The decal charge will go to your student account through the Bursars Office

PERMIT REQUEST ✕

Confirm Shipping Address ✓ Select Vehicle and Permit Type ✓ **Summary** 4 Permit

Thank you for your purchase.

Person: ESPINOSA, VENESSA
Permit Type: FS24-2023/2024 FACULTY/STAFF/EMPLOYEE
Permit number: FS240003
Valid from: 08/10/2023
to: 08/31/2024
Vehicle: EXUT34

[Print](#) [Close](#)

University of Tampa
820 W. North A Street, Tampa, Florida-33606
Parking Permit
PHONE: 8132577777
EMAIL: campussafety@ut.edu

PERMIT NUMBER	FS240003
PERSON	ESPINOSA, VENESSA
PERMIT TYPE	FS24 - 2023/2024 FACULTY/STAFF/EMPLOYEE
VALID FROM	08/10/2023
VALID TO	09/09/2023
VEHICLE	