

HOW TO APPLY FOR AND MANAGE A CONTRACTOR PARKING PERMIT

To purchase a **contractor permit**, you need to log onto the virtual permit (vPermit) system and create an individual account. You can then apply for your permit using your new account.

The system enables you to either purchase individual permits or, where a contracting company purchases bulk permits for their staff, an account for purchasing multiple group-managed permits can be set up.

This guide includes instructions on how to register an account in the vPermit system and also how to apply for vPermits.

1. REGISTERING FOR A VPERMIT ACCOUNT

You can purchase a permit either by selecting **Purchase a virtual permit** from the [Contractors page](#) or directly at vpermit.com.au/monash.

- If you require an individual permit you will need to set up an **Individual Account**.
- If you wish to purchase multiple group managed parking permits, you would need to set up a **Departmental/Contractor Account** with your organisation email.

Step 1: To create an account in the vPermit system click on the **Here** link in the “Getting started” section, or click on the Register button in the top right hand corner.

To register an account
Click here

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HOME ABOUT TERMS & CONDITIONS PRIVACY STATEMENT CONTACT REGISTER LOG IN

vPermit
Manage your parking permit online

Monash is now providing a modern parking experience. No need for paper permits and tickets, once your application has been approved - your car registration number is all you need.

Getting started:

1. Create an account
If you are a **Monash University staff or student** there's no need to register, just log in with your Okta account [here](#)
For all others who require a parking permit you can register an account [here](#)
2. Confirmation email
You will receive an email confirming your registration. Click on the link provided to validate your information.
3. Apply
Complete your registration details and select the vPermit you wish to purchase, selecting the relevant payment option.
4. Park
Once your application is approved, you are done and ready to park.

or here

Step 2: Fill out the relevant fields below

Create a new department account

[Individual](#) [Dept. / Cont.](#)

Email
Email Address → Enter email address here

Confirm Email
Email Address → Confirm email address

Dept. / Cont. name
Dept. / Cont. name → Enter department details here

Contact Name
Contact Name → Enter full contact name

Password
Password → Enter password here

Confirm password
Confirm Password → Confirm your password

Passwords must be:
A minimum of 8 characters
contain at least one capital letter
contain at least one number
contain at least one special character (e.g. @ !)

Create a new individual account

Email
Email Address → Enter your email address here

Confirm Email
Email Address → Confirm your email address here

First Name
First Name → Enter your full first name

Last Name
Last Name → Enter your last name here

Password
Password → Enter your password here – please see below password requirements

Confirm password
Confirm Password → Confirm your password here

Passwords must be:
A minimum of 8 characters
contain at least one capital letter
contain at least one number
contain at least one special character (e.g. @ !)

Step 3: Please read and agree to both the **Terms and Conditions** and the **Privacy Statement**. Click the tick box once and then click Register. You will receive an email confirming that your account has been set up. You will need to finalise your account by clicking on the link within the body of the email. This will complete the confirmation process.

Please tick to agree to both the T&C's and the Privacy Statement

I have read and accept the [terms and conditions](#) and [privacy statement](#)

→ Click here to Register

LOGGING IN

Log into the vPermit system using the email address and password you chose when you set up your vPermit account.

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HOME ABOUT TERMS & CONDITIONS PRIVACY STATEMENT CONTACT REGISTER LOG IN →

Log In

Log in with **okta**

OR

vPermit Account Log in

Enter your log in details here →

Remember me

→ Click here to log in

Forgot vPermit password? [Reset password](#)
Don't have an account? [Sign up](#)

2. APPLYING FOR AN INDIVIDUAL VPERMIT

If you are applying for an individual permit you will need to upload a document as proof that you are a contractor for the University. Please have this ready to upload prior to commencing the application process in the vPermit system.

Once you have logged in for the first time you will see the following screen. Leave this blank and press **Next**.

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MY PERMITS WAITING LIST HELP

Finalise account registration

Personal Information

Student/Staff ID Retail Tenants/Contractors to leave blank
Leave blank if you do not have one

Mobile Number (optional)

Address (optional) Enter a location

Next

Contractors to leave this blank & just press Next

Press Next

Step 1: Click on **My Permits** to get to the application screen for a vPermit.

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MY PERMITS WAITING LIST HELP

Click here to apply for a new vPermit

My Permits

Apply for a vPermit

Step 2: Click on **Apply** for permit

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MY PERMITS WAITING LIST HELP

STEPH LOGOUT

My Permits

Click here to apply for a new vPermit

Apply for a vPermit

Step 3: Select your campus

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MY PERMITS WAITING LIST HELP

STEPH LOGOUT

Select your Permit

Permit Information

ID Staff

Campus Clayton

Payment Method Clayton

Next

Select your campus

Step 4: Select your **Contractor** permit from the drop-down list.

Step 5: Enter your vehicle registration details, attach your document of proof and click next. You can enter up to 5 registration numbers, however only one car can be active at any time. You will need to activate the registration of the car you are using on any day.

Select your Permit

Permit Information

ID

If the permit you would like to purchase is not in the drop-down list below, please check the permit availability on the Waiting List here.

Campus

Please select a permit

Vehicle 1

Vehicle 2

Vehicle 3

Vehicle 4

Vehicle 5

Requested Documents No file chosen

Please upload a
* Max file size is 4MB

← Select **Contractor Orange Permit** here

← Enter your vehicle registration here

You can enter the registration of different vehicles you drive onto campus but only one vehicle can be active at a time

← Please upload your document here. This is required to go forward with the application

← Once completed click **Next** to continue

IMPORTANT INFORMATION:

It is very important to enter the correct number plate into the vPermit system to avoid getting an infringement.

Monash University uses Licence Plate Recognition (LPR) cameras to confirm a permit is active, which will read your vehicle registration number correctly. The most common mistakes are:

- **The letter "O" with the number "0"**
- **The letter "I" with the number "1"**
- **The letter "S" with the number "5"**
- **The letter "B" with the number "8"**

It is very important to enter the correct vehicle registration number into the vPermit system. If your registration number is incorrect you may receive an infringement notice.

Check the [VicRoads website](#) to make sure you have the correct registration number

If you have access to several vehicles, or use a hire or courtesy car when your car is being serviced, you can list up to 5 different vehicles in your vPermit account

Step 6: Once you've clicked **Next**, you will receive a permit confirmation pop up with terms and conditions.

Please read and agree to the Terms and Conditions and click **Activate**.

Permit Confirmation

Permit/Price: Staff Red Parking Permit - Clayton (Price: \$865)

Campus: Clayton

Zones: Blue Permit Zone, Red Permit Zone, Blue Zone - Caulfield (Building J)

Payment Method: Pay online (Credit / Debit Card)

Cars: T3ST,ABC123,XYW987

- Vehicles can be managed from the My Vehicles tab of your online account once your permit has been activated
- Please do not press the Back button when using Credit Card.

I have read, and agree to the [Terms & Conditions](#).

Please read and agree to the T&C's

[Register](#) [Cancel](#)

Click to register for your permit

Your application will be sent to Buildings and Property and you will receive a confirmation of approval from them shortly. If there are any issues with the application, they will contact you directly.

Once this has been approved, you can pay for your permit and it will be ready to use from the permit start date (if purchased at the start of the year). Permits purchased throughout the year will be charged at the pro-rata amount and will be valid upon payment until the end of the permit period (i.e. the day before Orientation Week commences in the new academic year).

PAYMENT PROCESS FOR INDIVIDUAL PERMITS

Paying by credit/debit card

Once you have selected **Pay Online (Credit/Debit card)**, you will be taken to the payment screen. Please enter your payment details as outlined below.

If you do not have either a credit or debit card, you can use a pre-paid debit card purchased from Australia Post.

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Payment Card Details

To proceed with this payment, enter your card details and click **Pay Now** or select a different payment method.

Number
Amount
Fee
Email

Cardholder Name ← Enter your name here

Card Number ← Enter your card number here

Expiry Date Month Year ← Enter the card expiry details here

Security Code (CVV) [What's this?](#) ← Enter your CCV here – this is the 3 digit code on the back of your card

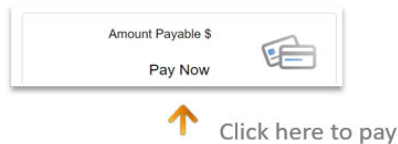
Amount Payable

Pay Now

Select a different payment method

3 Digit Card Verification Number

Click **Pay Now** to process payments



Note: Please **do not** press the back button in your browser otherwise the payment for your permit will not be processed and your permit purchase will not be successful and you will need to start your permit purchase again.

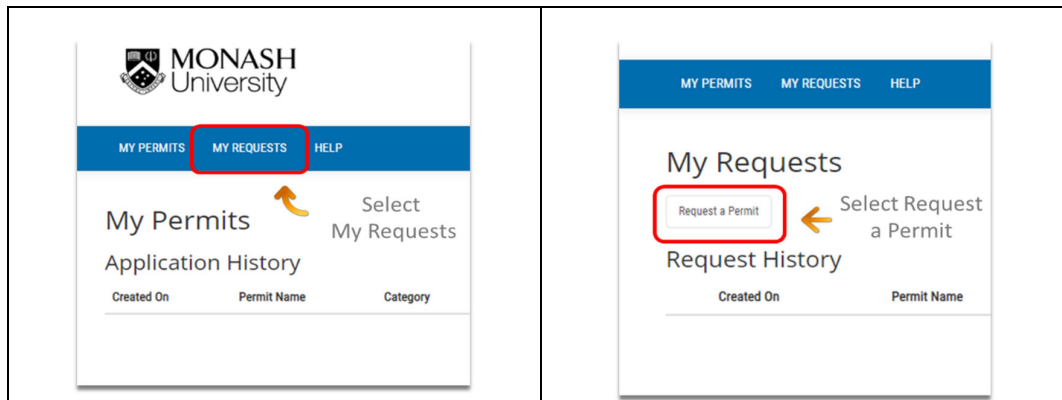
When you purchase a permit via credit/debit card you will receive two (2) emails:

- one from CelioPark confirming the purchase of your permit, and
- one from shop.monash which is your payment receipt.

3. PURCHASING MULTIPLE PERMITS

Step 1: From the **My Permit** screen select **My Requests**.

On this next screen select **Request a Permit** and complete the information.



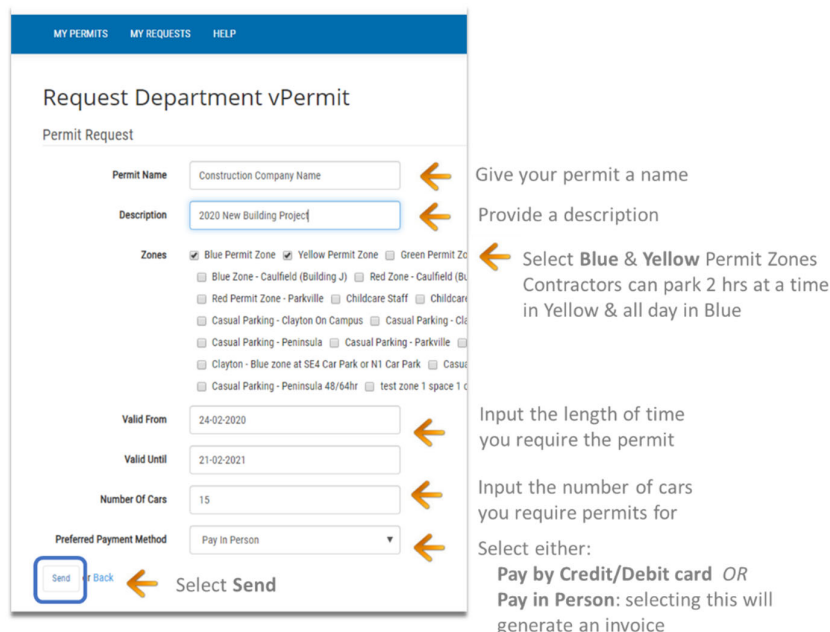
Step 2: (a) Select the Blue permit Zone and the Yellow Permit Zone

(b) Insert the **valid from** and **valid to** dates for the time you require the permits. The maximum time you can select is a year.

(c) Then insert the number of permits you require for your staff

If you select to pay by **Credit/Debit card**, once your permit application has been approved you will receive an email with a link to pay for the permits.

If you select to **Pay in Person** this will result in an invoice being raised for the company by Buildings and Property. Once approved you will receive an email advising the permits have been approved. The invoice will be sent separately via Coupa.



Request Department vPermit

Permit Request

Permit Name: Construction Company Name

Description: 2020 New Building Project

Zones: Blue Permit Zone Yellow Permit Zone Green Permit Zone

Valid From: 24-02-2020

Valid Until: 21-02-2021

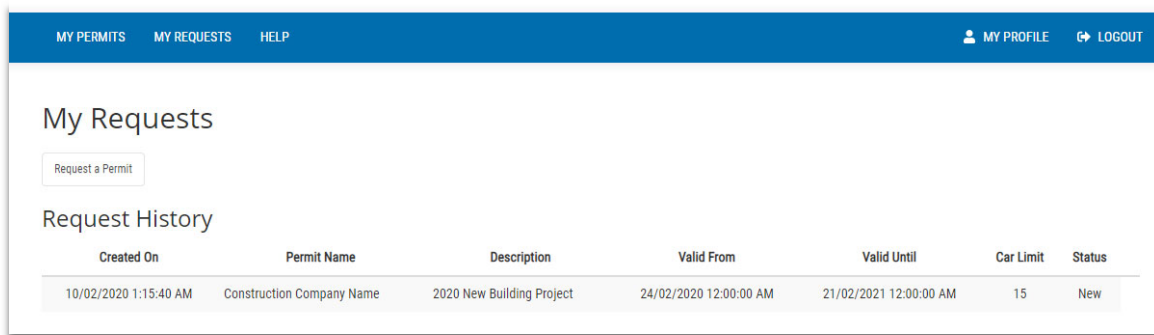
Number Of Cars: 15

Preferred Payment Method: Pay in Person

Annotations:

- Give your permit a name
- Provide a description
- Select **Blue & Yellow** Permit Zones
Contractors can park 2 hrs at a time in Yellow & all day in Blue
- Input the length of time you require the permit
- Input the number of cars you require permits for
- Select either:
Pay by Credit/Debit card OR
Pay in Person: selecting this will generate an invoice
- Select Send

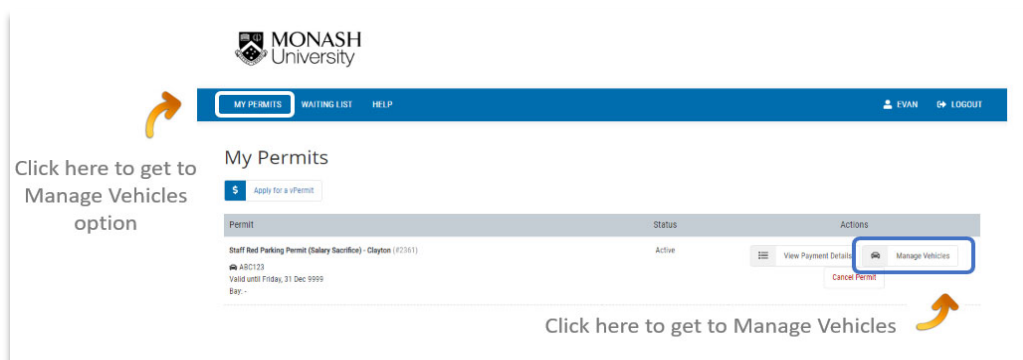
You will then see confirmation that your request for bulk permits has been submitted to Buildings and Property. A record of your request in your **Request History** is recorded on your **My Requests** screen



Step 3: Buildings and Property will confirm the allocation of permits and raise an invoice for the cost of the permits.

4. MANAGE YOUR VEHICLE

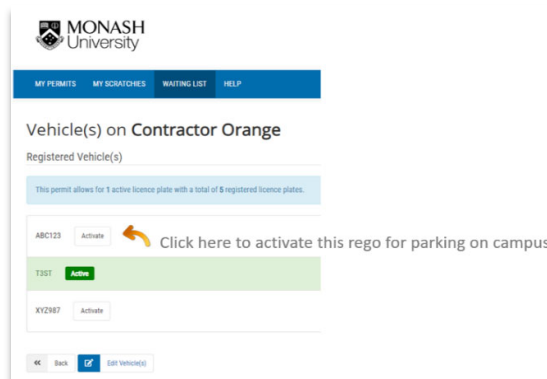
You can update your vehicle licence plates and change your active vehicle through the **Manage Vehicles** section in the vPermit Portal. Go to **My Permits** then select **Manage vehicles**.



TO ACTIVATE A VEHICLE TO PARK ON CAMPUS

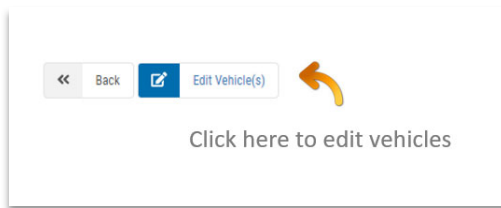
Update your vehicle registration number and click on **activate**. This registration will be activated for parking. Those who have registered for an individual permit can have **only one vehicle active at a time**. Where a company has registered for a departmental account, the number of vehicles active at a time will correspond to the number of parking permits purchased.

If you use different cars to drive to campus throughout the week, ensure the correct registration is activated each day.

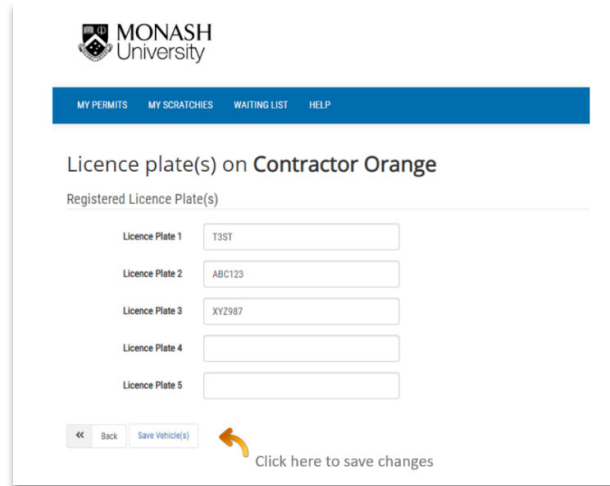


TO ADD, REMOVE OR EDIT A REGISTRATION NUMBER

To make any changes to vehicle registration numbers, click on **Edit vehicles** when on the Manage vehicles screen.

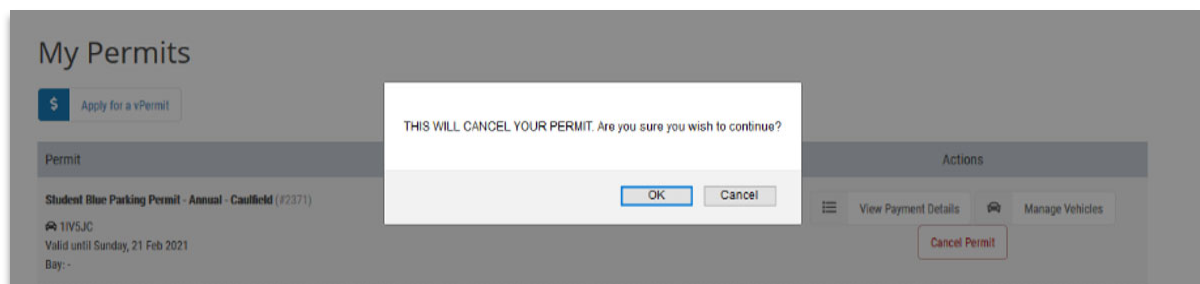
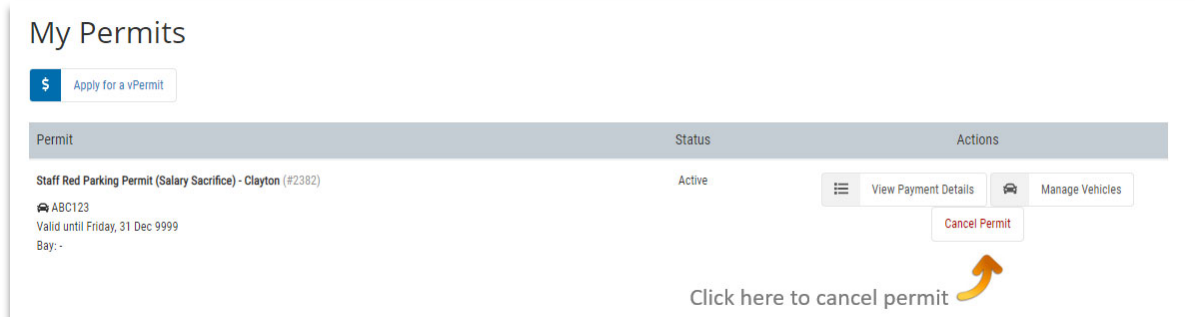


Add remove or edit vehicles by making changes in the below fields and clicking **Save Vehicles** to save your changes.



5. CANCELLING YOUR PERMIT IN THE VPERMIT PORTAL

If you wish to cancel your permit select Cancel Permit in the My Permits tab. You will see the following screen asking if you wish to continue, click OK and this will cancel your permit:



- A confirmation email will be sent to you confirming the amount to be refunded
- Buildings and Property will be emailed automatically and the refund will be processed to the credit / debit card account you used to purchase your permit.

If you require any further assistance please don't hesitate to get in touch with the Buildings and Property helpdesk on (03) 9902 0222 or email buildings.property@monash.edu