Student Vehicle Registration Instructions

You will need the following before you begin:

- Vehicle Information (License Plate, Make, Model, Year, Color)
- Harding ID (or H-Number)
- Credit Card (if you are not placing the charges to your Harding Student Account)


2. Enter ID number and last name. Your ID Number is found on your Harding ID Card and is an “H” followed by the first eight (8) digits. For example: H0123456. Click Search.

3. The types of permits you are eligible for will be on the screen. Select the type of permit you require and click Add Item.

   NOTE: If you do not see the permit type you believe you are qualified for, contact the Parking & Transportation Office at (501) 279-4005 so that we can pre-qualify you for a parking permit.

4. Review the permit ordered in Order Details box. If correct, click Proceed to Checkout. If you need to purchase additional permits, click Add More Items and follow the prompts.

5. Sign into your previous permit account with your username (email address) and password. If you are a new customer, click Create New Account.

6. Enter requested contact information. User name should be your email address. Click Continue when you are finished.

7. Vehicle Information. Pick a previously registered vehicle from the drop down menu. Enter your last name and your ID Number. Once again, your ID Number is your H-number. Click Continue.

   If your vehicle has never been registered at Harding, click Add New Vehicle on the drop down menu. Fill in required vehicle information (VIN is not required). Click Add. Your ID number and last name should be filled in the boxes. If not, then type them in and click Continue.

8. Under Delivery Options, review the delivery address (home address) and make sure it is correct. Payment Options offers several options for purchasing your permit at the Payment Method drop down menu. If you select Student Account, enter your ID Number (your H-Number). Otherwise, select the appropriate option and provide any requested information. Click Continue.

9. Review your order and then click I Agree. A red link should appear saying Print a temporary permit. Click this to print a temporary permit. Print the page for a record of your purchase.

10. The permit will be mailed in late July to the mailing address you listed in STEP 8. Click on the Sign Out button to complete the purchase.

   NOTE: If you change license plates or vehicles prior to or during the school year, you must update your vehicle information at harding.thepermitstore.com to avoid unnecessary citations for Improper Registration.

Contact the Parking & Transportation Office at (501) 279-4005 or stop by the office 605 E. Center for questions or assistance.