

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)*

1. Go to <https://harding.thepermitstore.com> and click **Buy Permits**.
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.