

Faculty/Staff Vehicle Registration Instructions

Faculty/staff members' students who are attending Harding University or Harding Academy are eligible for complimentary parking permits, but the students will have to register their own vehicles. If you have any questions, please contact our office for further instructions.

You will need the following before you begin:

- *Harding ID (or H-Number)*
- *Vehicle Information (License Plate, Make, Model, Year and Color)*

1. Go to 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 displayed. You should see a Faculty/Staff permit. Select the type of permit you require and click **Add Item**.

NOTE: *You must be pre-qualified to see the Faculty/Staff permit option. If you do not see the permit type you believe you are qualified for, contact the Parking & Transportation Office at (501) 279-4005.*

4. Review the permit ordered in **Order Details** box. If it is correct, click **Checkout**. If you need to purchase additional permits, click **Add More Items** and follow the prompts. You will only be able to register three (3) vehicles online. Contact our office for guidance to register any additional vehicles.

5. Sign into your previous permit account with your iParq username (probably your email address) and password. If you are a new customer, click **Create New Account**. You may need to reset your password, please do so by using the email notification option.

6. Enter the requested contact information, including an office number. 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 or HU Box) and make sure it is correct. 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 (valid for 10 days). Print the page for a record of your purchase.

10. The permit will be mailed in to the mailing address you listed in **STEP 8**, and should arrive within a week. Click on the **Sign Out** button to complete the purchase. You should receive an email confirmation within a few minutes of placing the order.

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 Vehicle Not Registered. Contact the Parking & Transportation Office at (501) 279-4005 or stop by the office at 605 E. Center Ave. for questions or assistance.