

STUDENT VEHICLE REGISTRATION INSTRUCTIONS

You will need the following before you begin:

- *Vehicle information (license plate, make, model, year and color)*
- *Harding ID or H-number*

1. Go to harding.thepermitstore.com and click “**Order Permits.**”
2. Enter ID number and last name. Your ID number is found on your Harding ID. Enter the “H” followed by the first eight digits (ex. H01234567). Click “**Search.**”
3. Select the type of permit you require and click “**Add Item.**”
4. Click “**Continue.**”
5. New customers click “**Create New Account**”
6. Username should be your Harding email address. Click “**I Agree**” and “**Create Account**”
7. Under “Vehicle Information,” click “**Add New Vehicle**” on the drop down menu. Fill in the required vehicle information Click “**Add.**” Click “**Continue.**”
8. Review the delivery address. Select “Payment Method”. Select “Pay In Person” for your payment method, enter your H-number. Click “**Continue.**”
9. Review your order, and then click “**I Agree.**” A red link should appear saying, “**Print your temporary permit.**”
Please print the temporary permit and place it on your dashboard to avoid unnecessary citations.
10. The permits are \$5 and should be picked up in the Academy High School Office.

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 Office at (501) 279-4005 or visit the Parking web page at www.harding.edu for answers to your questions. We can also be reached at parking@harding.edu.

