

# 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*
- *Credit card (if you are not placing the charges to your Harding student account)*

1. Go to [harding.thepermitstore.com](http://harding.thepermitstore.com) and click **"Order Permits."**
2. Enter ID number and last name. Your ID number is found on your Harding ID or name tag. 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". If you select "Student Account" 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 will ship to the mailing address you listed in Step 8.

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](http://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](http://www.harding.edu) for answers to your questions. We can also be reached at [parking@harding.edu](mailto:parking@harding.edu).

