

Registering For a Chapman Parking Permit with a Visitor Account

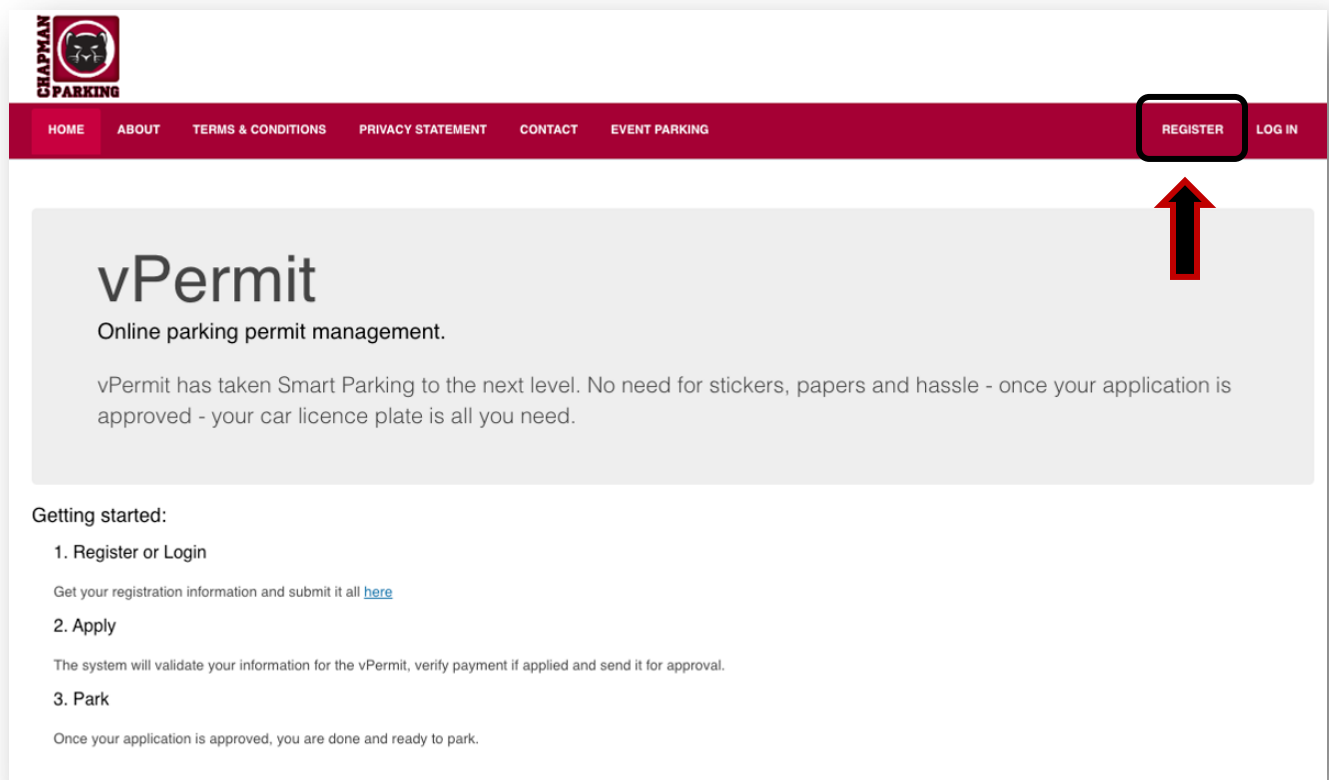


Or <https://vpermit.com/chapman>

Parking permits are virtual and will be confirmed via license plate cameras.

As a visitor account holder, your parking permit will need to be approved once applied for. Your parking privileges will not begin until the permit has been approved by the Parking & Transportation Services office.

Access the Parking Permit portal via the above listed link or QR code



Click “Register” in the top right-hand corner of the Welcome page to begin the process of creating your visitor account.

You will be prompted to create your individual account by entering your email address, first name, last name and creating a password (minimum 8 characters, one upper case, one number and one special character).

Create a new individual account

[Individual](#) [Dept. / Cont.](#)

Email

Confirm Email

First Name


Last Name

Password

Passwords must be:
A minimum of 8 characters
contain at least one capital letter
contain at least one number
contain at least one special character (e.g. @ !)


Confirm Password

☐ I have read and accept the [Terms & Conditions](#) and [Privacy Statement](#)


 Register

Once your information is entered, click the links at the bottom of the page to review the parking plan. Once reviewed, click the check box that you have read and agree to the policy.

☒ I have read and accept the [Terms & Conditions](#) and [Privacy Statement](#)

 Register

Click “Register” and a page will load with further instructions regarding receiving an email to complete your registration request.



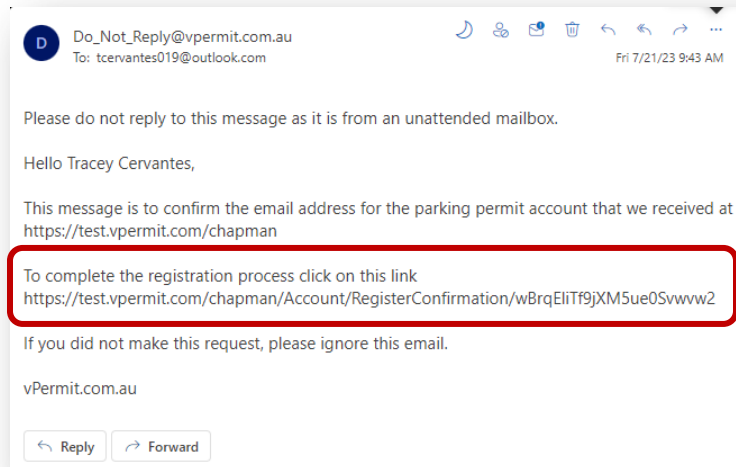
HOME ABOUT TERMS & CONDITIONS PRIVACY STATEMENT CONTACT EVENT PARKING

Registration Instructions

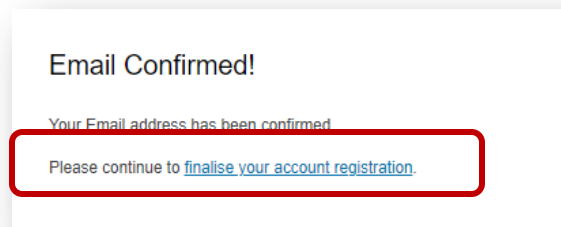
To complete the registration process look for an email in your inbox that provides further instructions.

If the email does not appear after several minutes, please check your junk mail folder and if it is not there, contact the Parking Operator.

In the email (example below), you will be provided a link to complete the account registration process.

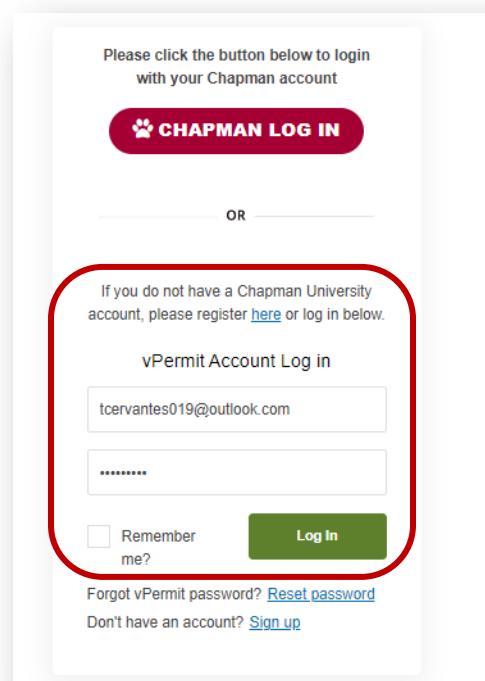


Copy the link into your web browser.



Click the link labeled “Finalize your account registration”

You will then be taken to the below login page. Login to the “vPermit account Login” section with your newly created credentials.



Upon your first login, the below page will load. Enter your Mobile number and address (to be used only for vehicle related notifications/items as stated in our privacy policy at the bottom of the page. As a visitor, you do not need to complete the Student/Staff ID field.

Finalise account registration

Personal Information

Student/Staff ID

Leave blank if you do not have one

Mobile

Address

Address

- ☐ 348 North Olive Street Orange, CA, USA
- ☐ 348 North Olive Street Anaheim, CA, USA
- ☐ 348 North Olive Street Santa Ana, CA, USA
- ☐ 348 North Olive Lane Santa Ana, CA, USA
- ☐ 348 North Olive Avenue Long Beach, CA, ...

powered by Google

The address field will provide options as you type that you can select from the drop down. When selecting from the listed options, it will prompt you to confirm the address.

Please confirm the address below

It appears the automatic address completion returned a different property. Please correct and confirm the information below:

House Number

Street

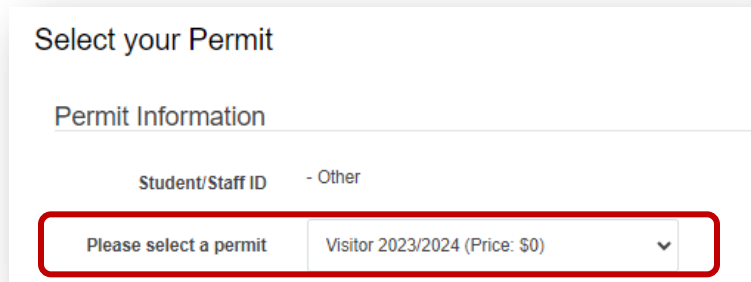
Suburb

Postcode

(If any of the above is incorrect, please update manually)

Once confirmed, click Next.

You will now be prompted to select your permit type.



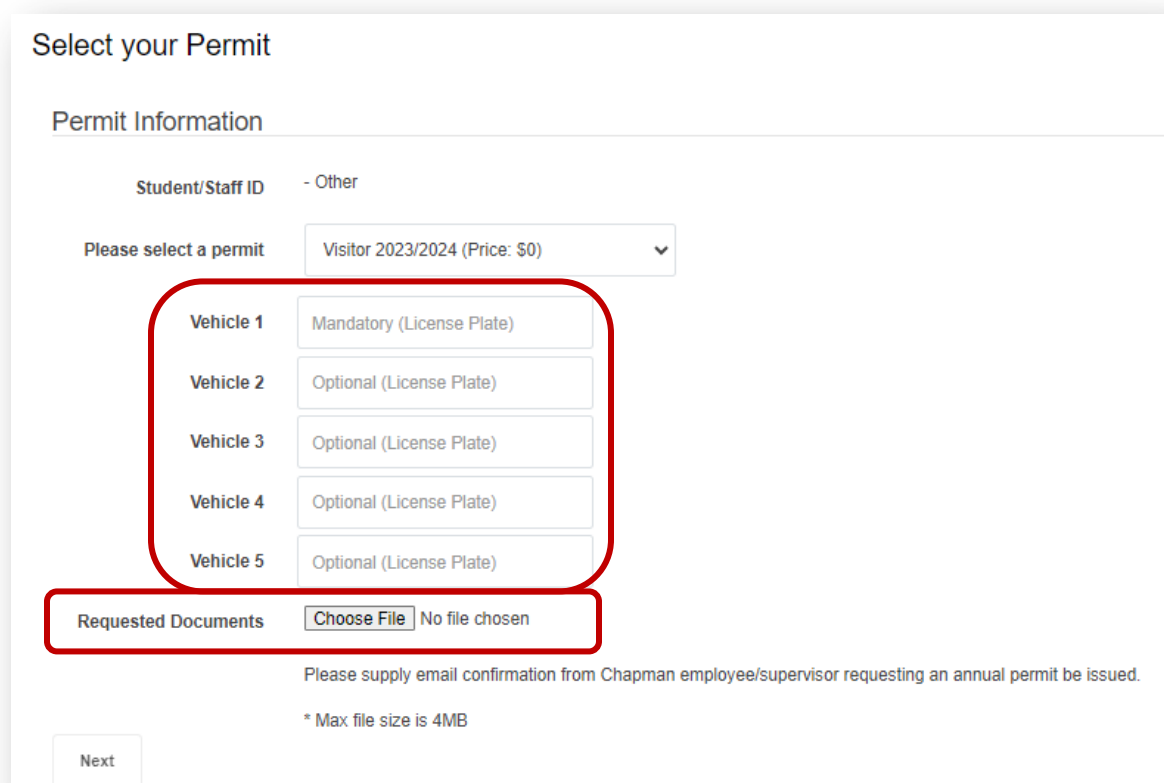
Select your Permit

Permit Information

Student/Staff ID - Other

Please select a permit Visitor 2023/2024 (Price: \$0) ▼

Once you select the permit type, the license plate fields will load for you to enter your vehicle license plate(s).



Select your Permit

Permit Information

Student/Staff ID - Other

Please select a permit Visitor 2023/2024 (Price: \$0) ▼

Vehicle 1 Mandatory (License Plate)

Vehicle 2 Optional (License Plate)

Vehicle 3 Optional (License Plate)

Vehicle 4 Optional (License Plate)

Vehicle 5 Optional (License Plate)

Requested Documents Choose File No file chosen

Please supply email confirmation from Chapman employee/supervisor requesting an annual permit be issued.

* Max file size is 4MB

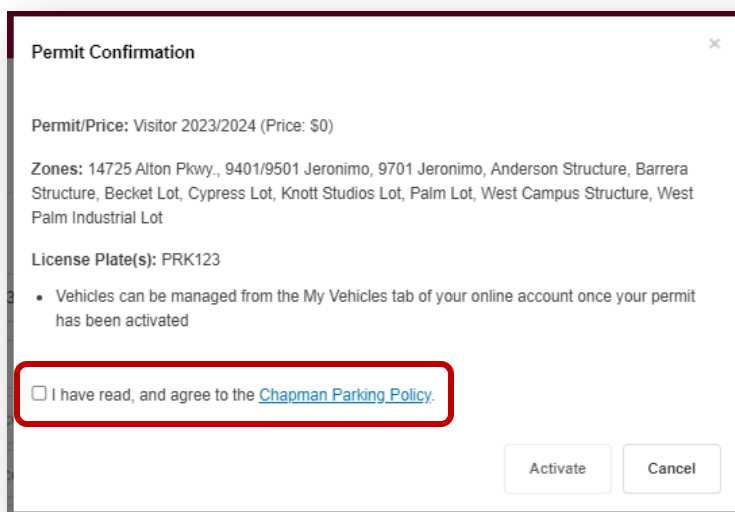
Next

Once you enter your license plate, you will need to provide confirmation that you have been approved to be issued a permit as a visitor to campus. This would include an email from your Chapman supervisor, a copy of your visiting faculty agreement, or any other photo/document that confirms your status with the university. This document will be reviewed by the Parking & Transportation Services office prior to your permit request being approved.

To upload your document, click the “Choose File” and select the document from your device.

Once you upload your confirmation document, click Next.

The below screen will load which lists your requested permit type, valid parking locations for the permit selected and vehicles added.

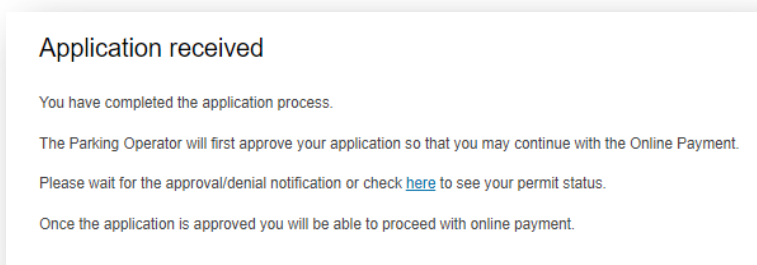


A dialog box titled "Permit Confirmation" with a close button (X) in the top right corner. The content includes:

- Permit/Price: Visitor 2023/2024 (Price: \$0)
- Zones: 14725 Alton Pkwy., 9401/9501 Jeronimo, 9701 Jeronimo, Anderson Structure, Barrera Structure, Becket Lot, Cypress Lot, Knott Studios Lot, Palm Lot, West Campus Structure, West Palm Industrial Lot
- License Plate(s): PRK123
- A bullet point: Vehicles can be managed from the My Vehicles tab of your online account once your permit has been activated
- A checkbox with the text: ☐ I have read, and agree to the [Chapman Parking Policy](#).
- Two buttons at the bottom right: "Activate" and "Cancel".

Click the “Chapman Parking Policy” link to review the policy before clicking the check box that you agree. All constituents that register for a parking permit must review and agree to the parking policy.

Click “Activate” to submit your registration request.



A confirmation screen titled "Application received". The text on the screen reads:

You have completed the application process.

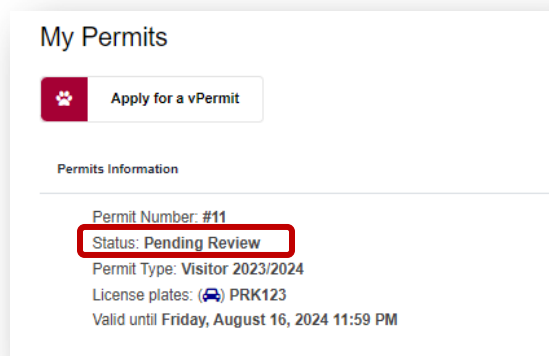
The Parking Operator will first approve your application so that you may continue with the Online Payment.

Please wait for the approval/denial notification or check [here](#) to see your permit status.

Once the application is approved you will be able to proceed with online payment.

Your permit request has now been submitted to the Parking & Transportation officer for approval. Once approved, you will receive an email. Your vehicle is not valid to park until that email is received.

You can also check the status of the request on the “My Permits” page on the portal.



A page titled "My Permits" with a button "Apply for a vPermit" (with a paw print icon) and a section "Permits Information". The information displayed is:

- Permit Number: #11
- Status: Pending Review (highlighted with a red box)
- Permit Type: Visitor 2023/2024
- License plates: (PRK123)
- Valid until Friday, August 16, 2024 11:59 PM