


Account creation and permit application process

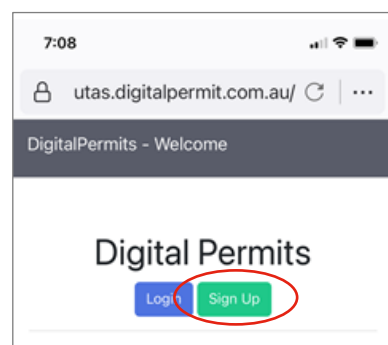
Using your preferred browser on a desktop computer or mobile device, open the Digital Permits page at: utas.digitalpermit.com.au.



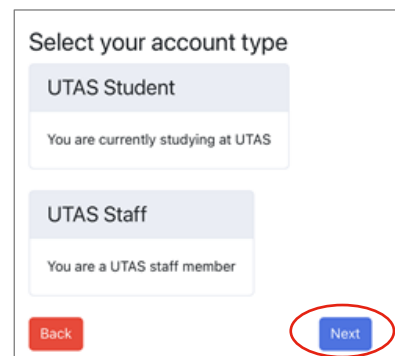
It is worthwhile bookmarking this page in case you want to make any future changes to your account, including changing your vehicle registration details.

1. If you are a first-time user, you will need to create an account.

To do this simply click the  button:



2. Select the account type you wish to register for (student or staff member) and click "Next":



3. Enter your account details. Please ensure you:

- Use your full UTAS email address as your user name (eg [Jane.Doe@utas.edu.au](mailto:jane.doe@utas.edu.au)). Non-university email addresses are not accepted by the system.
- Select a Password that is no less than six letters in length and includes a non-numeric character.



The digital permit management system is not supported by UTAS single sign-on authentication.

- Include your contact number (**mobile preferred**) so that Campus Services can contact you in case there is an emergency relating to your vehicle.

4. Include your eight-digit Staff ID number (this will be used to confirm you are eligible to purchase a staff permit).
5. From the drop-down menu, select which payment option you wish to choose to pay for your permit (salary sacrifice or upfront payment)
6. Input details of your vehicle (eg registration number, make, model etc).



You can only register one vehicle in the system at the application stage.

7. Check the box to confirm you have read and agreed to the [Terms and Conditions](#) relevant to your parking category:
8. Hit 'Submit'.

You will receive an email confirmation to your University email address that your Parking Permit Application request has been received.

While your application is being processed, you have been issued with **an interim permit** that allows you to park your vehicle in the Staff Permit parking zones.

Within five (5) working days of your application, you should receive an email notification to your University email address to confirm your application has been APPROVED by Campus Services. Your Staff Parking Permit is valid until the end of the calendar year (31 December) or upon cancellation of your parking permit.

Paying via Salary Sacrifice

If you select to pay for your Staff Parking Permit via salary a fortnightly salary deduction will be created for you by Payroll Services. Salary deductions commence from the first full pay period following approval of your staff parking permit.

While permits are being processed, you will be issued with an interim permit that allows you to park your vehicle in the Staff Permit parking zones.

Paying via Upfront Payment

If you select to pay for your Staff Parking Permit via an upfront payment, when you press the "Submit" button you will be redirected to the University's Online Credit Card Payment Portal ([One Stop](#)) to pay for your Parking Permit.

While your payment is being processed, you have been issued with an interim permit that allows you to park your vehicle in the Staff Permit parking zones.

If payment for your Parking Permit payment is not received within five (5) working days, your permit will be CANCELLED.

Making changes to your account

Once you have established your account you can log back in at any time via your computer or mobile device using your username and password details at utas.digitalpermit.com.au to:


- Review and/or edit your personal details
- Change the registration of the vehicle attached to your permit if you wish to bring a different vehicle on to campus (applies each time you change vehicle to come onto campus)
- Cancel your permit if you no longer require it.

Changing the vehicle attached to your Permit

You can change the vehicle attached to your permit at any time. This is necessary each time you bring a different vehicle onto campus.

Registration numbers are updated immediately.

To change the vehicle attached to your permit:

1. Log in to your Parking Permit Account.
2. Click the blue edit button: 
3. Change the Registration details and press "Update"
4. You will receive an email confirmation to your UTAS email address that your registration details have been updated.

