

# What Steps Do You Need to Take?

2018	Parking Permit Holders (Daily, Monthly and Long-Term Permits)			Commute Club Members	Departments
	Existing Permit	New Permit	All		
<b>June 4 Through June 15</b>	Continue to display your <b>current</b> physical parking permit through Aug. 31, 2018, or its expiration date, whichever comes first.		P&TS <b>online ordering will shut down temporarily</b> from June 19 through June 24 due to the system upgrade. Order permits in advance by June 15.	Order daily permits in advance if you anticipate needing permits during the week of June 18. Anticipate that P&TS <b>online ordering will shut down temporarily</b> from June 19 through June 24 due to the P&TS system upgrade.	Purchase enough physical department permits to meet your needs through Aug. 31. Please note: <b>Online ordering will shut down temporarily</b> from June 19 through June 24 for the system upgrade. The <b>deadline to purchase permits before this shutdown is June 15</b> . Parking permits will be virtual as of June 25.
<b>June Through August</b>	<p>Continue to display your <b>current</b> physical parking permit through Aug. 31, 2018, or its expiration date, whichever comes first.</p> <p>Current vehicle data will be transferred to the new system. However, if you are NOT ordering a new permit, you cannot check your previous information. <b>Please wait for the new system to launch on June 25</b> to confirm your vehicle information is correct.</p> <p>If you need a new permit as of September, <b>order a virtual permit online in August or September</b>.</p>	<p>Purchase your parking permit(s) through the new portal, as of June 25. All <b>new</b> permits will be virtual as of June 25.</p> <p>If you need a new permit as of Sept. 1, purchase a virtual permit in August or September. Ensure you enter your license plate(s) correctly when purchasing a permit. Taking a photo with a smartphone might help.</p>	<p>Once the new system launches on June 25, enter vehicle information for all vehicles you may wish to park on campus.</p>	<p>Prior to June 15, confirm that you are enrolled in the Commute Club for eligible months in the current fiscal year (September 2017 through June 2018).</p> <ul style="list-style-type: none"> <li>• <b>Check membership status:</b> <a href="http://mycommuteclub.stanford.edu">mycommuteclub.stanford.edu</a></li> <li>• <b>Enroll now or manage your account:</b> <a href="http://transportation.stanford.edu/orders">transportation.stanford.edu/orders</a></li> </ul> <p>As of June 25, log in to the new portal to join the Commute Club and re-confirm or manage your membership in the new system.</p> <p>As of June 25, if applicable, enter license plate and vehicle information and manage parking permit purchases in the new system.</p>	<p>Continue to use and display all current and valid physical department permit.</p> <p>Designate contacts for department permit purchases.</p> <p><b>Fill out the <a href="#">Department Contact form</a>.</b></p> <ul style="list-style-type: none"> <li>• Confirm your department contacts are in the system.</li> <li>• As of June 25, departments can choose to purchase virtual department permits through the new portal. Department contacts will assign vehicles to the permit as needed.</li> </ul> <p><a href="#">Contact P&amp;TS</a> if you have questions or want our help with the department permit transition.</p>
<b>September Onwards</b>	<p>If your permit has expired, order a virtual permit online. Almost all physical parking permits will no longer be valid except previously purchased daily “scratcher” permits, which remain valid through their expiration dates.</p>	<p>As of Sept. 1, purchase a virtual permit online.</p> <p>Physical permits are no longer valid, except previously purchased daily physical “scratcher” permits.</p>	<p>Confirm and update vehicle information for all vehicles you may want to park on campus.</p> <p>Ensure you enter your license plate(s) correctly when purchasing a permit. Taking a photo with a smartphone could help.</p>	<ul style="list-style-type: none"> <li>• <b>Continue to follow the actions listed above for June through August.</b></li> <li>• <b>New and returning members:</b> Cancel your parking permit, if you have one, then join the Commute Club through the new system.</li> <li>• <b>Carpool and vanpool members:</b> Start or join a carpool or vanpool online and manage your carpool/vanpool membership.</li> <li>• <b>Re-confirm your membership status.</b> Retroactive Commute Club enrollment is not available in the new system as of June 25.</li> </ul>	<ul style="list-style-type: none"> <li>• Physical department permits are no longer valid as of Sept. 1—except daily physical “scratcher” permits.</li> <li>• Confirm or <a href="#">update department contact</a> information as needed.</li> <li>• Designated department contacts may purchase and manage department parking permits for the new fiscal year through the portal.</li> <li>• Department contacts will assign and manage department permits by entering vehicle information for the person using the permit.</li> </ul>