1. Go to the Chapel Hill Transit permit website homepage:
   http://parking.townofchapelhill.org/prlot

2. Enter your driver’s license number and last name and click “Request Permit” button.
3. **First time user:** If this is your first time using the system, your information will not be identified. The system will generate the screen shown below.

Click “Continue” to create an account.

![CARDINAL Login](image)

**Please verify your login information**

**YOU WERE NOT FOUND IN OUR SYSTEM, CLICK CONTINUE ONLY IF YOU WANT TO REGISTER AS A NEW USER!**

Login: 12345678  
Password: smith  
User Type: Transient

![CARDINAL New User](image)

**Adding New User**

Your name was not found in our database. Please enter your information or go back and login again.

* First Name: Jane

* Middle Name:  

* Last Name: Smith

* Driver License Number: 12345678

* Driver License State: North Carolina

* Email Address: jane.smith@gmail.com

*Required Fields

![Go Back, Reset, Submit buttons]
5. You will be redirected to a blank address page shown below. The address you enter here will be used to mail your permit. Click “Add” to go to the next page where you will enter your permit shipping address.

<table>
<thead>
<tr>
<th>Edit</th>
<th>Select Address</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
</table>

Proceed  Add

6. Complete the address form. Make sure that is the address where you want your permit to be shipped to. Verify that your address appears correctly in the grey bar below. Click “Add”.

Address Information For: SMITH, JANE
Select your current address or register a new one

Proceed  Add

Please enter your current address information

Block:  Direction:  *Street or Dorm Building:  200 FRANKLIN STREET

*City:  CHAPEL HILL  *State:  North Carolina

*Zip:  27516  Apt/Room:  APT 12

Home Phone:  (919) 999 - 9999

Email:  jane.smith@gmail.com

Address Results:

200 FRANKLIN STREET  APT 12 CHAPEL HILL NC 27516

* Required Fields  NOTE: If entering a dorm address, please use Building and Room fields above.

Add  Cancel

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7. Select the address by clicking a round button on the left. Click “Proceed”.

8. The next field is used to enter you vehicle information. This information is required to set up an account and issue a permit; however, your permit is transferable between vehicles.

To complete Vehicle Registration form, click “Add”.

9. Complete relevant vehicle information and save the form.

All fields marked with a red asterisk must be completed.
10. Select your vehicle by clicking a round button on the left. Click “Proceed”.

11. Click “Request Permit” button to go to the next page where you can make a permit selection.

12. Decal selection page is shown below. You can choose 1 monthly permit or 1 annual permit. At this time, it is not possible to purchase multiple permits.
13. Select a permit you would like to purchase from the “Decal Type” drop down menu. Ignore the “Parking Lot” drop down menu option. Click “Continue”.

CARDINAL

Decal And Lot Selection

Please follow the steps below to request a permit online.

Decal Type
- $21.00, PARK/RIDE MONTHLY PERMIT
- $250.00, PARK/RIDE ANNUAL PERMITS
- $21.00, PARK/RIDE MONTHLY PERMIT

COST: $21.00

LOT: NOT APPLICABLE

Step 3. Click Continue

Continue | Cancel

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CARDINAL

Decal And Lot Selection

Please follow the steps below to request a permit online.

Decal Type
- $21.00, PARK/RIDE MONTHLY PERMIT

Parking Lot
- Step 2: Not Applicable

COST: $21.00

LOT: NOT APPLICABLE

Step 3. Click Continue

Continue | Cancel

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14. Carefully review your order summary before submitting your transaction. After you click “Submit Transaction” you will be redirected to PayPal to pay for your permit.

**IMPORTANT:**

AFTER YOU COMPLETE YOUR PAYPAL TRANSACTION, MAKE SURE TO CLICK “RETURN TO TOWN OF CHAPEL HILL”. IF YOU DO NOT CLICK "RETURN TO TOWN OF CHAPEL HILL" AFTER YOU SEE THE RECEIPT PAGE ON THE PAYPAL SITE, YOUR TRANSACTION WILL NOT COMPLETE.
15. Complete your payment information on the PayPal site. You have 2 payment options:

- Pay with my PayPal account
- Pay with a debit or credit card
16. PayPal will generate a confirmation page.

Remember to click “Return to Town of Chapel Hill” to finalize your order and get a Parking Permit Receipt.

17. Save the receipt for your records.

THIS IS YOUR CONFIRMATION THAT THE TRANSACTION WAS SUCCESSFULLY COMPLETED.