

# Pay for Parking using vPermit

(electronic paperless permit)



**MANUKAU  
INSTITUTE OF  
TECHNOLOGY**

*Te Whare Takiura o Manukau*

**Step 1.** Go to the permit website by clicking the following link <https://vpermit.com.au/mit>

**Step 2.** Click on the “Register” option [here](#) below



[Home](#) [About](#) [Terms & Conditions](#) [Privacy Statement](#) [Contact](#)

[Register](#) [Log In](#)

# vPermit

Online parking permit management.

vPermit has taken Smart Parking to the next level. No need for stickers, papers and hassle - once your application is approved - your car licence plate is all you need.

## Getting started:

**1. Register**

Get your registration information and submit it all [here](#)

**2. Apply**

The system will validate your information for the vPermit, verify payment if applied and send it for approval.

**3. Park**

Once your application is approved, you are done and ready to park.

### Step 3. Complete the “Individual” signup form ensure that you use your MIT email address



## Create a new individual account

**Individual** Dept. / Cont.

**Role**  
Student

**Email**  
Email Address

**Confirm Email**  
Email Address

**First Name**  
First Name

**Last Name**  
Last Name

**Password**  
Password

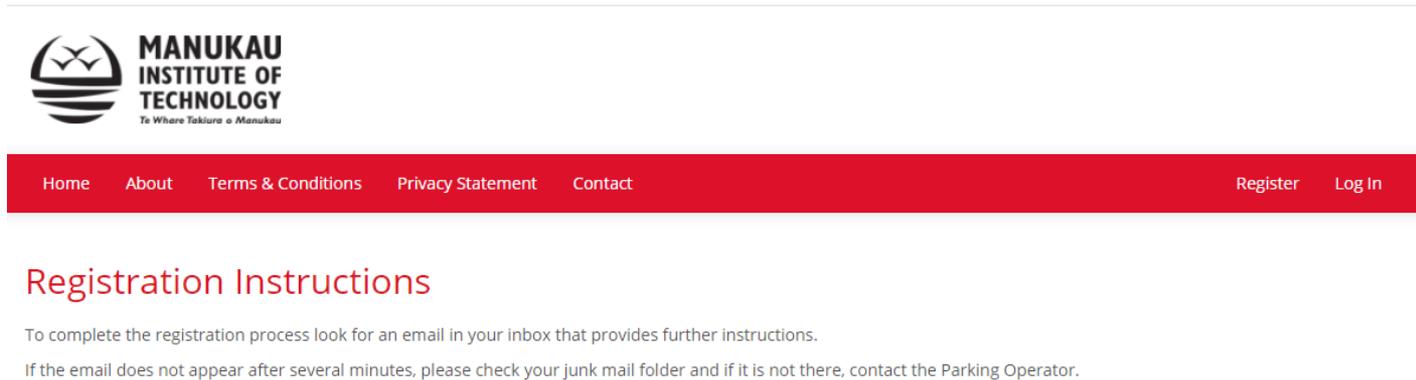
Passwords must be:  
A minimum of 8 characters  
contain at least one capital letter  
contain at least one number  
contain at least one special character (e.g. @ !)

**Confirm password**  
Confirm Password

I have read and accept the [terms and conditions](#) and [privacy statement](#)

**Step 4.** Once the signup form has been completed you will be sent an email which includes a link that you need to click on to continue the signup process.

Note: IF YOU DO NOT RECEIVE THE EMAIL THEN PLEASE **CHECK YOUR JUNK** FOLDER



**Step 5.** Once clicked you can complete the registration by clicking the “finalise your account registration” link.



**Step 6.** You need to then login with your email address and the password you entered

**Step 7.** The final step of the registration process requires you to enter your Student/Staff ID, mobile phone and address details. The click “Next”



My Permits

StudentA Logout

## Finalise account registration

### Personal Information

Student/Staff ID  
(required)

Mobile Number (optional)

Address (optional)

Enter a location

>> Next

**Step 8.** Once logged in you need to click the “Apply for a vPermit” button and select your permit from the dropdown list.



## My Permits

A red button with a white dollar sign icon and the text 'Apply for a vPermit'. The button is highlighted with a yellow rectangular background.

### Permits Information

⚠ You do not have any permits.



## Select your Permit

### Permit Information

ID 12345678 - Student

Please select a permit

Next

<input type="text"/>
Manukau Campus - 1 Day (Price: \$8)
Otara Campus - 1 Day (Price: \$4)

**Step 9.** Enter your vehicle licence plate and click “Next”, your vehicle is now registered in the system



### Select your Permit

Permit Information

ID 12345678 - Student

Please select a permit

Payment Method  Pay online (Credit Card)

Vehicle 1

**Step 10.** Check the details of the permit are correct then select “Register”

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My Permits

Select your Permit

Permit Information

ID 12345678 -

Please select a permit Manukau

Payment Method  Pay online (Credit Card)

Vehicle 1 ABC123

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### Permit Confirmation

Permit/Price: Manukau Campus - 1 Day (Price: \$8)  
Zones: MIT Manukau and Tech Park Campuses  
Payment Method: Pay online (Credit Card)  
Cars: ABC123

- Vehicles can be managed from the My Vehicles tab of your online account once your permit has been activated
- Please do not press the Back button when using Credit Card.

**Step 11.** If a charge applied for the permit you will be redirected to a payment page where you need to enter your credit/debit card details and click “Submit”.

### Select Payment Method

Select a payment method from the following available options:

### Credit Card Payment

Card Number:\*

Name On Card:\*

Expiry Date:\*

CVC:  [What is this?](#)

[Submit](#)

[Cancel Payment](#)



[Privacy Policy](#)

# Congratulations your permit is complete!



My Permits

 StudentA

 Logout

## Congratulations!

Your permit is now active and ready to use.

Click [here](#) to navigate to your permits.

# Changing your Licence Plate

Should you have a different vehicle on a given day or need to permanently make a change to the licence plate, then you are responsible for making the change yourself.

**Step 1.** To do this log in and click on the “Manage Vehicles” option



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My Permits StudentA Logout

My Permits

Apply for a vPermit

Permits Information

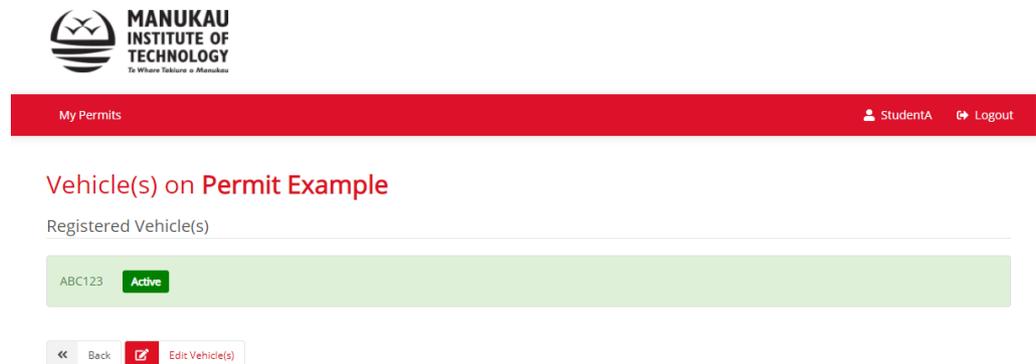
Permit Number: #4  
Status: Active  
Permit Type: Permit Example  
Licence plates: ABC123  
Valid until Tuesday, 17 Nov 2020 23:59

Manage Vehicles Payment Details Cancel Permit

**Step 2.** Click on the “Edit Vehicles” option

**Step 3.** Make the necessary change and then click “Save”

**The change is effective immediately.**



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Vehicle(s) on Permit Example

Registered Vehicle(s)

ABC123	Active
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Back Edit Vehicle(s)