



## Online Permit Registration Instructions

1. The first page (Start) asks for permit type and permit period. Select from the drop-down list and click “Continue”
2. The second page (Contacts) asks for your information. Please enter your Berg ID # (no space or hyphen), first name, last name and email address (Muhlenberg email preferred) then click “Save/Update person”. You will see your name appear below the fields. Remove or edit as needed then click on “Continue”.
3. The third page (Vehicle) asks for your vehicle information. Pick from the drop-down list or enter as required with no space or hyphens in the plate section. Be sure to use the two-letter abbreviation for your vehicle state. Then click on “Add New Vehicle”. You will see your vehicle appear below the fields. Remove or edit as needed then click on “Continue”. Enter new vehicle information for all vehicles you plan on bringing to campus.  
\*\*\*\*Special note: If your particular vehicle is not listed in the drop-down list please contact our office so that we may add yours manually. \*\*\*\*
4. The fourth page is (Review). Please ensure that all the information is correct and make any changes by clicking on the edit button for each section. Once your review is complete, click on “Continue” which will bring you to the next page indicating that we have received your request and you have been issued a “Registration number”. This registration number is your confirmation number, NOT your actual assigned permit number. This number will be used by Campus Safety to issue you a permanent permit number and sticker.
5. Please click on “View permit registration” at the bottom of the screen and print a copy of your request for your records.

**If you have any questions please contact Campus Safety at 484-664-3110**