

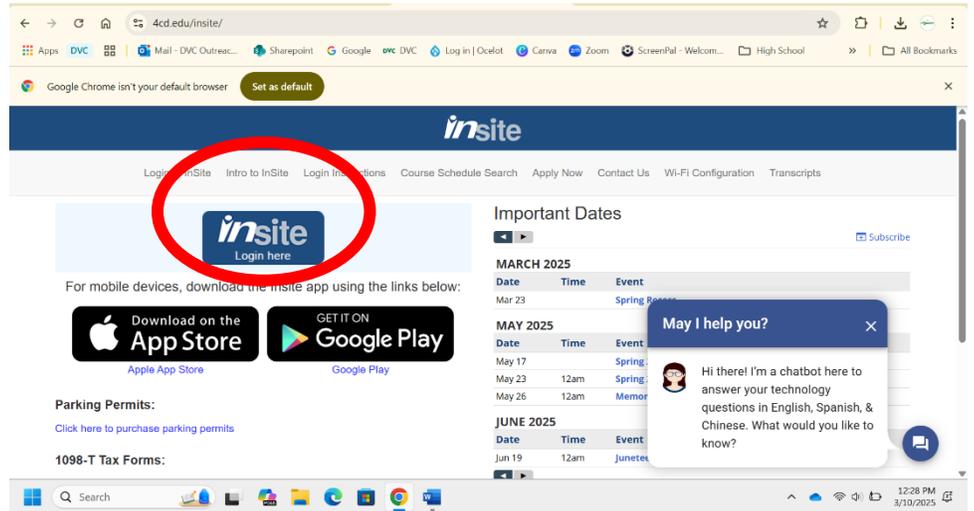
How do I purchase a semester parking permit?

Step 1:

Login into the Insite portal at: <https://www.4cd.edu/insite/>

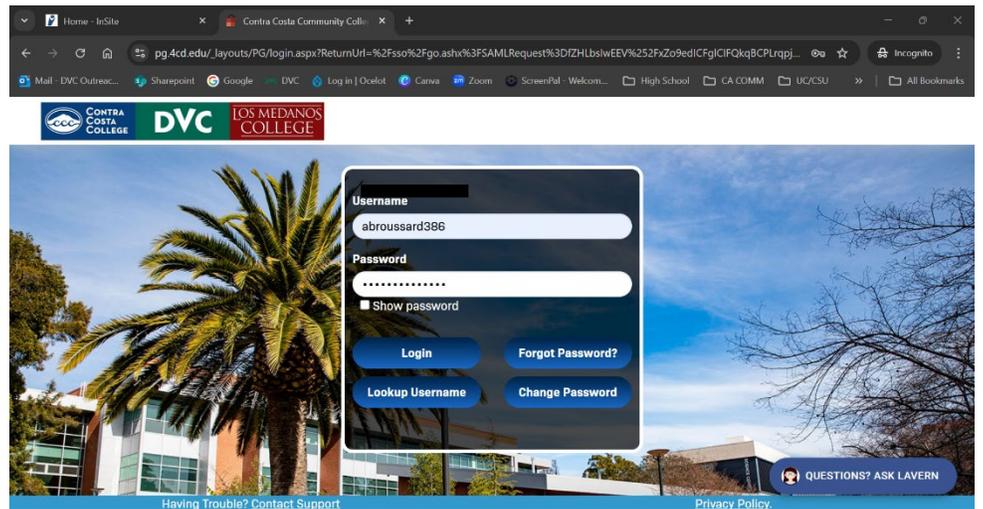
Step 2:

Select the “InSite Login Here” button.



Step 3:

Log into InSite using your student username and password.



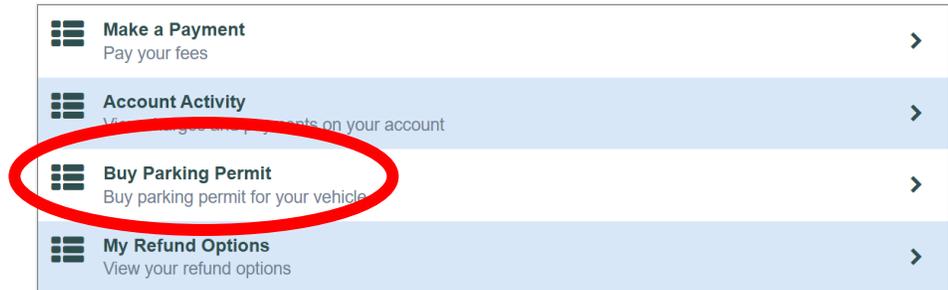
Step 4:

When you login successfully to InSite, click the green "Payment" tile. It has a dollar sign on it.



Step 5:

On the drop-down menu, click "Buy Parking Permit."



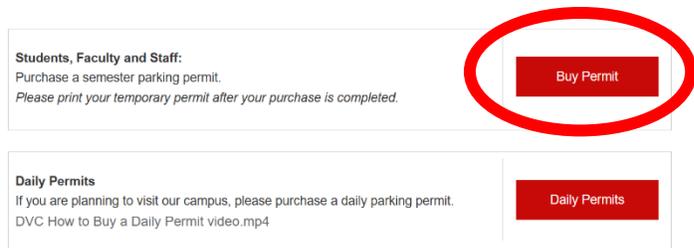
Step 6:

The link should take you to our official campus permit page.

Click the red "Buy Permit" button next to the Student, Faculty and Staff Option.

Failure to obtain and display a valid parking permit will result in a citation. For help with your permit, call 1-800-700-4417 or visit MyCampusPermit.com.

Students, staff, and faculty will need to provide their vehicle license plate number, make, and color of the vehicle. If you will be driving a different vehicle during the term, you will need to update your vehicle information [HERE](#) or call 1-800-700-4417 **BEFORE** parking on campus.

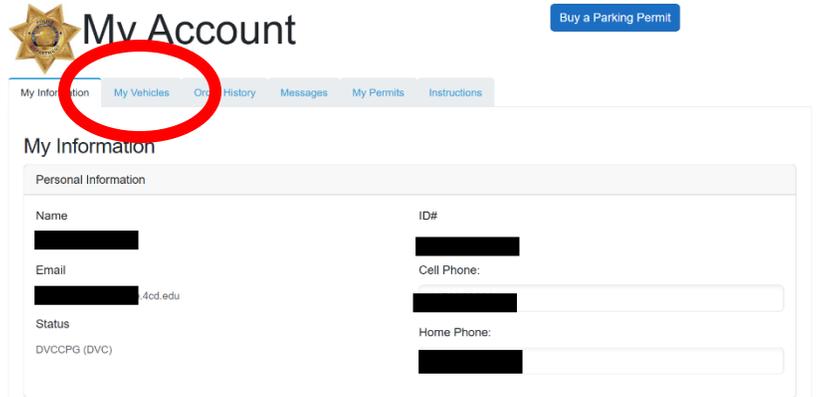


Step 7:

You should now be at the “My Account” section.

Please fill out your personal information including your name, and personal phone number.

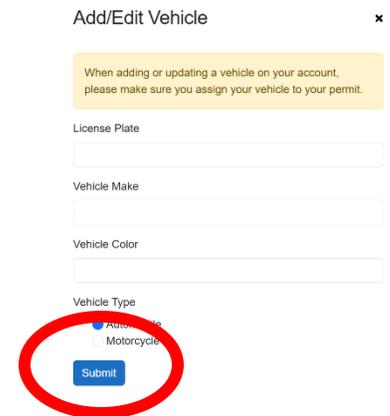
When you finish adding all your information, please click the section titled “My Vehicles.”



Step 8:

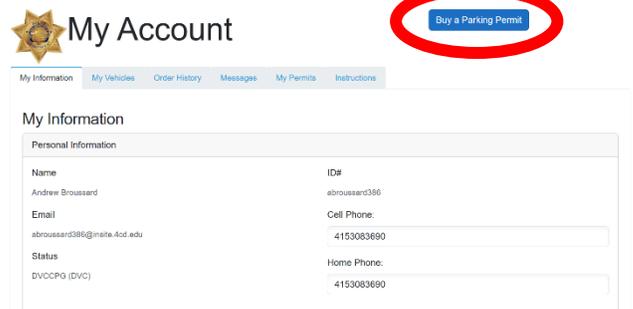
Please add your vehicle information including your license plate, vehicle make, color and if this is an automobile or motorcycle.

When you finish click the submit button.



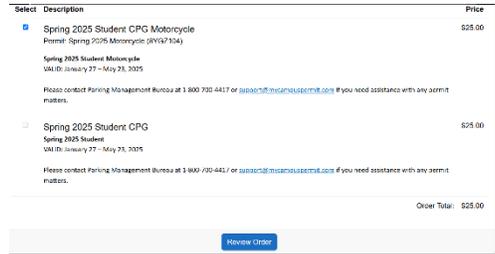
Step 9:

Now, click the “Buy a Parking Permit” button at the top right of your screen.



Step 10:

The first option for parking permits is for motorcycles but the second option is for automotive vehicles. Please select the option that applies for your vehicle and click the “Review Order” button.

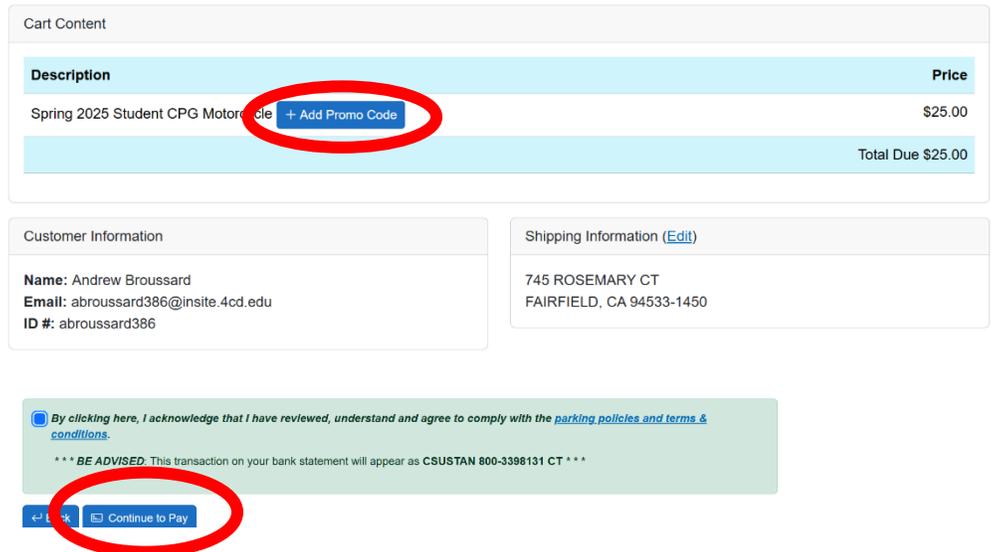


Step 11:

If you have already paid for parking permit at the Cashier’s Office, please select the “Add Promo Code” button.

Otherwise, continue by checking the box and continuing to pay

Review Order



Step 12:

Click the payment method you prefer to proceed with.

Then continue by clicking “Continue Checkout” button at the bottom right of the screen.



Step 13:

Finish by adding all payment information in the corresponding boxes.

When completed, please continue by clicking the “Continue Checkout” button.

You should receive your parking permit by mail 2-4 weeks after you purchase.

MyCampusPermit.com

Enter credit card information **Total Amount: \$25.00**

Credit Card Number	<input type="text"/>	*
Expiration Month	Select Month ▾	*
Expiration Year	Select Year ▾	*
Cardholder Name	<input type="text"/>	*
Address	<input type="text"/>	* Enter the address where you receive the bill for this card.
City	<input type="text"/>	*
State/Province/Region	CA	*
Zip/Postal Code	<input type="text"/>	*
Country	United States	
Card ID Code	<input type="text"/>	* Enter the three or four digit code from your card. Help
Email Address	<input type="text" value="@dvc.edu"/>	*

We accept:




NOTE: The parking permit will be mailed to you.
(You'll have a chance to review this order before we process it.)

Continue Checkout