2018-2019 OLLI (Community Member) Permitting Instructions

Be aware that this document is ten pages long and illustrated with screen shots to make it easier to work your way through the system.

Before you open the system, you will want to have the following information handy:

- Vehicle make, model, year and color
- Vehicle license plate number and state
- Driver's license number and state
- Registered owner information
- Insurance company

To activate your account, you will need your OLLI ID number. It is a number that will begin with 930 or 111. If you have a OneCard, it is the number on your card. Otherwise,

- To find your Student ID, go to OLLI’s main website: www.olliasheville.com
- Click on the “Register Online” button located above the picture on the right-hand side of the page.
- Click on the “Sign In” button in the upper right side of the screen, and sign in with your user name and password. After signing in, look in the upper right of the screen and click on “My Account.”
- A pop-up menu will appear in a gray box. Click on “My Profile”
- Your Student ID will be the first piece of information in the gray box.

OLLI (2018-2019) and new users: Select the “apply for a parking permit” option on the transportation main page or please use the following link: https://www.permitsales.net/UNCA

For the first year, all OLLI members will be “first-time” users and will need to activate their parking account. In following years, the parking system will remember your information making registration faster and bypassing this step. (Please see next page).
You can select ANY user name you wish as long as it not taken by another user. After that, you must verify an email address and verify a password to continue. Please write this information down in a safe
You are free to create your own personal User Name and Password to manage your parking permit account information.

The first field, User Name, can be whatever you wish.

The second field, UNCA username or OLLI ID number, is your user name for the parking system. It may be your official UNCA issued username (and we recommend using your UNCA username). You can use it to recover your personal User Name & Password should you forget.

Create a Login Account

User Name  YOU_CHOOSE_EXAMPLE
UNCA username  111XXXXXXX
or OLLI Number

Email  example@oll.com
Repeat Email  example@oll.com

Password  
Repeat Password  

Password must be at least 7 characters long and must contain at least 1 upper case letter, 1 lower case letter, and 1 number

Forgot Your Password?
When you complete the account activation, it will return you to the main page and be logged in. Next, you will select the register/purchase permit option:

**UNC Asheville Parking Permits**

We are accepting UNCA student and faculty/staff registration.

**Returning UNCA Permit Holders**

[Register/Purchase Permits]

Reminder: The parking system is not linked to any other UNCA password utility. The password is not tied to the same account.

**2018-2020 Parking Projects and Fees**

**FIRST-TIME USERS**

Please click the "Start Here" link below. This will take you to a new page where you can create your personal account.

**Start Here**

When you are finished creating your account, you will return to this page.

Please be Prepared to Provide the Following Information:

- Vehicle Make, Model, Year and Color
- Vehicle License Plate Number and State
- Driver’s License Number and State
- Registered Owner Information
- Insurance Company

**Summer Session and Conference Passes**
Please read the terms and conditions. If you agree to the terms please click on the grey box and press continue. If you do not accept the terms and conditions, you will be unable to park at UNC Asheville. Keep an eye out for these little check boxes as the system will stop you if they are not selected.
The next step is selecting the permit option and generating your driver information. The most important part is making sure the information is correct so that Campus Police can locate the vehicle in the case of an emergency as well as the mailing address where the permit will be sent.

Note: A number of users forget to select the phone number type. Please select this option or your progress will be stopped.
The next step is to enter your vehicle details. Please take your time and make sure the information is accurate. We do ask that you provide your insurance company name. North Carolina Motor Vehicle Law requires automobile liability coverage and thus to receive a state-issued item (a parking permit) we must ask that you volunteer this information upon registration.

Please provide the following information about the vehicle you are registering.

**My Saved Vehicles**

Below is a list your saved vehicles. To add saved vehicles to this permit, simply click the plus sign (+) next to that vehicle's description.

If you would like to add a new/different vehicle, please scroll down past the list of your Saved Vehicles, and enter the information in fields provided.

No saved vehicles

**Vehicle Details**

Make: Toyota
Model: Prius
Year: 2019
Color(s): Red
License Plate #: RedPrius
License Plate: North Carolina
State
License Plate Type

**Vehicle Registered Owner Information**

Owner Name: Olll Example
Relationship to Driver: Driver owns vehicle
Owner Phone #: Area code 555 Number 555-5555 Ext
Number Type
- Office number
- Home number
- Cell number
- Fax number
- Other

**Insurance Information**

Insurance Provider Name: Olll Insurance

Clear Vehicle
The next-to-last step is the payment option. Our system accepts Visa and MasterCard. We do not offer additional methods of payment.

**Resident Students** are allowed to register a maximum of one vehicle. If you purchase either the 18-19 Resident or 18-19 Freshman permit, and then purchase the OTC 18-19 Motorcycle permit, it will not be issued and no refunds will be given.

**Faculty/Staff** are allowed to register a maximum of two vehicles. You are only allowed to have the cost of the original (first) permit deducted from payroll. You may buy an additional (second) permit but you must pay via credit card online. If you choose Payroll Deduction for the additional (second) permit, your order will be cancelled.
The final step is to verify that the information provided is correct. Make sure you check the policy box and agreement. A link to the UNC Asheville parking policy is provided. Once the order is placed, you will receive an email with the temporary permit valid for 14 days. All mailed permits take on average 5-7 days to deliver via the US Postal Service. Any undelivered mail is returned to Weizenblatt Hall. If you have not received the permit after 14 days, please check with campus police as we keep all returned permits on file.

![Order Form]

Vehicle(s) Information

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>License Plate</th>
<th>Owner</th>
<th>Relationship</th>
<th>Owner Phone</th>
<th>Insurance Co.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Toyota Prius - Red</td>
<td>RedPrius - NC (VANITY)</td>
<td>OLLI EXAMPLE</td>
<td>Driver owns vehicle</td>
<td>(955) 555-8585</td>
<td>olli insurance</td>
</tr>
</tbody>
</table>

Payment Information

- Permit Ordered: OTC 18-19 Community Member (Non-Resident Lots) Original
- Payment Method: Credit Card
- Credit Card Type: Visa
- Number: 0000000000
- Expiration Date: 04/27
- Name on Card: OLLI EXAMPLE
- Security Code: 000

Order Totals

- Permit Price: $125.00
- Total Amount: $125.00

Order confirmation email will be sent to transportation@unca.edu

Please click the link below to see the UNC Asheville Parking Policy:

[Link to Parking Policy]

By checking this box I am agreeing to abide by the above requirements

[Agreement Checkbox]

Please click the 'Place Order' button only once!
If you need a second vehicle permit, that option only becomes available AFTER you purchase the original permit. The process is the same as the first permit but you must select the $30.00 second vehicle permit option at the beginning.