Online Residential Parking Permits

First-time users:

1. Click on “Click to Sign-up”

2. Enter your Permit Number and last name:
   a. Permit numbers are on the upper left hand corner of your Vehicle Permit (sticker) or Visitor Permit (placard)
   b. Enter the last name of the resident the permit is registered to
   c. Click on Next

3. Enter your email address:
Online Residential Parking Permits

4. You will receive an email to verify your online account. The link deactivates 2 days from the date the email is sent. The email address will be from onlinepermits@cityofsacramento.org. Please check your junk or clutter box if you do not see it. Please make note of the account number assigned to you as you will need this to log into the system for future orders.

![Example Email](image)

5. Once you click on the link in the email you will be redirected to the Activate Account Screen. Click “Continue”:

![Activate Account Screen](image)
Online Residential Parking Permits

6. Once you select “Continue”, you will be directed to “Account Details”.

- To register your guest’s vehicle, click “Register New Vehicle”.
- Enter your guest’s vehicle information, then click **Submit**.
- For vehicles without license plates, enter the last 5 digits of the VIN in the License Plate field.

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**Click Submit.** The system saves this information as a convenience feature for future orders.
7. After vehicle information is saved, click “Request Permit” and complete all the form fields:
   a. Type of permit
   b. Start date (The end date will auto populate for 1 day after the start date)
   c. Quantity (this will always be 1)
   d. Select the which guest vehicle you need a permit for
   e. Select “Add to Cart”
Online Residential Parking Permits

10. Review your order, then click “Next”:

![Order page](image)

11. Confirm order, then click “Submit Request”. If the order is incorrect, click “Modify Order”:

![Review page](image)
Online Residential Parking Permits

12. Order Summary and Confirmation Page:

- Permit should be printed and placed on the dashboard of the guest vehicle in a visible area and in a manner that does not cover the VIN
- Permits ordered more than 24 hours in advance will be recognized by Enforcement License Plate readers, therefore will not require the printing of the pass unless desired.
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13. Here is what your permit will show:
   - Permit number
   - Plate Number
   - Valid Date
   - Order details (date and time of order)

![Temporary Parking Permit Image]

14. You will also receive an email with all the permit information, including an option to print the permit.

License plate number on the Temporary Permit must match the vehicle it is displayed on. A parking citation may be issued for a Temporary Permit not displayed in the correct vehicle.

LOGGING BACK INTO ACCOUNT FOR FUTURE ORDERS:
   - Visit [www.sacpark.org](http://www.sacpark.org) and click on Parking Permits from the left-hand menu.
   - Click on the drop-down menu for Residential Parking Permits and choose 24-Hour Temporary Parking Permits. The link to the portal is available on that webpage.
   - Log into the system using the account number you received in your initial registration email or the permit number on either your Vehicle or Visitor Permit.