

RV Permit System Step-by-Step Instructions

# How to get a permit from the RV and Trailer Parking Permit System

## **STEP 1: LOG IN**

Go to the Permit System page at https://parking.lakewoodcity.org

Home About	Register Login
City of Lakewood RV/Trailer Parking Permit Syste	m
How to use	Get Started
<ol> <li>To create a new account, select 'register now'. Or 'log in now' if you already have an account.</li> </ol>	Already registered? 🗤 log in now
<ol> <li>If you create a new account, you are required to verify your email address before you can log in. You will receive an email with instructions.</li> <li>Login and create a permit. You will receive an e-mail confirmation of your permit.</li> <li>If you had an account in the old system you will need to reset your password in order to login.</li> </ol>	Want to register? <b>Want to register</b> now

Have you had a parking permit before?

- If YES: You just need to re-set your password. Click on the "reset your password" link, enter the email address you used before, and follow the instructions in the password reset email you will receive. Now you're ready to log in.
- If NO: If you are registering for a new account (you have not had a parking permit account with the city before, including from the old system), click on the "Register Now" button. Enter your email address and a desired password to create your account. You'll receive an automated email message to confirm the account. Click on the link to get to the log-in screen.

Log in with your email address and password:

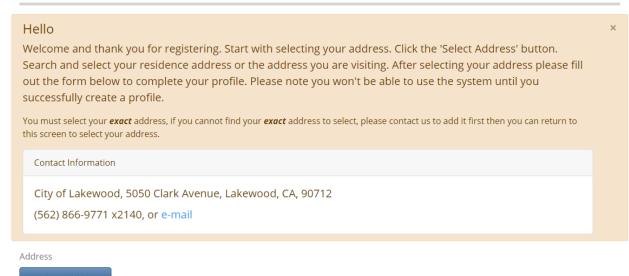
C.L.IFORMAN	Home About		Register Login
Log in			
Email			
Password			
Remember me?			
Log in			
Forgot your password?			
Register as a new user			

#### **STEP 2: CREATE A PROFILE**

Now that you're logged in, create your profile. To start, click on the "Select Address" button.

/ Profile

Dashboard



Select Address

Follow the on-screen directions to enter and then verify your address. Enter your name and phone number to complete your profile.

Address Search	Dashboard
Searching for your address Fill out the form and select 'Search'. Select the 'View Details' button to view the full address information and select as your address. You must select your <b>exact</b> address. If you cannot find your <b>exact</b> address in the list, you will need to contact us to add it first then you return to this screen to select the address.	
Contact Information	
City of Lakewood, 5050 Clark Avenue, Lakewood, CA, 90712 (562) 866-9771 x2140, or <mark>e-mail</mark>	
House Number: Required. Enter only the house number part of your address.	
Street Name: Required. Enter only the street name (with no prefix or suffix) part of your address.	
Unit #: Optional. Enter only the unit number part of your address.	
Zip: Required. Enter only the zip code part of your address.	
Search	

Once your profile is complete, you're ready to get your permit.

### **STEP 3: GET YOUR PERMITS**

The Dashboard is your account's homepage where you can add vehicles and create permits.

## Dashboard

Welcome Test Test and thank you for registering and using our Parking Permit Website.

👁 🛅 Your Information	
Test Test	Out-of-town visitors who need a permit to park on the street must
<b>I</b> S 5537 HAYTER AVE	visit Lakewood City Hall or the
A 104 Maximum Residence Permits 92 Available	Sheriff's Safety Center at Lakewood Center to request an
🛠 30 Maximum Guest Permits 16 Available	out-of-town permit.
	Test Test S537 HAYTER AVE Comparison of the state of th

No vehicles/trailers created yet. Start with Creating a vehicle/trailer then you can create a permit.

To add a new vehicle to the account, click on Create New Vehicle. Once done, click the "Dashboard" button at the top right to return to the permit home screen.

	Dashboard
Vehicle Type	
Please select a vehicle type	
Manufacturer	
License Plate	
VIN (last 8 digits)	
Create Permit	l in the fields requested.
Create Permit	-
Permit Type Please select a permit type	-
Permit Type Please select a permit type	Dashboard As a reminder, Lakewood-registered
Create Permit Permit Type Please select a permit type /ehicle Please select one of your vehicles	Dashboard As a reminder, Lakewood-registered RVs and trailers can
Create Permit Permit Type Please select a permit type /ehicle Please select one of your vehicles	Dashboard As a reminder, Lakewood-registered RVs and trailers can obtain 3 permits
Vehicle Please select one of your vehicles Consecutive Permits To Create (1 permit = 1 day)	Dashboard As a reminder, Lakewood-registered RVs and trailers can

To manage permits, vehicles and your account, click on Dashboard to return to the home screen.