1. After following the link to the online parking registration site from the Safety & Security website (http://www.philau.edu/security/parking/) where you get your ID number, click on Step 2, which is “Proceed to iParq and follow all instructions”. You will be directed to the page shown above. The first thing you will need to do is login with your user name and password (circled above). It will not have changed from previous years. If you can’t remember either, contact the Safety & Security office at 215 951 2620 to have it changed. Once you are logged in, click on “Click Here” under ‘Buy Permits’ (by the arrow).
2. In the Pre-Approval Search section, enter the appropriate information. **NOTE: Your ID number is only recognized with seven digits in this system (if you have a five-digit number, add two zeroes in the beginning; if you have a six-digit number, add one zero).** Incorrect information in either of these fields will prevent you from proceeding and give you an error message. Once correctly entered, the permits for which you are approved will appear below. Select on the appropriate permit by clicking ‘Add Item’.
3. In the Order Details screen, review all of the details listed. **NOTE: You can only register one vehicle at a time. If you have multiple vehicles, you must complete the order for the first vehicle and then repeat the process for each additional vehicle.** If you need to remove a vehicle, check the ‘Remove’ box next to that vehicle followed by the “Update Order” button at the bottom of the page. If everything is correct on this page, click “Proceed to Checkout”.
4. The Permit Information screen is to identify which permit belongs to which vehicle. In the drop-down menu next to vehicle, select whether you are registering a vehicle already in the system or a new one. In the “Additional Information” section below that, you will have to enter your last name and seven-digit ID number (if those fields are not already populated). When you are finished, click “Continue”. 
5. On the page that appears next, you will see “Delivery Options” and “Payment Options”. Do not be concerned with “Delivery Options”, as the permits will all ship to Philadelphia University. For “Payment Options”, select the method with which you’d like to pay. If you select a credit card, you will need that information readily available. If it is payroll deduction or student account, you will need to input your seven-digit ID number. Once you are finished there, you will click “Continue”.
6. The “Review” page will have, on one screen, all of the details of your order. It is important to give it a final look before it is processed. You will need to verify that the correct vehicle and price information is listed, correct name and ID information present, and desired method of payment chosen. Once you have done those things, go to the terms and conditions section. Note the starred statement: “By clicking the “I Agree” button you agree to the terms above”. This is very important to read and understand. Clicking the “I Agree” buttons means that you have reviewed the parking policy and that you are aware of Philadelphia University’s rules and regulations. When you have reviewed everything, click “I Agree”.

7. The last page is the completed order page. On that page, you will see a link to where you can print a copy of your temporary permit, which you must place on your dashboard until your sticker arrives. Please note the expiration date on the temporary permit. After that date, the temporary permit is no longer valid and the vehicle will be viewed as unregistered. You must make arrangements to claim your permit prior to the expiration date by stopping in Safety & Security office or calling at 215 951 2620. The office is open 24 hours per day, 7 days per week.