

# COMMUTER RESIDENT PARKING PERMIT (EASY PARK)

How to purchase utilizing the online parking permit portal



Welcome Account Settings

**Apply for Permit**  
Need a permit? Click here to start the process

Recent Activity

View	<b>Type:</b> Permit <b>ID:</b> 10094 <b>Status:</b> <span>Payment Pending</span> <b>License Plate:</b> HKJHKHKJH	<b>Expiration Date:</b> 4/30/2021 11:59 PM <b>Last Update:</b> 3/12/2021 11:48 AM <b>Last Notification:</b> <b>Last Discussion:</b> <b>View Discussion:</b>
View	<b>Type:</b> Application <b>ID:</b> 100 <b>Status:</b> <span>Application Ready</span> <b>License Plate:</b>	<b>Expiration Date:</b> 6/8/2021 3:04 PM <b>Last Update:</b> 3/10/2021 3:04 PM <b>Last Notification:</b> <span>Permit Application has been Submitted</span> <b>Last Discussion:</b> <b>View Discussion:</b>
View	<b>Type:</b> Application <b>ID:</b> 99 <b>Status:</b> <span>Application Ready</span> <b>License Plate:</b> JUHK	<b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Last Update:</b> 3/10/2021 3:03 PM <b>Last Notification:</b> <b>Last Discussion:</b>

1. To start the application click on the Apply for Permit button



## New application

Application progress - Step 1 of 5 - Address Lookup

Back

### Select Parking Zone

Commuter Resident

Next

2. Using the dropdown select the permit type that you want to purchase.

3. After selecting the permit type click the Next button

4. Using the dropdown select the parking lot you typically park.


5. Enter the license plate of the vehicle to be associated with the permit.

6. Permits can be purchased for the current calendar month or the next calendar month. Select Current Period for the current calendar month. Select Next Period for the calendar month immediately following the current calendar month. The Start and End Date will adjust automatically.

7. The auto renew function is currently disabled and not available for use.

Note: If you were previously enrolled in auto renew your auto renew selection has been deactivated. You will need to apply for a permit on a monthly basis.

Home Apply for Permit Discussion 0 Notifications 33 Welcome jleib@mountprospect.org



## New application

Application progress - Step 3 of 5 - Option Selection

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**Permit Options** Status: New

Type:	<input type="text" value="Commuter Resident"/>	Zone:	<b>Commuter Resident</b>
Option:	<input type="text" value="Resident East Lot"/>	License Plate: *	<input type="text" value="55125"/>
Price:	<input type="text" value="40.00"/>	Auto Renew ?	<input type="checkbox"/>
Request Period:	<input type="radio"/> Current Period <input checked="" type="radio"/> Next Period	Next Billing Date	<input type="text" value="7/31/2021 11:59 PM"/>
Start Date:	<input type="text" value="7/1/2021 12:00 AM"/>		
End Date:	<input type="text" value="7/31/2021 11:59 PM"/>		

[Save And Continue](#)

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8. The Next Billing Date represents the date and time the permit will renew for the next calendar month.

9. Click on the Save And Continue button



# New application

Application progress - Step 3 of 5 - Option Selection

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Permit Options Status: **New**

Type:	Commuter Resident	Zone:	Commuter Resident
Package:	Resident West Lot	License Plate: *	JH1876
Price:	40.00		
Start Date:	3/16/2021 3:24 PM		
End Date:	3/31/2021 11:59 PM		

10. Click on the Confirm button

**Confirm**

The application will be saved. Are sure you want to proceed? Choose CONFIRM to proceed or CANCEL to stay.

**CONFIRM** **CANCEL**

Save And Continue



# Application: 103

Application progress - Step 4 of 5 - Provide Documentation

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## Permit Options Status: New

Type:

Package:

Price:

Start Date:

End Date:

Zone: **Commuter Resident**

License Plate: \*

Subscription Payment

Next Billing Date:

[Update](#)

## Documentation

[? Utility Bill](#)

No file chosen

**Mandatory**

*Note: You must be a Mount Prospect resident to be eligible to purchase a Commuter Resident permit. A copy of a current utility bill will act as proof of residency.*

**11. Click on Choose File and upload a copy of a recent utility bill in your name with a Mount Prospect address.**



# Application: 103

Application progress - Step 4 of 5 - Provide Documentation

Back

Permit Options Status: **Application Ready**


Type:	Commuter Resident	Zone:	Commuter Resident
Package:	Resident West Lot	License Plate:	*
Price:	40.00		Update
Start Date:	3/16/2021 3:24 PM		
End Date:	3/31/2021 11:59 PM		

## Documentation

Utility Bill Choose

VM AIS.pdf

Finish

  
**Confirm**  
Permit application is complete. You will be notified by email or sms when the permit has been approved. To enable notifications please go to your profile.  
Application Reference: **103**  
**CLOSE**

12. Click on Close.



# Application: 103

Application progress - Step 4 of 5 - Provide Documentation

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Permit Options Status: **Application Ready**

Type:	Commuter Resident	Zone:	Commuter Resident
Package:	Resident West Lot	License Plate: *	JH1876 <span>Update</span>
Price:	40.00	Subscription Payment ?	<input type="checkbox"/>
Start Date:	3/16/2021 3:24 PM	Next Billing Date	6/30/2021 11:59 PM
End Date:	3/31/2021 11:59 PM		

Documentation

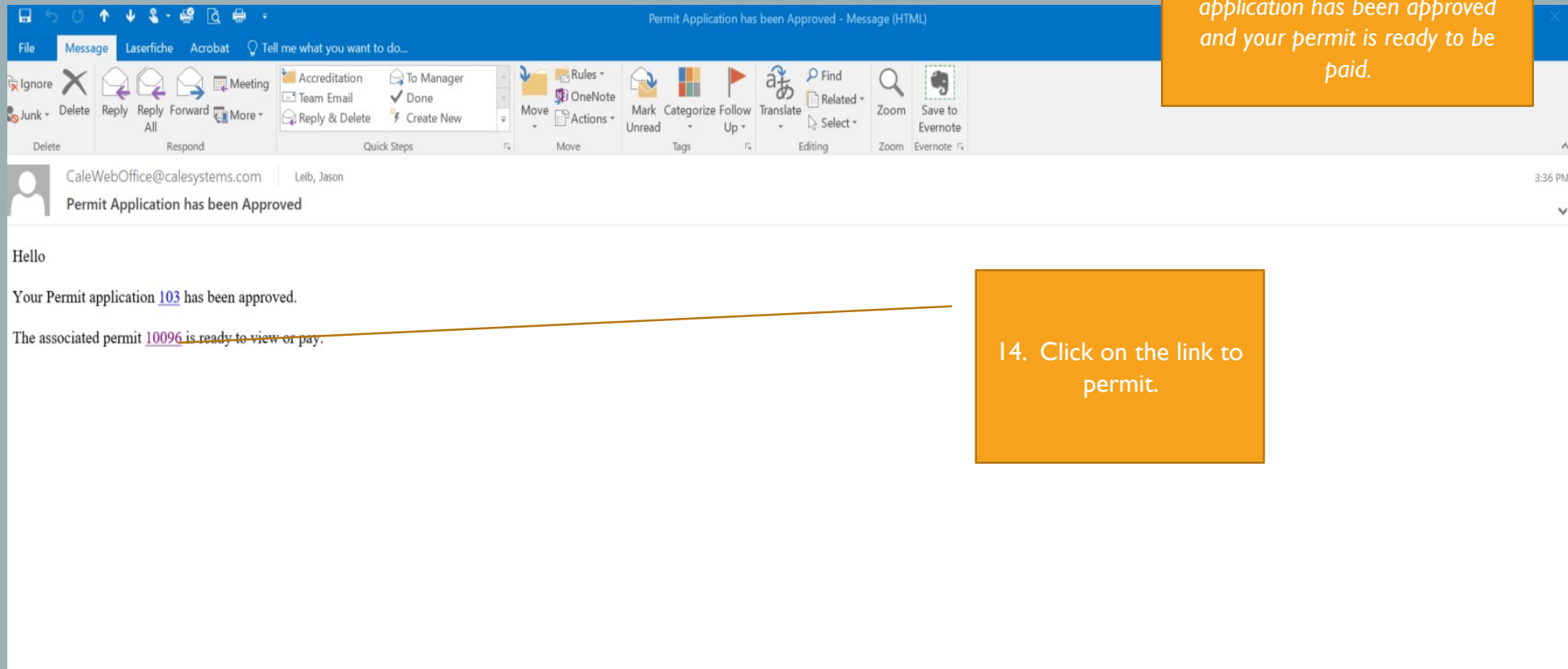
Utility Bill Choose File VM AIS.pdf Submitted VM AIS.pdf Download

Finish

Note: You have not finished the application process. Village staff will review the application and confirm residency. You will receive an email or text notification, depending on your account setting, once your application has been approved. Please allow two business days for approval.

13. Once submitted the application should automatically close. If not, click on the Finish button.





Note: Email notification that your application has been approved and your permit is ready to be paid.

14. Click on the link to permit.



# Permit: 10096

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Application

Information Status: **Payment Pending**

<b>Start Date:</b>	3/16/2021 3:36 PM	<b>Permit Type</b>	Commuter Resident
<b>Expiration Date:</b>	3/31/2021 11:59 PM	<b>Tariff Name</b>	ResMonthly
<b>License Plate</b>	JH1876	<b>Price</b>	40.00
<b>Zone</b>	Commuter Resident		

## Payment

Payment Option

Subscription Payment

Next Billing Date

Card Name	Masked PAN	Expiration	Select Card
Direct Payment			<input checked="" type="radio"/>

Total: 40.00

Pay Now

Note: Your permit will have a status of Payment Pending. Your permit will not become active until payment is made.

15. Click on the Pay Now button.

### Payment Information

Amount: **40.00**

Card Holder Name

Card Number

Expiration Month

Expiration Year

CVV

The CVV (Creditcard Validation Value) is a 3 or 4 digit code embossed or imprinted on the reverse side of Visa and MasterCard cards, and on the front of American Express cards.



16. Enter the required credit card information


17. After entering credit card information click Perform Payment.

Home Apply for Permit

Message  
✓ Payment successful.  
Confirmation number:  
1139f59c3dc1dc4e

Discussion 0 Notifications 68

Note: You will receive notification payment was successful.



## Permit: 10096

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**Information** Status: Issued

<b>Start Date:</b>	3/16/2021 3:38 PM	<b>Permit Type</b>	Commuter Resident
<b>Expiration Date:</b>	3/31/2021 11:59 PM	<b>Tariff Name</b>	ResMonthly
<b>License Plate *</b>	<input type="text" value="JH1876"/> <a href="#">Update</a>	<b>Price</b>	40.00
<b>Zone</b>	Commuter Resident	<b>Next Billing Date</b>	<input type="text" value="6/30/2021 11:59 PM"/>
<b>Subscription Payment</b> <a href="#">?</a>	<input type="checkbox"/>		

**Available Actions**

**Payment History**

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
Card	3/16/2021 3:38 PM	480709*****0380	40.00	<a href="#">View Receipt</a>

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16. Click Back to return to the Home Screen.



### Permit Information


View	<b>ID:</b> 10096 <b>Status:</b> Active <b>Address:</b>	<b>License Plate:</b> JHI876 <b>Date Submitted:</b> 3/16/2021 3:38 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b> Commuter Resident <b>View Discussion:</b>
View	<b>ID:</b> 10095 <b>Status:</b> Active <b>Address:</b>	<b>License Plate:</b> POM875 <b>Date Submitted:</b> 3/16/2021 3:17 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b> Commuter Non-Resident <b>View Discussion:</b>
View	<b>ID:</b> 10091 <b>Status:</b> Active <b>Address:</b>	<b>License Plate:</b> I876Y <b>Date Submitted:</b> 3/3/2021 3:27 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b> Overnight Emerson <b>View Discussion:</b>
View	<b>ID:</b> 10090 <b>Status:</b> Active <b>Address:</b>	<b>License Plate:</b> OLL9 <b>Date Submitted:</b> 3/3/2021 3:22 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b>

Note: If you purchased a permit for the current calendar month the permit will show a status of Active. If your permit is for a future calendar month the permit will show a status of Issued. The permit will automatically move from Issued to Active on the permit's start date.

# COMMUTER RESIDENT PARKING PERMIT (EASY PARK)

How to change the vehicle associated with the permit?



### Permit Information

Type to filter by license plate

Active

View	<b>ID:</b> 10096 <b>Status:</b> Active <b>Address:</b>	<b>License Plate:</b> JHI876 <b>Date Submitted:</b> 3/16/2021 3:38 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b> Commuter Resident <b>View Discussion:</b>
View	<b>ID:</b> 10095 <b>Status:</b> Active <b>Address:</b>	<b>License Plate:</b> POM875 <b>Date Submitted:</b> 3/16/2021 3:17 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b> Commuter Non-Resident <b>View Discussion:</b>
View	<b>ID:</b> 10091 <b>Status:</b> Active <b>Address:</b>	<b>License Plate:</b> I876Y <b>Date Submitted:</b> 3/3/2021 3:27 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM <b>Type:</b> Overnight Emerson <b>View Discussion:</b>
View	<b>ID:</b> 10090 <b>Status:</b> Active <b>Address:</b>	<b>License Plate:</b> OLL9 <b>Date Submitted:</b> 3/3/2021 3:22 PM <b>Expiration Date:</b> 3/31/2021 11:59 PM

Note: Only one license plate can be associated with a permit. If you switch cars for a given day you will need to update the license plate associated with the permit.

1. To change the license plate associated with the permit click on the permit number.



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2. Place the cursor in the License Plate field and enter the new license plate number.

**Information** Status: Active

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<b>Start Date:</b>	3/16/2021 3:38 PM	<b>Permit Type</b>	Commuter Resident
<b>Expiration Date:</b>	3/31/2021 11:59 PM	<b>Tariff Name</b>	ResMonthly
<b>License Plate *</b>	<input type="text" value="JH1876"/> <a href="#">Update</a>	<b>Price</b>	40.00
<b>Zone</b>	Commuter Resident	<b>Next Billing Date</b>	<input type="text" value="6/30/2021 11:59 PM"/>
<b>Subscription Payment ?</b>	<input type="checkbox"/>		

3. Once the new plate number has been entered click the Update button.

## Available Actions

### Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
Card	3/16/2021 3:38 PM	480709*****0380	40.00	<a href="#">View Receipt</a>





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4. Message appears indicating license plate was updated successfully

**Information** Status: Active

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<b>Start Date:</b>	3/16/2021 3:38 PM	<b>Permit Type</b>	Commuter Resident
<b>Expiration Date:</b>	3/31/2021 11:59 PM	<b>Tariff Name</b>	ResMonthly
<b>License Plate *</b>	<input type="text" value="LKUY658"/> <a href="#">Update</a>	<b>Price</b>	40.00
<b>Zone</b>	Commuter Resident	<b>Next Billing Date</b>	<input type="text" value="6/30/2021 11:59 PM"/>
<b>Subscription Payment ?</b>	<input type="checkbox"/>		

## Available Actions

### Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
Card	3/16/2021 3:38 PM	480709*****0380	40.00	<a href="#">View Receipt</a>