

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

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 Non-Res

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.

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.

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

7. (Optional) If you would like the permit to renew on a monthly basis and process payment automatically toggle on Auto Renew. The toggle will turn blue when auto renew is on.

Note: If you select auto renew you will need to manually process payment for the permit that you are applying. The next calendar month permit will process utilizing auto renew.

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

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

New application
Application progress - Step 3 of 5 - Option Selection

Permit Options Status: **New**

Type: Commuter Non-Resident
Option: East Lot
Price: 40.00
Request Period: Current Period Next Period
Start Date: 7/1/2021 12:00 AM
End Date: 7/31/2021 11:59 PM

Zone: Commuter Non-Res
License Plate: * IUUIHIHG
Auto Renew
Next Billing Date: 7/31/2021 11:59 PM

Save And Continue

© 2021 - Flowbird Permit v2.3.6



New application

Application progress - Step 3 of 5 - Option Selection

Back

Permit Options Status: New

Type:	Commuter Non-Resident	Zone:	Commuter Non-Res
Package:	East Lot	License Plate: *	8965KK
Price:	40.00		
Start Date:	3/16/2021 2:55 PM		
End Date:	3/31/2021 11:59 PM		

[Save And Continue](#)

10. Click on the Confirm button



Confirm

You will now be redirected to the permit page to complete your transaction.

CONFIRM

CANCEL



Permit: 10095

[Back](#)

Information Status: Payment Pending

Start Date:	3/16/2021 3:14 PM	Permit Type	Commuter Non-Resident
Expiration Date:	3/31/2021 11:59 PM	Tariff Name	East Lot
License Plate	8965LK	Price	40.00
Zone	Commuter Non-Res		

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](#)

11. Click the Pay Now button

Back

Payment Information

Amount: **40.00**

Card Holder Name

Card Number

1234 5678 9012 3456

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.

Perform Payment

Reset



12. Enter the required credit card information

13. After entering credit card information click Perform Payment.



Permit Information

Type to filter by license plate

Active

View	ID: 10095 Status: Active Address:	License Plate: 8965LK Date Submitted: 3/16/2021 3:17 PM Expiration Date: 3/31/2021 11:59 PM Type: Commuter Non-Resident View Discussion:
View	ID: 10091 Status: Active Address:	License Plate: 1876Y Date Submitted: 3/3/2021 3:27 PM Expiration Date: 3/31/2021 11:59 PM Type: Overnight Emerson View Discussion:
View	ID: 10090 Status: Active Address:	License Plate: OLL9 Date Submitted: 3/3/2021 3:22 PM Expiration Date: 3/31/2021 11:59 PM Type: Commuter Non-Resident View Discussion:
View	ID: 10089 Status: Active Address:	License Plate: 7UHG Date Submitted: 3/3/2021 3:11 PM Expiration Date: 3/31/2021 11:59 PM

14. You will be returned to the home screen after your payment is processed.

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 NON-RESIDENT PARKING PERMIT (EASY PARK)

How to change the vehicle associated with the permit?



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.

Permit Information

Type to filter by license plate

Active

View	ID: 10095 Status: Active Address:	License Plate: 8965LK Date Submitted: 3/16/2021 3:17 PM Expiration Date: 3/31/2021 11:59 PM Type: Commuter Non-Resident View Discussion:
View	ID: 10091 Status: Active Address:	License Plate: 1876Y Date Submitted: 3/3/2021 3:27 PM Expiration Date: 3/31/2021 11:59 PM Type: Overnight Emerson View Discussion:
View	ID: 10090 Status: Active Address:	License Plate: OLL9 Date Submitted: 3/3/2021 3:22 PM Expiration Date: 3/31/2021 11:59 PM Type: Commuter Non-Resident View Discussion:
View	ID: 10089 Status: Active Address:	License Plate: 7UHG Date Submitted: 3/3/2021 3:11 PM Expiration Date: 3/31/2021 11:59 PM

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



Permit: 10095

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

Back

Information Status: Issued

Start Date:	3/16/2021 3:17 PM	Permit Type	Commuter Non-Resident
Expiration Date:	3/31/2021 11:59 PM	Tariff Name	East Lot
License Plate *	<input type="text" value="8965LK"/> Update	Price	40.00
Zone	Commuter Non-Res	Next Billing Date	6/30/2021 11:59 PM
Subscription Payment ?	<input type="checkbox"/>		

Available Actions

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

Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
Card	3/16/2021 3:17 PM	480709*****0380	40.00	View Receipt

✓ Message
License plate is updated.



Permit: 10095

← Back

4. Message appears indicating license plate was updated successfully

Information Status: Active

Start Date:	3/16/2021 3:17 PM	Permit Type	Commuter Non-Resident
Expiration Date:	3/31/2021 11:59 PM	Tariff Name	East Lot
License Plate *	<input type="text" value="POM875"/> Update	Price	40.00
Zone	Commuter Non-Res	Next Billing Date	<input type="text" value="6/30/2021 11:59 PM"/>
Subscription Payment ?	<input type="checkbox"/>		

Available Actions

Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
Card	3/16/2021 3:17 PM	480709*****0380	40.00	View Receipt