DOWNTOWN BUSINESS PERMIT

How to purchase utilizing the online parking permit portal

Discussion **0**   Notifications **66**   Welcome jleib@mountprospect.org ▾

Home | Applications **33** | Permit **20** | Bulk Permits **16**

Welcome   Account Settings ▾

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

Recent Activity

📝 View	**Type:**	Permit	**Expiration Date:**	4/30/2021 11:59 PM
	ID:	10094	**Last Update:**	3/12/2021 11:48 AM
	Status:	Payment Pending	**Last Notification:**	
	License Plate:	HKJHKHKJH	**Last Discussion:**	
			View Discussion:	🗨

📝 View	**Type:**	Application	**Expiration Date:**	6/8/2021 3:04 PM
	ID:	100	**Last Update:**	3/10/2021 3:04 PM
	Status:	Application Ready	**Last Notification:**	Permit Application has been Submitted
	License Plate:		**Last Discussion:**	
			View Discussion:	🗨

📝 View	**Type:**	Application	**Expiration Date:**	3/31/2021 11:59 PM
	ID:	99	**Last Update:**	3/10/2021 3:03 PM
	Status:	Application Ready	**Last Notification:**	
	License Plate:	JUHK	**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

Downtown Business

Next

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

3. After selecting the permit type click the Next button

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4. Enter the number of permits you will need. You will need a permit for each employee that requires parking.

5. To verify your eligibility you are required to input you Business License Permit #.

6. Permits are purchased for a 90 day period. The permit is valid for 90 days from the listed start date. Enter the desired start date for the 90 day period you want to purchase. The end date will auto-fill.

7. Click on the Save And Continue button

Home   Apply for Permit

Discussion 0   Notifications 74   Welcome jleib@mountprospect.

New application

Application progress - Step 3 of 5 - Option Selection

← Back

Permit Options Status: New

Type:	Downtown Business District
Package:	Downtown Business
Unit Price:	0.00
Business ID: *	1234
Start Date:	4/1/2021 12:04 PM
End Date:	6/30/2021 12:04 PM

Zone: Downtown Business

Number of requested permits * 3

Subscription Payment ?

Next Billing Date 9/30/2021 12:04 PM

Save And Continue

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New application

Application progress - Step 3 of 5 - Option Selection

◀ Back

Permit Options Status: New

Type:	Downtown Business District	Zone:	Downtown Business
Package:	Downtown Business	**Number of requested permits**	3
Unit Price:	0.00		
Business ID: *	1234		
Start Date:	4/1/2021 12:04 PM		
End Date:	6/30/2021 12:04 PM		1 12:04 PM

🖫 Save And Continue

Confirm

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

CONFIRM   **CANCEL**

8. Click on the Confirm button

Application: 106

← Back

Permit Options Status: **Application Ready**

Type:	Downtown Business District	Zone:	Downtown Business
Package:	Downtown Business	Number of	
Unit Price:	0.00		
Business ID:	1234		
Start Date:	4/1/2021 12:04 PM		
End Date:	6/30/2021 12:04 PM		1 12:04 PM

☑ Update

✓

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: **106**

CLOSE

⚑ Finish

9. Click on the Close button

Home   Apply for Permit   Discussion **0**   Notific

Home   Applications **39**   Permit **25**   Bulk Permits **18**

Request Information

Show Ongoing

Type to filter by license plate

📋 View

Action ▾

ID:	109	License Plate:	
Status:	**Application Ready**	Date Submitted:	3/18/2021 3:40 PM
		Request Type:	Downtown Business District
		View Discussion:	💬

📋 View

Action ▾

ID:	108	License Plate:	JY7UJ
Status:	**Complete**	Date Submitted:	3/18/2021 2:41 PM
		Request Type:	Overnight Emerson
		View Discussion:	💬

📋 View

ID:	106	License Plate:	
Status:	**Complete**	Date Submitted:	3/17/2021 11:31 AM
		Request Type:	Downtown Business District
		View Discussion:	💬

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

Permit Application has been Approved - Message (HTML)

File   Message   Laserfiche   Acrobat   Tell me what you want to do...

CaleWebOffice@calesystems.com   Leib, Jason   10:31 AM

Permit Application has been Approved

Hello

Your Permit application 105 has been approved.

The associated permit 10097 is ready to view or pay.

10. Click on the link to permit.

Application: 106

← Back

Permit Options Status: Complete

Type:	Downtown Business District ▾	Zone:	Downtown Business
Package:	Downtown Business ▾	**Number of requested permits** *	3
Unit Price:	0.00		
Business ID:	1234	Subscription Payment ❓	⬤
Start Date:	4/1/2021 12:04 PM		
End Date:	6/30/2021 12:04 PM	Next Billing Date	9/30/2021 12:04 PM

✎ Update

Permit   **Close**

11. Click on the Permit button.

Permit Application: 106

◉ Back

Note: You will need to update the permit with your employee's license plate information.

Information Status: **Complete**

Start Date:	4/1/2021 12:04 PM	**Permit Type:**	Downtown Business District
Expiration Date:	6/30/2021 12:04 PM	**Unit Price:**	0.00
Contact:	jleib@mountprospect.org	**Requested Permits:**	3
Zone:	Downtown Business	**Active/Paid Permits:**	3
		Payment Pending Permits:	0
Subscription Payment ❓	🔵	**Next Billing Date**	9/30/2021 12:04 PM

12. Select the check box of the permit you want to update.

13. Place the cursor in the License Plate field and enter the employee's plate number.

Paid Permits (3)

Type to filter by license plate

Note: Repeat steps 12 and 13 for each permit.

Update	Active/Deactivate	Permit ID	License Plate
☑	🟢	10098	IUY852
☑	🟢	10099	POI698
☑	🟢	10100	SDE453

Update Permits

14. Once all license plate information has been entered select the Update Permits button.

Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
None	3/17/2021 11:30 AM		0.00	View Receipt

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Permit Application: 106

[← Back]

Information Status: [Complete]

Start Date:	4/1/2021 12:04 PM	Permit Type:	Downtown Business District
Expiration Date:	6/30/2021 12:04 PM	Unit Price:	0.00
Contact:	jleib@mountprospect.org	Requested Permits:	3
Zone:	Downtown Business	Active/Paid Permits:	3
		Payment Pending	0

Subscription Payment ❓ 🔘

9/30/2021 12:0

15. Select Yes.

⚠️

Update

The selected permits will be updated. Are you sure you want to proceed?

YES | NO

Paid Permits (3)

...se plate 🔍

Update	Active/Deactivate	Permit ID	
☑	🔘	10098	
☑	🔘	10099	POI698
☑	🔘	10100	SDE453

[Update Permits]

Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
None	3/17/2021 11:30 AM		0.00	View Receipt

Permit Application: 106

⬅ Back

16. Message appears indicating license plate was updated successfully

Information Status: Complete

Start Date:	4/1/2021 12:04 PM	**Permit Type:**	Downtown Business District
Expiration Date:	6/30/2021 12:04 PM	**Unit Price:**	0.00
Contact:	jleib@mountprospect.org	**Requested Permits:**	3
Zone:	Downtown Business	**Active/Paid Permits:**	3
		Payment Pending Permits:	0
Subscription Payment ❓	🔵	**Next Billing Date**	9/30/2021 12:04 PM

Paid Permits (3)

Type to filter by license plate 🔍

Update	Active/Deactivate	Permit ID	License Plate
☐	🟢	10098	IUY852
☐	🟢	10099	POI698
☐	🟢	10100	SDE453

Update Permits

Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
None	3/17/2021 11:30 AM		0.00	View Receipt

DOWNTOWN BUSINESS PERMIT

How to change the vehicle associated with a permit

Note: *If an employee were to separate and you need to remove the plate from the permit are assign the plate to a new employee please follow the following steps..*

Home   Applications **39**   Permit **25**   Bulk Permits **18**

Request Information

Show Ongoing ⬤

Type to filter by license plate

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

📝 View

Action ▾

ID:	109	License Plate:	
Status:	**Application Ready**	Date Submitted:	3/18/2021 3:40 PM
		Request Type:	Downtown Business Distric
		View Discussion:	🗨

📝 View

Action ▾

ID:	108	License Plate:	JY7UJ
Status:	**Complete**	Date Submitted:	3/18/2021 2:41 PM
		Request Type:	Overnight Emerson
		View Discussion:	🗨

📝 View

ID:	106	License Plate:	
Status:	**Complete**	Date Submitted:	3/17/2021 11:31 AM
		Request Type:	Downtown Business District
		View Discussion:	🗨

Permit Application: 106

[← Back]

Information Status: [Complete]

Start Date:	4/1/2021 12:04 PM	**Permit Type:**	Downtown Business District
Expiration Date:	6/30/2021 12:04 PM	**Unit Price:**	0.00
Contact:	jleib@mountprospect.org	**Requested Permits:**	3
Zone:	Downtown Business	**Active/Paid Permits:**	3
		Payment Pending Permits:	0
Subscription Payment ❓	🔵	**Next Billing Date**	9/30/2021 12:04 PM

Paid Permits (3)

Type to filter by license plate

Update	Active/Deactivate	Permit ID	License Plate
☑	🟢	10098	IUY852
☑	🟢	10099	POI698
☑	🟢	10100	SDE453

[Update Permits]

Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
None	3/17/2021 11:30 AM		0.00	View Receipt

2. Select the check box of the permit you want to update.

3. Place the cursor in the License Plate field and enter the employee's plate number.

4. Once all license plate information has been entered select the Update Permits button.

Permit Application: 106

← Back

5. Message appears indicating license plate was updated successfully

Information Status: **Complete**

Start Date:	4/1/2021 12:04 PM	**Permit Type:**	Downtown Business District
Expiration Date:	6/30/2021 12:04 PM	**Unit Price:**	0.00
Contact:	jleib@mountprospect.org	**Requested Permits:**	3
Zone:	Downtown Business	**Active/Paid Permits:**	3
		Payment Pending Permits:	0
Subscription Payment ❓	🔵	**Next Billing Date**	9/30/2021 12:04 PM

Paid Permits (3)

Type to filter by license plate 🔍

Update	Active/Deactivate	Permit ID	License Plate
☐	🟢	10098	IUY852
☐	🟢	10099	POI698
☐	🟢	10100	SDE453

Update Permits

Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
None	3/17/2021 11:30 AM		0.00	View Receipt