

MAPLE DECK OVERNIGHT PARKING PERMIT

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 Permit Type

Maple Overnight

Next

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

3. After selecting the permit type click the Next button



New application

Application progress - Step 3 of 5 - Option Selection

Back

5. Permits are purchased by calendar month. In the Start Date field select the first of the month for the calendar month you wish to purchase a permit. The End Date will adjust automatically.

Options Status: **New**

Maple Overnight
Maple Overnight
90.00
Start Date: 09/01/2022 2:01 PM
End Date: 9/30/2022 11:59 PM

Zone:

Maple Overnight

License Plate: *

1234

Edit

4. Click edit and enter the license plate of the vehicle to be associated with the permit.

Save And Continue

6. Click on the Save And Continue button



New application

Application progress - Step 3 of 5 - Option Selection


Back

Permit Options Status: New

Type:	Overnight Emerson
Package:	Emerson Deck
Price:	90.00
Start Date:	4/1/2021 11:24 AM
End Date:	4/30/2021 11:59 PM

Zone:	Emerson Overnight
License Plate: *	KJU875

7. 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.

Save And Continue



Application: 946

Application progress - Step 4 of 5 - Provide Documentation

Back

Note: You must be reside in a multi-family residential building in downtown Mount Prospect to be eligible to purchase a Maple Deck Overnight permit. A copy of a current utility bill, lease agreement, etc. will act as proof of residency.

Permit Options Status: New

Type:	Maple Overnight	Zone:	Maple Overnight
Option:	Maple Overnight	License Plate: *	1234 Edit Update
Price:	90.00		
Start Date:	9/1/2022 2:01 PM		
End Date:	9/30/2022 11:59 PM		

Documentation

Utility Bill

Choose File No file chosen

Mandatory

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



Application: 946

Application progress - Step 4 of 5 - Provide Documentation

Back

Permit Options Status: **Application Ready**

Type:	Maple Overnight	Zone:	Maple Overnight	Edit	Update
Option:	Maple Overnight				
Price:	90.00				
Start Date:	9/1/2022 2:01 PM				
End Date:	9/30/2022 11:59 PM				

Documentation

[? Utility Bill](#)

[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: **946**

[CLOSE](#)

9. Click on Close.



Application: 946

[← Back](#)

Permit Options Status: **Application Ready**

Type:	Maple Overnight
Option:	Maple Overnight
Price:	90.00
Start Date:	9/1/2022 2:01 PM
End Date:	9/30/2022 11:59 PM

Zone: **Maple Overnight**

License Plate: * [Edit](#) [Update](#)

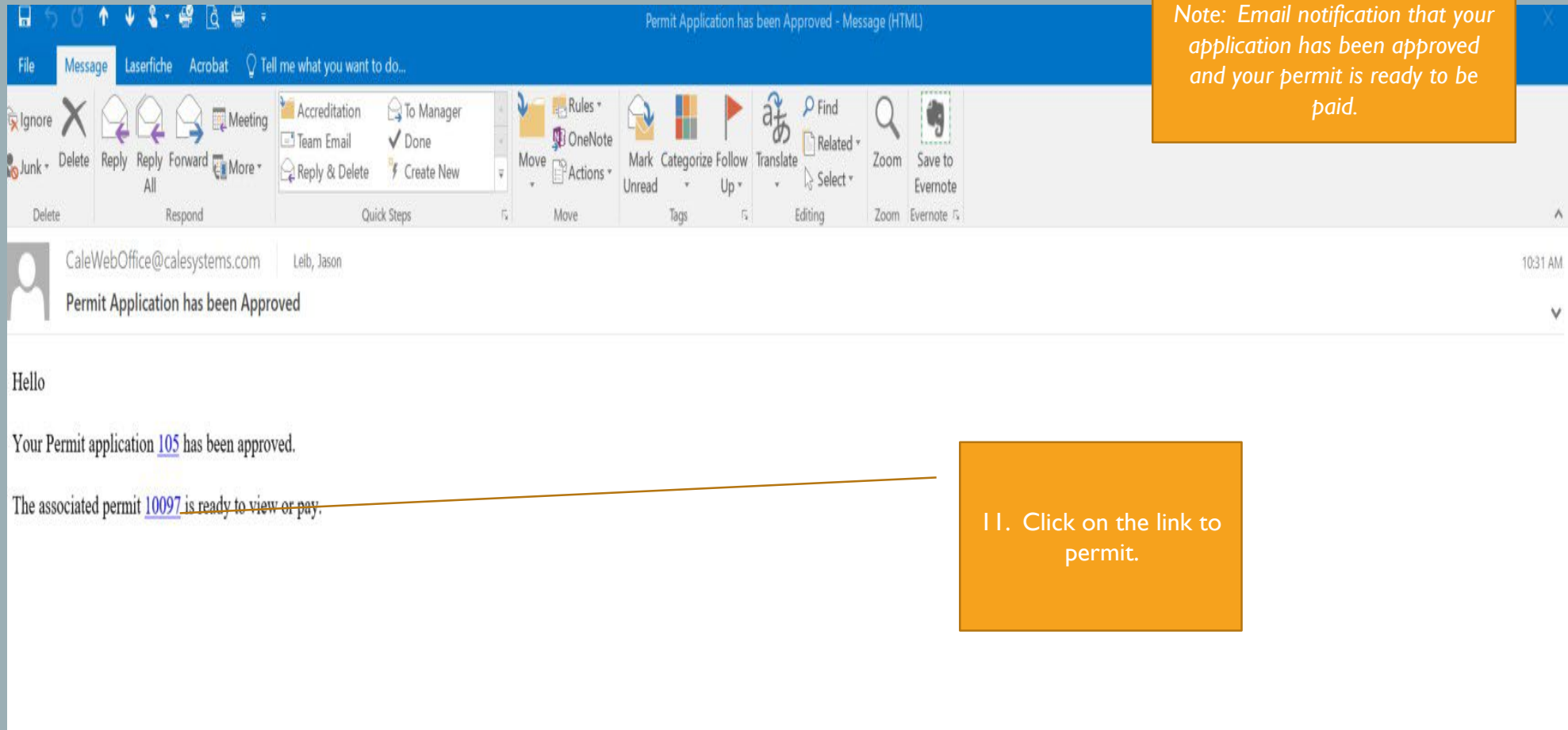
Documentation

[? Utility Bill](#) No file chosen [Submitted](#) [Booster Pump Station Rehab.jpg](#)

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.

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

[Finish](#)



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

11. Click on the link to permit.



Permit: 10978

← Back

Application

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

Information Status: Payment Pending

Start Date: 9/1/2022 1:42 PM
Expiration Date: 9/30/2022 11:59 PM
License Plate: 1234
Zone: Maple Overnight

Permit Type: Maple Overnight
Tariff Name: Emerson Deck Night

Payment

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

Total: 90.00

✕ Click to cancel payment

Pay Now

12. Click on the Pay Now button.

Note: Actual cost of the permit will be reflected in the Amount field.

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.



13. Enter the required credit card information

14. After entering credit card information click Perform Payment.

Message
✓ Payment successful.
Confirmation number:
b8b4b5057b309323

Note: You will receive notification payment was successful.



Permit: 10097

← Back

Application

15. Click Back to return to the Home Screen.

Information Status: Issued

Start Date: 4/1/2021 11:27 AM

Expiration Date: 4/30/2021 11:59 PM

License Plate *

Update

Zone Emerson Overnight

Subscription Payment

Permit Type Overnight Emerson

Tariff Name Emerson Deck Night

Price 90.00

Next Billing Date

Available Actions

Payment History

Payment Method	Purchase Date	Masked Pan	Amount	View Receipt
Card	3/17/2021 10:58 AM	480709*****0380	90.00	View Receipt



Permit Information

Type to filter by license plate

Active

View	ID: 10096 Status: Active Address:	License Plate: JHI876 Date Submitted: 3/16/2021 3:38 PM Expiration Date: 3/31/2021 11:59 PM Type: Commuter Resident View Discussion:
View	ID: 10095 Status: Active Address:	License Plate: POM875 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: I876Y 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

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.

MAPLE DECK OVERNIGHT PARKING PERMIT

How to change the vehicle associated with the permit



Permit Information

Type to filter by license plate

Active

View	ID: 10096 Status: Active Address:	License Plate: JHI876 Date Submitted: 3/16/2021 3:38 PM Expiration Date: 3/31/2021 11:59 PM Type: Commuter Resident View Discussion:
View	ID: 10095 Status: Active Address:	License Plate: POM875 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: I876Y 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

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.



Permit: 10102

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

Information Status: Issued

Start Date:	4/1/2021 8:23 AM	Permit Type	Overnight Emerson
Expiration Date:	4/30/2021 11:59 PM	Tariff Name	Emerson Deck Night
License Plate *	<input type="text" value="JY7UJ"/> Update	Price	90.00
Zone	Emerson Overnight	Next Billing Date	<input type="text" value="3/31/2021 11:59 PM"/>
Subscription Payment ?	<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	3/18/2021 2:41 PM	480709*****0380	90.00	View Receipt

✓ Message
License plate is updated.



Permit: 10096

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4. Message appears indicating license plate was updated successfully

Information Status: Active

Start Date:	3/16/2021 3:38 PM	Permit Type	Commuter Resident
Expiration Date:	3/31/2021 11:59 PM	Tariff Name	ResMonthly
License Plate *	<input type="text" value="LKUY658"/> Update	Price	40.00
Zone	Commuter Resident	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 3:38 PM	480709*****0380	40.00	View Receipt