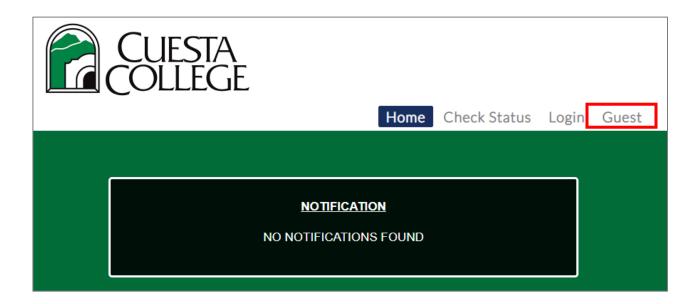
# **Welcome to the Online Guest Permit Application System**

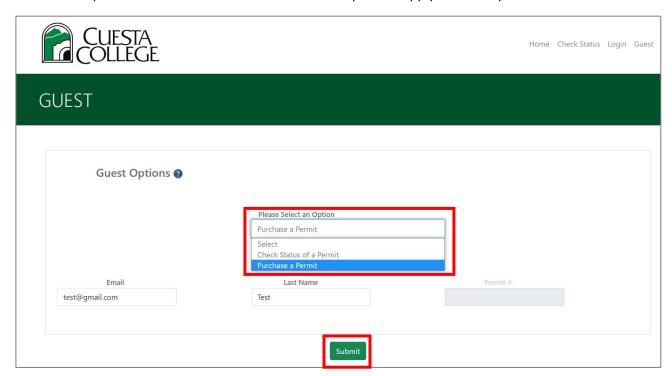
You can access Guest passes by going to the following link: https://cuestacollege.thepermitportal.com/Guest

If you are already on the permit portal below you can simply choose the **Guest** option from the menu.

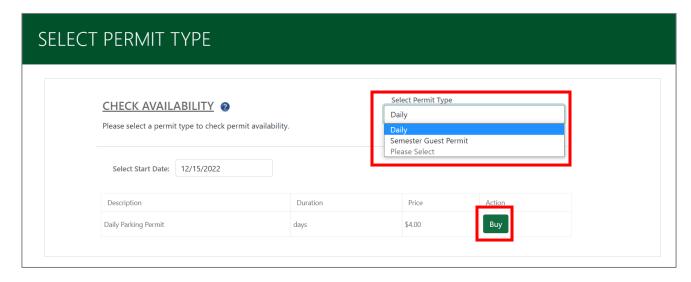


#### **Permit Application**

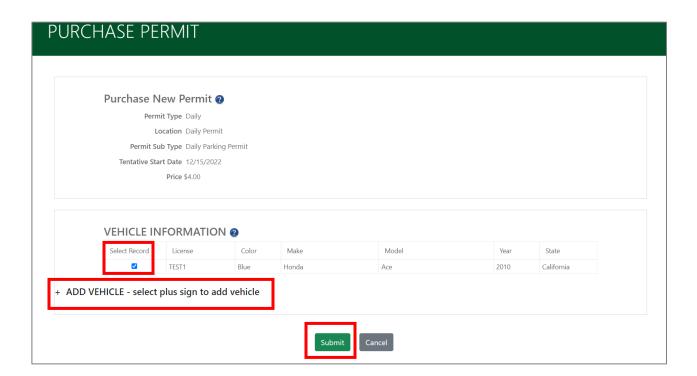
From the drop down list choose the **Purchase a Permit** option to apply for a new permit and **Submit**.



Choose the permit type you would like to purchase under Select Permit Type and continue to Buy.

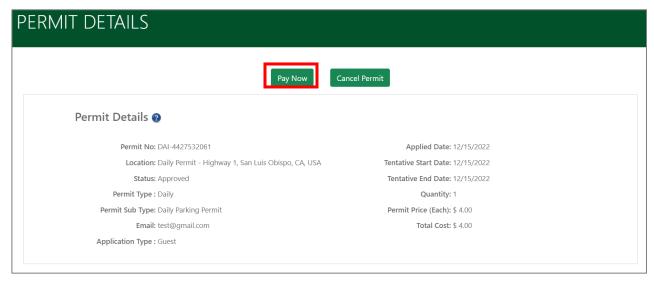


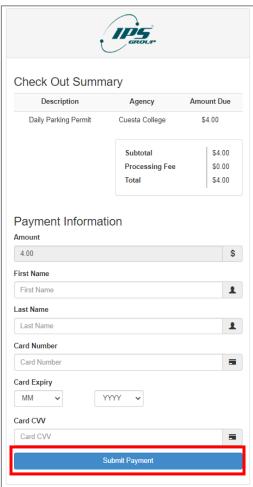
Complete the permit application below by selecting the vehicle that you would like to purchase the permit for and **Submit**.



### **Submit Payment**

Continue to Pay Now and enter your card details. Contine to Submit Payment.



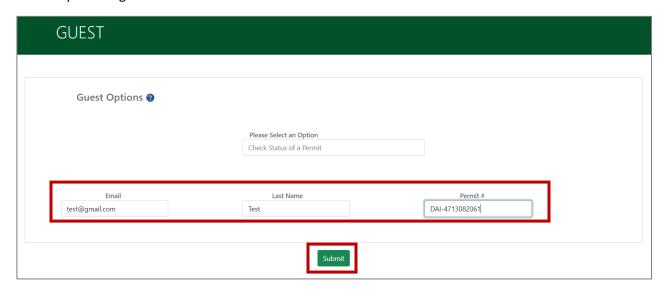


## **Transaction Complete**

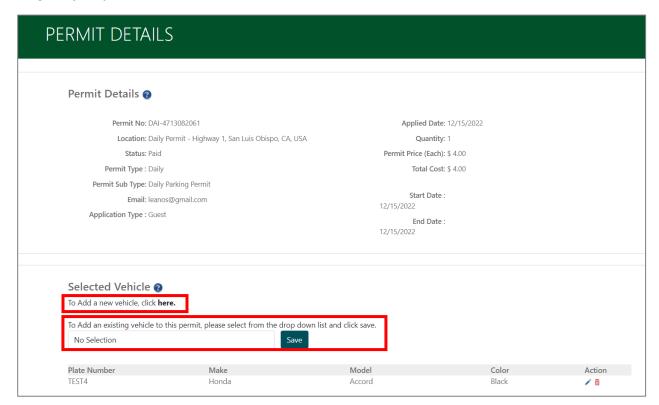
Once payment is processed, the Permit Details page will provide the transaction details. Your permit is digital and assigned to your vehicle plate number(s).

#### **Updating Vehicle Information**

Permits are digital and assigned to the vehicle plate number(s). To update a vehicle for an existing permit return to the Guest link <a href="https://cuestacollege.thepermitportal.com/Guest">https://cuestacollege.thepermitportal.com/Guest</a> and search for your permit record by entering all fields below and <a href="https://cuestacollege.thepermitportal.com/Guest">Submit</a>.



On the Permit Details page go to **Selected Vehicle**. You can add vehicles to your profile on this page aswell as update the vehicle(s) assigned to the current permit. **Once you've selected the applicable vehicle to assign to your permit select Save.** 



#### Questions

Feel free to contact us for any questions.

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