



# What's next

## How to apply for an online Parking Permit

Bundoora Campus

Brunswick Campus

Motorcycle Permit

Bundoora Student Accommodation Permit

# How to apply for a Permit

To apply for a permit, go to the application website:  
<https://rmit.easyparksystem.net/permit-ss/manual-login>.

- If you are a new user, click on the Sign-up button on the right side of the screen.
- If you are already a user, please insert your username and password.

**Already a user? Login below.**

Username

Password

[Forgot password?](#)

**New user? Please sign-up**



Once you have clicked on the Sign-up button you will be prompted to another screen to create your account.

- Insert your staff/student RMIT email address in the E-Mail box.
- Insert your Mobile phone number in the Mobile phone number box.
- Insert your staff/student ID number into the Staff/Student ID box (**enter the LAST 6 digits of your ID number**) One of the most common errors is people entering more than 6 digits. If your staff number is less than 6 digits please enter “0” at the beginning to make up 6 digits



- In the Password, box insert your new password (follow instructions in the box)
- In the confirm password box, insert the password again.



Create Account

### Account Details

E-mail \*

Students and staff must use a their personal RMIT email address

Mobile phone number \*

+61

Staff/Student ID

Enter the LAST 6 DIGITS of your ID.  
(Example: "s1234567" enter "234567") \*

234567

Password \*

Min. 8 characters, a CAPITAL and numeric (e.g. Password1)

Confirm password \*

Min. 8 characters, a CAPITAL and numeric (e.g. Password1)



On the same screen you will now fill up the appropriate boxes with:

- Your first name
- Your last name
- Your street name, postcode, suburb and state.


Then click on the proceed button on the lower right corner of the screen.

<b>First name *</b> <input type="text" value="Enter first name"/>	<b>Last name *</b> <input type="text" value="Enter last name"/>
<b>Street name *</b> <input type="text" value="Unit/house number and street name"/>	
<b>Post code *</b> <input type="text" value="e.g. 3000"/>	
<b>Suburb *</b> <input type="text"/>	<b>State *</b> <input type="text"/>

[← Back to login page](#) [Proceed](#)



You will be prompted to another screen, where you can verify that the information you have provided is correct. You can modify your **RMIT email address**, your **phone number** or your **staff/student ID** number by clicking on the Change key on the lower right corner of your screen.


 Account information

First name. Last name	Email	example@easypark.com.au
1 high street 3000 Melbourne VIC	Phone Number	+61440000000
	Staff/Student ID	987654
	Enter the LAST 6 DIGITS of your ID. (Example: "s1234567" enter "234567")	

 Change



You can then modify your details on the boxes shown below, once you have finished click on the save details key situated on the lower right side of your screen.

 Account information

First name. Last name

1 high street  
3000  
Melbourne VIC

Email \*

example@easypark.com.au

Phone Number \*


+61440000000

Staff/Student ID

987654

Enter the LAST 6 DIGITS of your ID.

(Example: "s1234567" enter "234567") \*

 Save details




If you need to modify your name or address, click on the menu **<Account details>** on the top of your screen.



[Overview](#) [Account details](#) [Payment Details](#) [FAQ](#)

[Logout](#)

 Account information

First name. Last name

Email

example@easypark.com.au

1 high street  
3000

Phone Number

+61440000000

Melbourne VIC

Staff/Student ID

987654

Enter the LAST 6 DIGITS of your ID.

(Example: "s1234567" enter "234567")

 Change






You will be then, prompted to the next screen where you can modify your name and address.

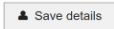
Once you have finished, click on the **<Save detail>** key.

Overview [Account details](#) Payment Details FAQ Logout

---

 Account details

First name *	Last name *
<input type="text" value="First name"/>	<input type="text" value="Last name"/>
E-mail *	Mobile phone number *
<input type="text" value="example@easypark.com.au"/>	<input type="text" value="+6144000000"/>
Street name *	
<input type="text" value="1 high street"/>	
Post code *	
<input type="text" value="3000"/>	
Suburb *	
<input type="text" value="Melbourne"/>	
	State *
	<input type="text" value="VIC"/>





Insert the number plate of the vehicle you want to obtain the permit for in the vehicle registration number box and click the <Continue> key, you will then see the available parking permits.

+ Apply for permits

To search for available parking permits please enter your vehicle registration number and press "Continue".

Vehicle registration number

CAR REG. PLATE

+ Continue

✓ Active parking permits

● No permits

**Please Note: Double check your registration number when you enter it. It's easy to switch the number – letter order or type a O instead of 0, I instead of 1. Standard Victorian license plates are 3 letters 3 numbers or 1 number 2 letters 1 Number 2 letters. Entering the incorrect number plate will result in a parking fine**



You can then select the type of parking permit you want to apply for by choosing any of the available <Select> keys

Vehicle registration number

ABC123

+ Continue

Bi-Annual Staff Semester 2 Bundoora (Credit Card)

✔ Select

Bi-Annual Staff Bundoora Semester 2 (Salary Sacrifice)

✔ Select

Bi-Annual Student - Semester 2 Bundoora general parking

✔ Select

Bundoora Student Accommodation - Bi-Annual Student - Semester 2

✔ Select

Annual Motorcycle permit - Bundoora and Brunswick

✔ Select

Annual Motorcycle Permit - Building 91

✔ Select

Bundoora Monthly Permit (Student or Staff)

✔ Select

Brunswick Student and Staff Annual Permit

✔ Select



Active parking permits

🚫 No permits



You will be taken to another page, please read the information provided before applying for the parking permit. You must agree with the permit terms and conditions. If you are applying for a Bundoora Monthly Permit (Staff or Student) please select the date you wish the permit to commence from. If you are applying for any other permit you will have not the choice of the starting date it will automatically be from the date you purchase the permit. Then click on the <Apply >key

Non-compliance with the terms ab... e permit and a parking fine.

**By proceeding with your applic... is and conditions.**  
**Parking is at own risk.**  
Parking Permit is valid for the per... onsibility of the permit holder. Email reminders to renew will not be sent to permit holders.

For further information on the per... it.edu.au/propertieservices/parkingoncampus or send an email to [info@greencoparking.com](mailto:info@greencoparking.com).

MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Today Close

Valid from: \* 02/08/2021 Valid to: \* 31/08/2021

Parking zone: \* RMIT Bundoora general parking I accept the permit terms:

Price: **55 AUD**

← Cancel + Apply

✓ Active parking permits



Once you have applied you will be taken to the payment page where you will see the amount to pay. Click on the <Pay> key.

 Basket

Permit name (basket header)	Valid from	REGISTRATION NUMBER	Price	
Bundoora Monthly Permit (Student or Staff)	02/08/2021 - 31/08/2021	ABC123 / NULL	55.00 AUD	

Total 55 AUD

 Pay



Select the type of payment you want to use in the payment box and click <Next> key



 Account information

First name, Last name

1 high street  
3000  
Melbourne VIC

**Payment**

Payment configuration:\*

MasterCard

← Back

→ Next



# Fill in your credit card details and press <Save>

**Payment**

**First name. Last name**  
1 high street  
3000  
Melbourne VIC

Email: example@easypark.com.au

Payment method:

**Total: 55 AUD**

**Enter Card Information**

Card number

Expiry Month

Expiry Year

**Save**

Cancel

In the next screen, you can confirm payment by clicking on the <Confirm payment> key



[Overview](#) [Account details](#) [Payment Details](#) [FAQ](#)

[Logout](#)

**Confirmation**

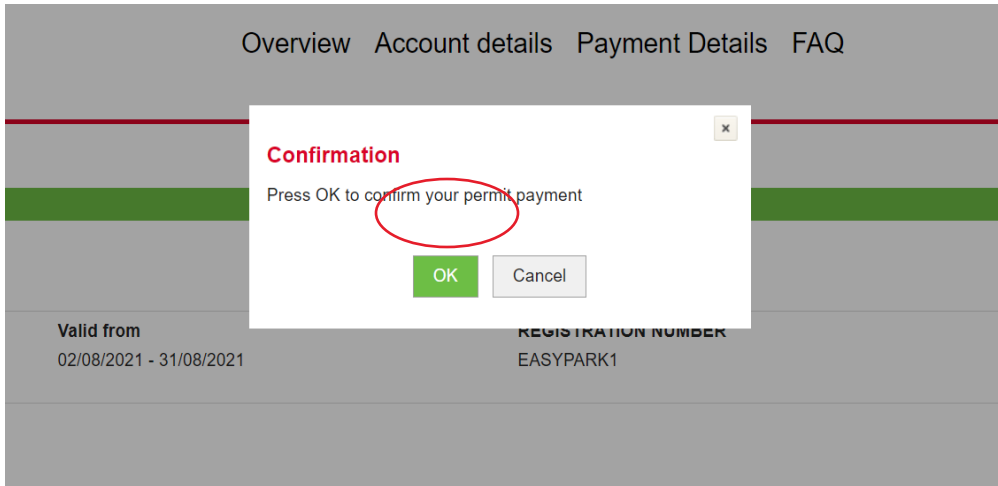
[Edit credit card information](#)

Bundoora Monthly Permit (Student or Staff)	<b>Valid from</b> 02/08/2021 - 31/08/2021	<b>REGISTRATION NUMBER</b> EASYPARK1	55.00 AUD
--	--	---	-----------

**Total 55 AUD**

[← Back](#) [Confirm Payment](#)





You will then receive a confirmation that the permit has been successfully added.





**Permit successfully added****Account information**

Agent Number	Email	agentnumber@unimelb.com
18, Wilson Street, Hawthorn VIC Melbourne VIC	Phone Number	+61375193807
	Qualification ID	1234567
	Enter the LAST 6 DIGITS of your ID. (Example: "1234567" enter "234567")	

[Change](#)**Apply for permits**

To search for available parking permits please enter your vehicle registration number and press "Continue".

Vehicle registration number  
CAR REG. PLATE  [Continue](#)

**Active parking permits**

Registration number	E42195861	<a href="#">View details</a>
Parking license type	Business Monthly Permit (Student or Staff)	<a href="#">Report details</a>
Parking zone	RMIT Business general parking	<a href="#">Switch car</a>
Valid from	02/02/21	<a href="#">Transfer license</a>
Valid to	31/03/21	<a href="#">View details</a>
Registration number	A8C123	<a href="#">View details</a>
Parking license type	Annual Melbourne Permit - Building 51	<a href="#">Report details</a>
Parking zone	RMIT Building 51 Melbourne parking RMIT Building 51 Melbourne parking	<a href="#">Switch car</a>
Valid from	30/02/21	<a href="#">Transfer license</a>
Valid to	31/03/21	<a href="#">View details</a>



For further information on the permit policy please refer to <http://www.rmit.edu.au/propertyservices/parkingoncampus> or send an email to [parking@rmit.edu.au](mailto:parking@rmit.edu.au)

