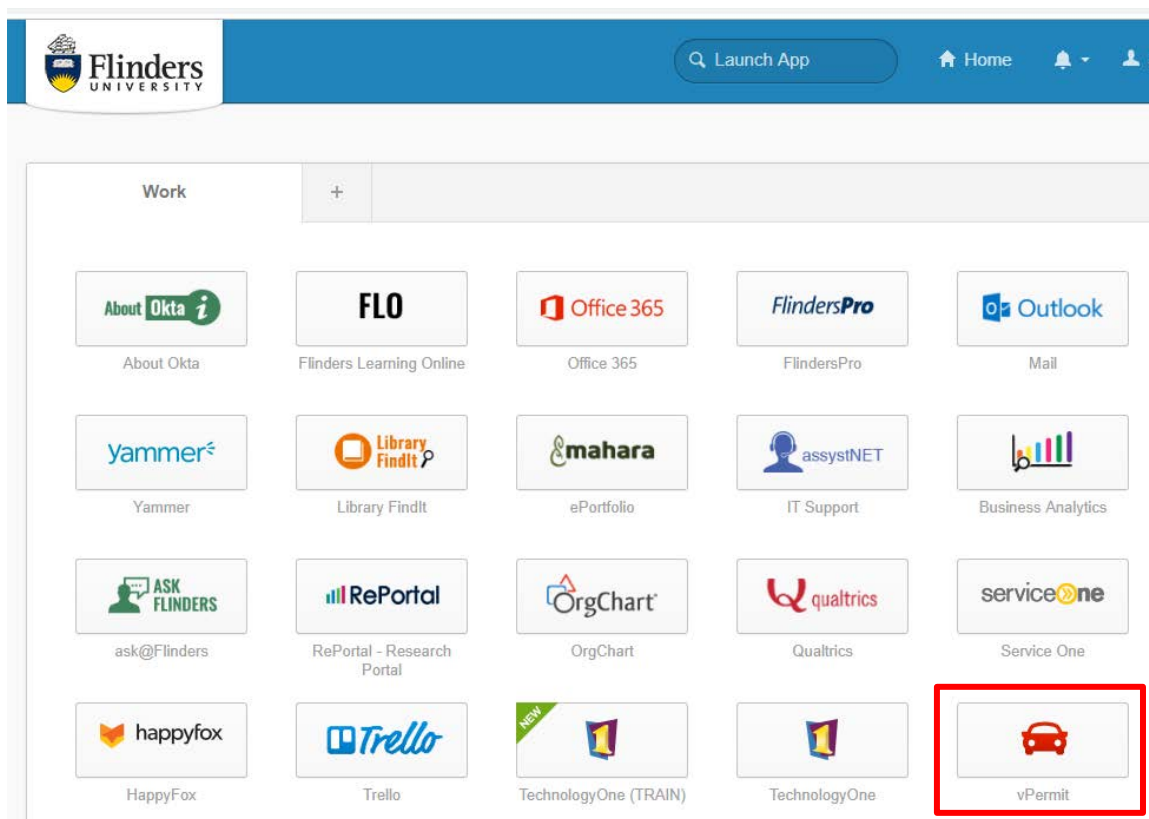


How to create a Business Blue Parking Session

The steps below will allow Flinders University staff to create a Business Blue Parking session. Business Blue permits enable staff to access short term parking to move between multiple destinations for activities like business meetings, seminars, workshops or student placement visits.

1. Log in to vPermit using your Okta account



2. Click on *My Business Blue Permits* located in the menu bar



My Permits

Apply for a vPermit

Permit	Status	Actions
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3. Click on the *Create New Business Blue Permit* button



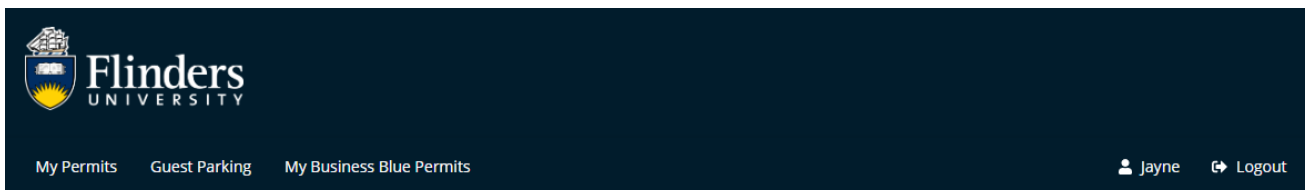
My Business Blue Permits



Vehicle Rego Created On: From Date Until Date

Action	Status	Created On	Business Blue Type	Start Date	End Date	Price	Vehicle Registrations	College / Portfolio
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4. Select a 2 Hour or 4 Hour Business Blue permit and enter the vehicle registration if it is not shown.



Create Business Blue Permit

Business Blue Type

Vehicle Registrations

5. Enter the date (up to 24 hours in advance) and start time, the reason for permit i.e. meeting, workshop and select your College / Portfolio from the drop down list. The comment field is not mandatory but can be used if you would like to remind yourself of the business need. Click *Next*.

Start Date

Start Time (24hrs)

Reasons for Permit

College / Portfolio

Comment

6. Confirm the details shown are correct, read and agree to the terms and conditions of use and click Activate.

Business Blue Permit Confirmation

Permit	Business Blue (2 hr) (Price: \$0 Per Car)
Licence Plates	BBB222 (1 licence plates)
Permitted zones	Business Blue

Terms & Conditions

- To be used for short term business needs only where movement around campus is required
- To be used if a suitable general bay is not available
- Not available for visitor or student use
- Valid only if used in conjunction with a staff vPermit or other valid staff parking session
- Does not guarantee bay availability in a preferred location

Your permit will then become active at the time specified.

If you are unable to see any permits to select, it means that the maximum number of active permits has been reached. Please check back later as spaces will become available as permits expire.

If you have any queries or need assistance with Business Blue Parking, please contact the **PFD Customer Service team on 8201 2733 or via Service One.**