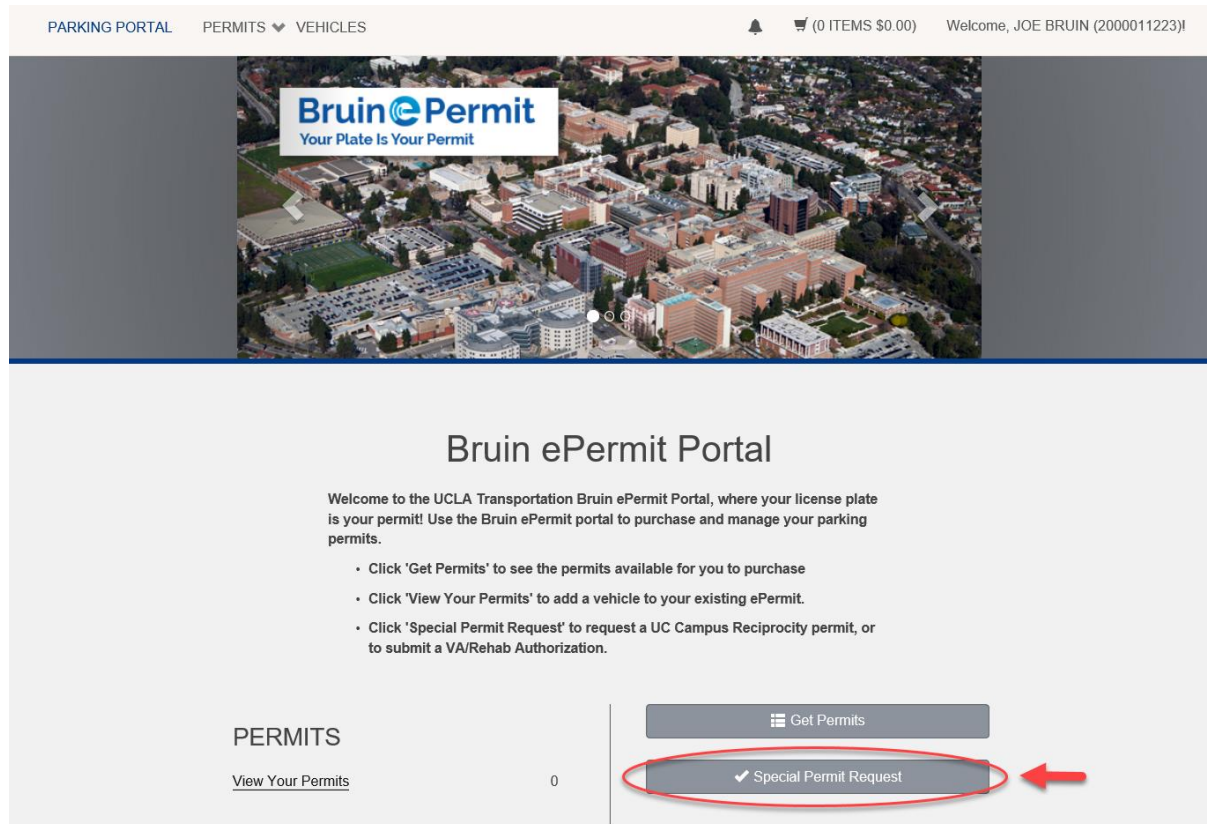


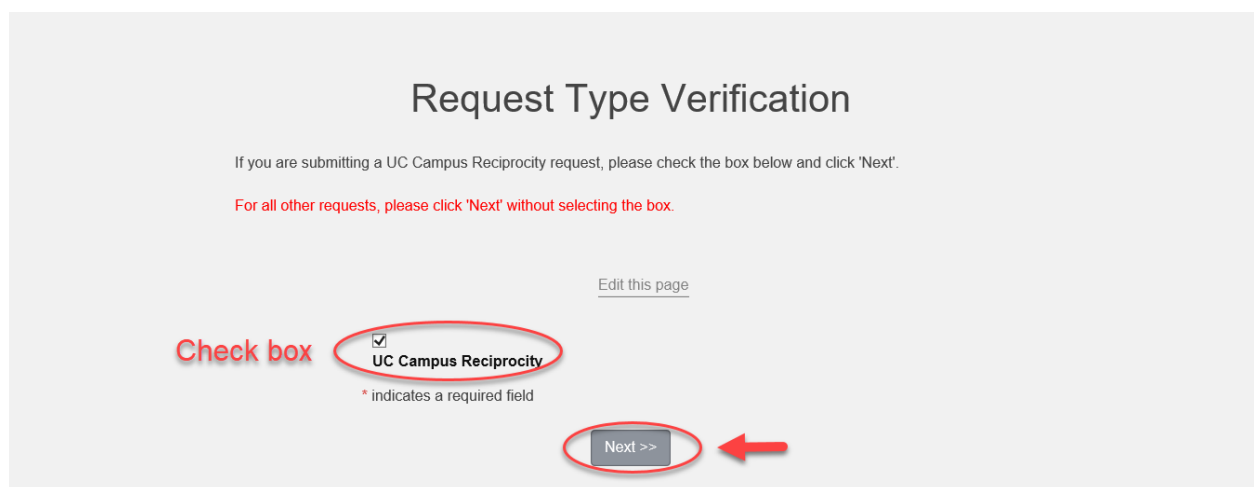
Process: Requesting a UC Campus Reciprocity Permit (Customer)

New customers will need to [create a Guest Account](#) before submitting a request.

Step 1: Once you login you will be brought to the Bruin ePermit Portal. Click "*Special Permit Request*" to request a UC Campus Reciprocity Permit.



Step 2: On the "Request Type Verification" screen, check the box for UC Campus Reciprocity and click the 'Next' button.



Process: Requesting a UC Campus Reciprocity Permit (Customer)

Step 3: On the "Special Permit Request" screen, select UC Campus Reciprocity from the drop down menu and then click the "Next" button.

The screenshot shows the 'Special Permit Request' screen. Under the 'VA/REHAB AUTHORIZATION' section, it states: 'If you are selecting the VA/Rehab Authorization, you will need to have your completed form from the Department of Rehabilitation or the Department of Veterans Affairs to attach with your request.' Under the 'UC Campus Reciprocity Request' section, it states: 'If you are selecting UC Campus Reciprocity, you will need to have proof of a valid permit from your home campus and your university ID to attach with your request.'

The 'Reason for Request' dropdown menu is highlighted with a red oval and a red arrow pointing to it. The selected option is 'UC Campus Reciprocity'. Below the dropdown, the 'Next >>' button is also highlighted with a red oval and a red arrow pointing to it.


Step 4: Attach a copy of proof of a valid permit from your home campus and University ID, then click the "Next" button.


The screenshot shows the 'Special Permit Request' screen. Under the 'VA/Rehab Authorization' section, it states: 'Please attach a copy of the completed VA or Department of Rehabilitation authorization form.' Under the 'UC Campus Reciprocity' section, it states: 'Please attach a copy of your proof of a valid permit from your home campus, and University ID.'

Below these sections is a text area labeled 'Please Describe Your Need For A Special Use Permit (If Required in Instructions Above)'. Below the text area, there are two document upload sections, each with a 'Browse...' button. The first section is labeled 'Attach Document - 3MB max. (if required) (allowed file extensions are .jpg, .jpeg, .bmp, .pdf, .png, .docx, .doc, .gif)'. The second section is labeled 'Additional Document - 3MB max. (if required) (allowed file extensions are .jpg, .jpeg, .bmp, .pdf, .png, .docx, .doc, .gif)'. Below these sections is an 'Email' field with the text 'mraygoza@ts.ucla.edu' and an asterisk indicating a required field. Below the email field, there is a note: '* indicates a required field'. At the bottom, the 'Submit' button is highlighted with a red oval and a red arrow pointing to it.

Process: Requesting a UC Campus Reciprocity Permit (Customer)

Step 5: On the "Parking Request Confirmation" screen, click "here" to begin the process of obtaining your reciprocity permit.

PARKING PORTAL PERMITS ▾ VEHICLES  (0 ITEMS \$0.00) Welcome, JOE BRUIN (2000011223)!




Parking Request Confirmation


You have signed up for the following approval list:

UC Campus Reciprocity

Thank you for making your approval request online. An email receipt has been sent to mraygoza@ts.ucla.edu. If you submitted a UC Campus Reciprocity request click [here](#) to obtain a reciprocity permit.

Step 6: On the "Purchase a Permit" screen click "Next".

PARKING PORTAL PERMITS ▾ VEHICLES  (0 ITEMS \$0.00) Welcome, JOE BRUIN (2000011223)!



Purchase a Permit

Click the link below to get a list of permits you are eligible to purchase.

[Edit this page](#)

[Next >>](#)

Process: Requesting a UC Campus Reciprocity Permit (Customer)

Step 7: On the "Available Parking Permit" screen, select the "Yellow/ 1-Day UC Campus Reciprocity" permit.

Available Parking Permits

To purchase a parking permit, select the desired permit type and acknowledge you have read and agreed to the Parking Privileges and the University Parking Regulations. Click "Next >>" to proceed.

- Quarterly permit effective dates are based on the entire permit period and the prorated price will appear on the Review Order page.
- Short term permits will prompt you to select the permit start date on the following page. **NOTE: There are no refunds for Short Term permits.**
- Daily Visitor permits are valid for same day use only. **NOTE: There are no refunds for Daily Visitor permits.**
- Reciprocity permits are valid for same day use only and limited to five per quarter. Please select the UC Campus Reciprocity permit listed under Daily Permits.

[Edit this page](#)

Daily Permits

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$ /day	Yellow / Daily Visitor Permit	12/17/2019	12/17/2019
<input type="radio"/>	1	\$ /day	Yellow / Fall 1-Day UC Campus Reciprocity	12/17/2019	12/17/2019

Step 8: Check the boxes indicating you have read and agree to all terms and conditions.

Step 9: Select the "Next" button to proceed to the vehicle information page.

☒ I agree to abide by my Parking Privileges

☒ I agree to the University Parking Regulations

Next >>

Process: Requesting a UC Campus Reciprocity Permit (Customer)

Step 10: Select the vehicle you would like to use with your permit or click "Add Vehicle" to enter your vehicle information. Click the "Next" button to continue.

Select Vehicle

Please select the vehicle(s) that you would like to use with this permit and click "Next" to continue. If you need to add a new vehicle, choose the "Add Vehicle" button below. If you need to delete an existing vehicle, click the *Vehicles* link at the top of the screen. NOTE: There must be at least one active vehicle at all times on your account. Only one active vehicle may be parked at a time.

If your vehicle is registered in the State of California, the state requires two plates to be displayed, one in front and one in back of the vehicle. If you have a back-facing plate only, please park head-in so that the **Bruin ePermit** system can read your registered license plate from the aisle. Failure to park so that the license plate is visible from the aisle, may result in a citation.

[Edit this page](#)

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	CALIFORNIA	TESTING123		Honda	CR-V(2WD)	

[Add Vehicle](#)

[Next >>](#)

Step 11: Click on the Lot dropdown menu to choose your desired lot. Click the "Next" button to continue.

Valid Permit Location

Please confirm you have selected the correct designated parking area for your permit ([see map](#)) and click "Next >>".

Parking Area

Structure 3 - Daily Yellow ☐

[Next >>](#)

Process: Requesting a UC Campus Reciprocity Permit (Customer)

Step 12: Review the order and provide a valid email address for the receipt. Click on the "Proceed with Transaction" button to continue.

Qty	Type	Description	Amount	Actions
1	Permit	Yellow / Fall 1-Day UC Campus Reciprocity (12/17/2019 - 12/17/2019) view details	\$	Remove

Due Now: \$

[Cancel Purchase](#)

Checkout

Email Address

[Proceed with Transaction](#)

Step 13: Click on "Complete Transaction" to continue.

Payment Information

Please review the amount below and click the button to continue.

Qty	Type	Description	Amount	Actions
1	Permit	Yellow / Fall 1-Day UC Campus Reciprocity (12/17/2019 - 12/17/2019) view details	\$	Remove

Due Now: \$

[Complete Transaction](#)

Process: Requesting a UC Campus Reciprocity Permit (Customer)

Step 14: When you get to the Order Confirmation screen, your order is complete and you may utilize your Daily Yellow Reciprocity Parking Permit.

Order Confirmation

Your transaction is complete. Please save this page for your records.

A receipt for your transaction will be sent to the email address on your account.

Your permit is effective immediately if the valid dates include today. For detailed instructions and to confirm your parking privileges, please click [here](#).

To change the vehicles associated with this permit, you will need to [view your permits](#).

Purchased Items

Qty	Type	Description	Amount
1	Permit	Yellow / Fall 1-Day UC Campus Reciprocity (12/17/2019 - 12/17/2019) view details	\$:
			Total Paid: \$

Transaction Summary

\$

Payment Method

To exit, click [here](#).