

Claiming your UMKC Parking from the email titled “Guest Permit Invite”.

You will receive an email from UMKCParkingOperations@edc-parking.umkc.edu. At the bottom of the email, click the link following the sentence “Please click the link below to complete your parking permit registration:”

The screenshot shows the UMKC Parking Operations website. At the top, it says "UMKC Parking Operations" and "Logged in as: UMKC". Below this, there is a message section with the text: "UMKC is converting to an electronic parking permit at all campus locations. You have prepaid for Summer Quarter parking. Follow the directions to claim your electronic pass. You will not need to print anything or display proof of parking permit status. We are exempt using a hand held device to ensure parking has been obtained. The lot nearest our location is on Rowles between 47th and 48th streets, behind the building." Below the message is the "Additional Information" section, which includes a "Contact" form with fields for First Name, Last Name, Email, and Phone. The "Add Vehicle" section is partially visible, with a button labeled "Add Vehicle" circled in red. A red button at the bottom right says "Complete guest permit invite".

Enter your first and last name, email address and phone number.

Click “Add Vehicle”

The screenshot shows the UMKC Parking Operations website with the "Add Vehicle" form. The "Contact" information is filled out: First Name: Lee, Last Name: Williams, Email: lee@lee@umkc.edu, Phone: 8162252872. The "Add Vehicle" section has fields for Plate (900000), State/Prov (Missouri), Make (Ford), and Color (White). A red "Add" button is circled in red. A red button at the bottom right says "Complete guest permit invite".

Type in your License Plate Number. Choose your state, make and color from the drop-down box.

Click “Add”

The screenshot shows the UMKC Parking Operations website with the completed registration form. The "Add Vehicle" section now shows a blue box containing the vehicle information: "MO KKKKK (WHITE GMC)". A red "Add Vehicle" button is circled in red. A red button at the bottom right says "Complete guest permit invite".

The vehicle you added will show in the blue box.

When you are finished adding your vehicle(s) and it appears in the blue box, click “Complete guest permit invite”

You can add a second vehicle using “Add Vehicle”. Both vehicles can not be parked on campus at the same time.

When you have successfully completed the process, you will see a screen with a Receipt # and information about where the receipt will be emailed. You do not need to display this receipt. License plate readers are used to verify parking permit status.

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