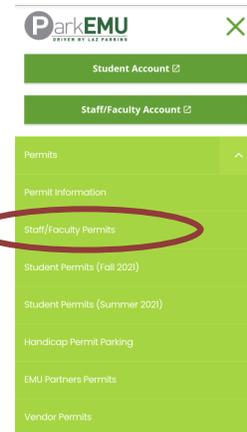
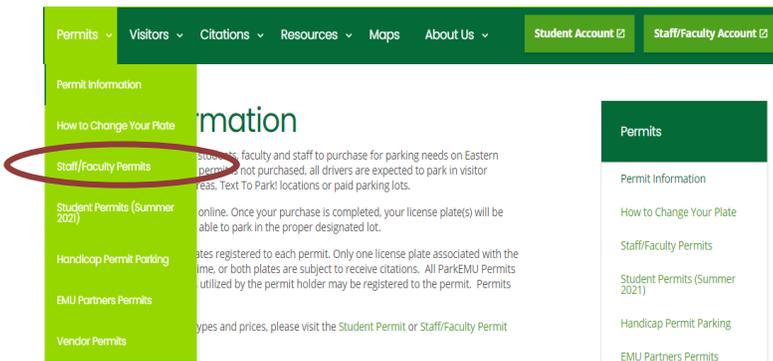


Visit www.ParkEMU.com and select **Permits**.



Mobile Interface

Select **Staff/Faculty Permits**.



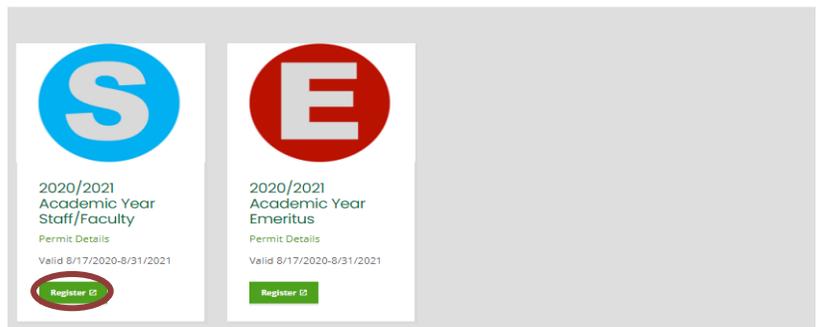
Mobile Interface

Scroll down the page and select **Register** within the **Staff/Faculty** section.

[Click here for instructions on registering for your 2020/2021 academic year parking permit.](#)

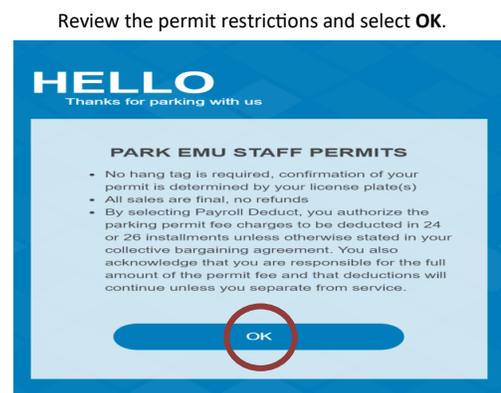
[Click here for instructions on adjusting your license plate in your account.](#)

Please note that if you do not have a valid AY2019/2020 permit AND you purchase the AY2020/2021 permit prior to September 1st, the AY2020/2021 permit will be active from date of purchase and you will be charged the prorated parking fee for AY2019/2020 permits via payroll deduction.

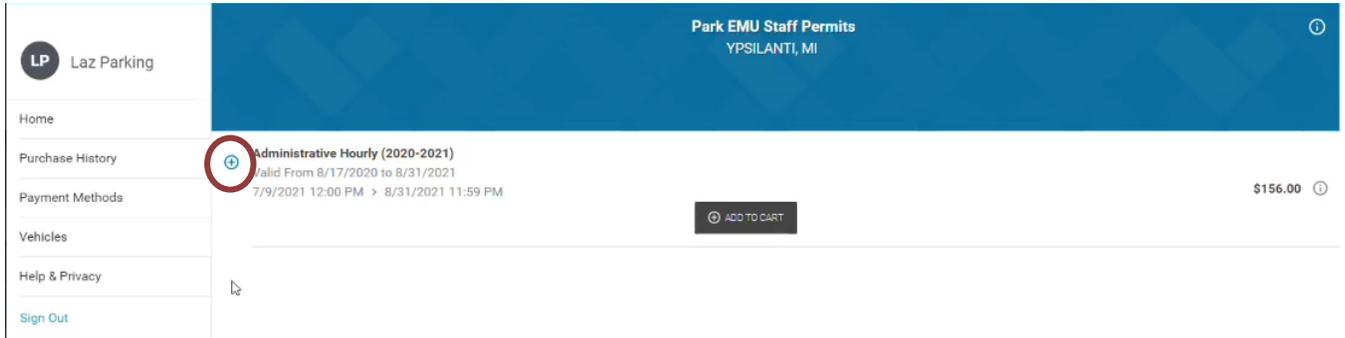


Login in with your Emich username (NetID) and password.

Login issues experienced on this specific page must be solved by reaching out to EMU's IT department.



Click the blue plus (+) sign to the left of the permit name.



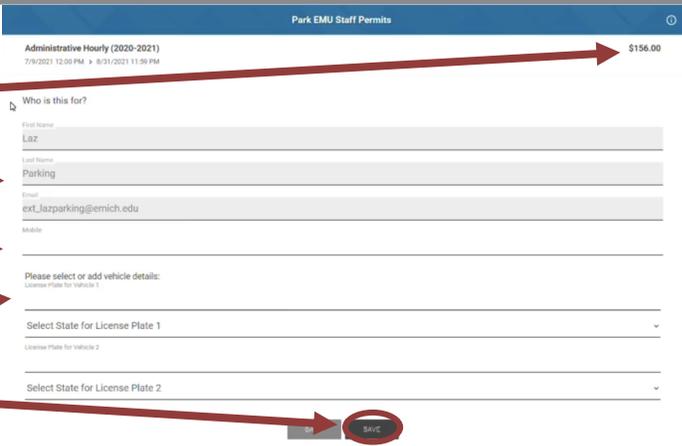
The parking permit price from your employee contract will be reflected at the top of the screen.

Ensure your email address and name are correct.

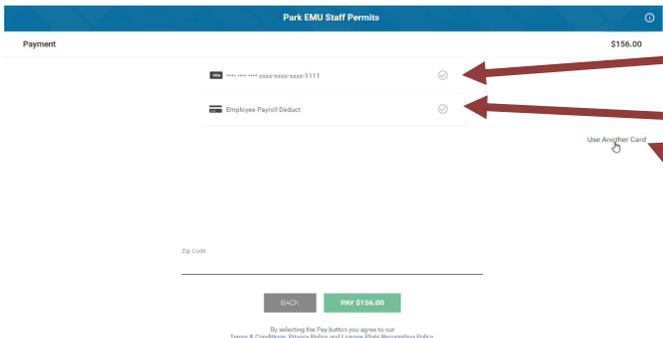
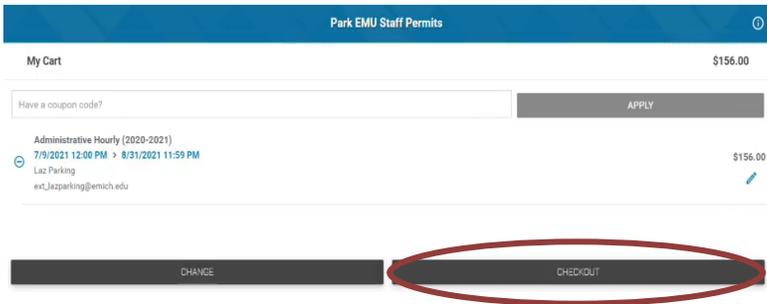
Enter your phone number and license plate information.

Enter up to two license plates + states.

Once everything has been filled out, click "SAVE"



Select Checkout



To use a credit card you have on file, click the check mark next to the last 4 digits of that card.

If you are paying using Payroll Deduct, select **Employee Payroll Deduct**.

If you would like to use another credit card, select **Use Another Card**.

Selecting **Use Another Card** will allow you to input another credit card to use for this transaction.

If you only like to use this card for the current transaction, select **PAY**. Doing so will complete the transaction.

Selecting **Save My Info For Next Time** will save the payment method to your account, allowing you to use it for future transactions.

Payment \$156.00

Name on Card
Laz Parking

Card Number
-- -- -- --

CCV
-- --

Save my info for next time

Zip Code

By selecting the Pay button you agree to our Terms & Conditions, Privacy Policy and License Plate Recognition Policy.

Once you have selected either your credit card or Employee Payroll Deduct, enter your Zip Code and click **AUTHORIZE**.

This will complete the transaction.

Payment \$156.00

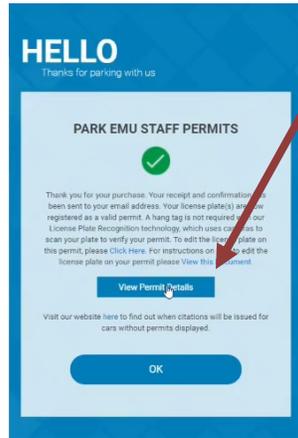
Employee Payroll Deduct

Zip Code
48197

By selecting the Authorize button you agree to our Terms & Conditions, Privacy Policy and License Plate Recognition Policy.

When the transaction is complete, a confirmation window will appear.

Clicking **OK** will automatically sign you out of your session.



Selecting **View Permit Details** will allow you to see:

- Permit Confirmation Number
- Registered license plate(s)
- Your permit start and expiration date

When	Where	How
When Your Pass Confirmation: 250047172	License Plate# EMU1234 1234EMU	LAZ PARKING
VALID FROM 07/09/2021 12:00 PM	VALID TO 08/31/2021 11:59 PM	
Park EMU Staff Permits Administrative Hourly (2020-2021) \$156.00		

If you experience any registration issues or you need help with the permit registration process, call (734) 217-4892 or email ParkEMUhelp@LAZParking.com.

Please note it is the sole responsibility of the permit holder to ensure their permit is registered and/or up-to-date at all times.

Failing to register and/or update permit information before parking a vehicle on-campus will result in a valid citation.