METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

ePermit

Training Manual: Applicant

Nurul Tamboli

Table of Contents

Business Objective 3
New Applicant 4
Create an Account 4
Apply for a Permit 5
Existing Applicant 10
Review Application 12
Resubmit Previous Years Application 13
Resubmit Application 13
Make Payment 15
Change Password 20
Forgot Password 22
Forgot Username 23
Unlock Account 24

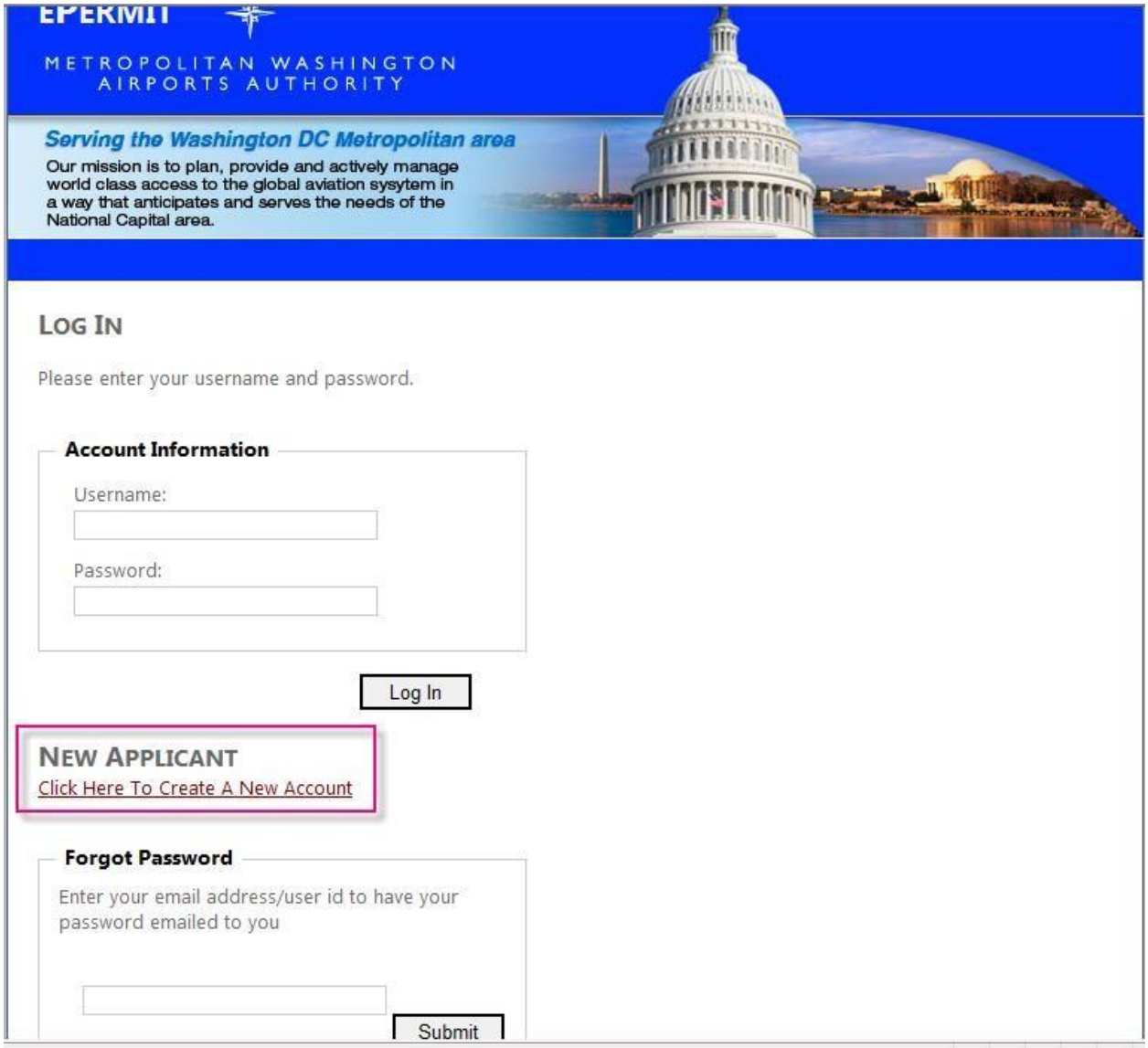
Business Objective

The training manual aims to assist you in navigating through the ePERMIT system. The contents of the manual are designed to assist customers applying for parking permit at Washington Dulles International Airport and/or Reagan National Airport.

NEW APPLICANT

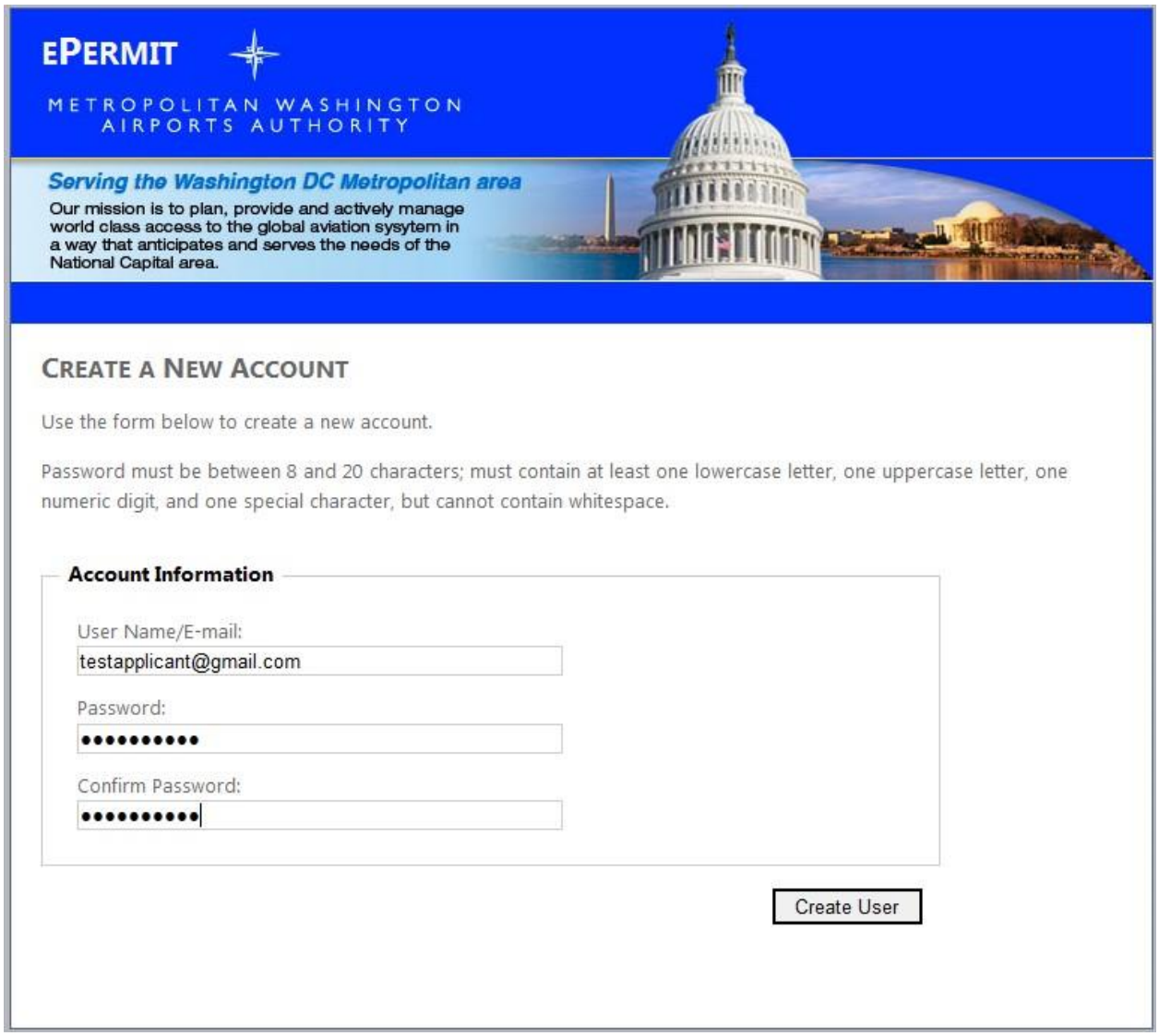
Create an Account

If you are a new applicant you will need to create an account in order to apply for a parking permit. Please click on the Create Account to register for an account.



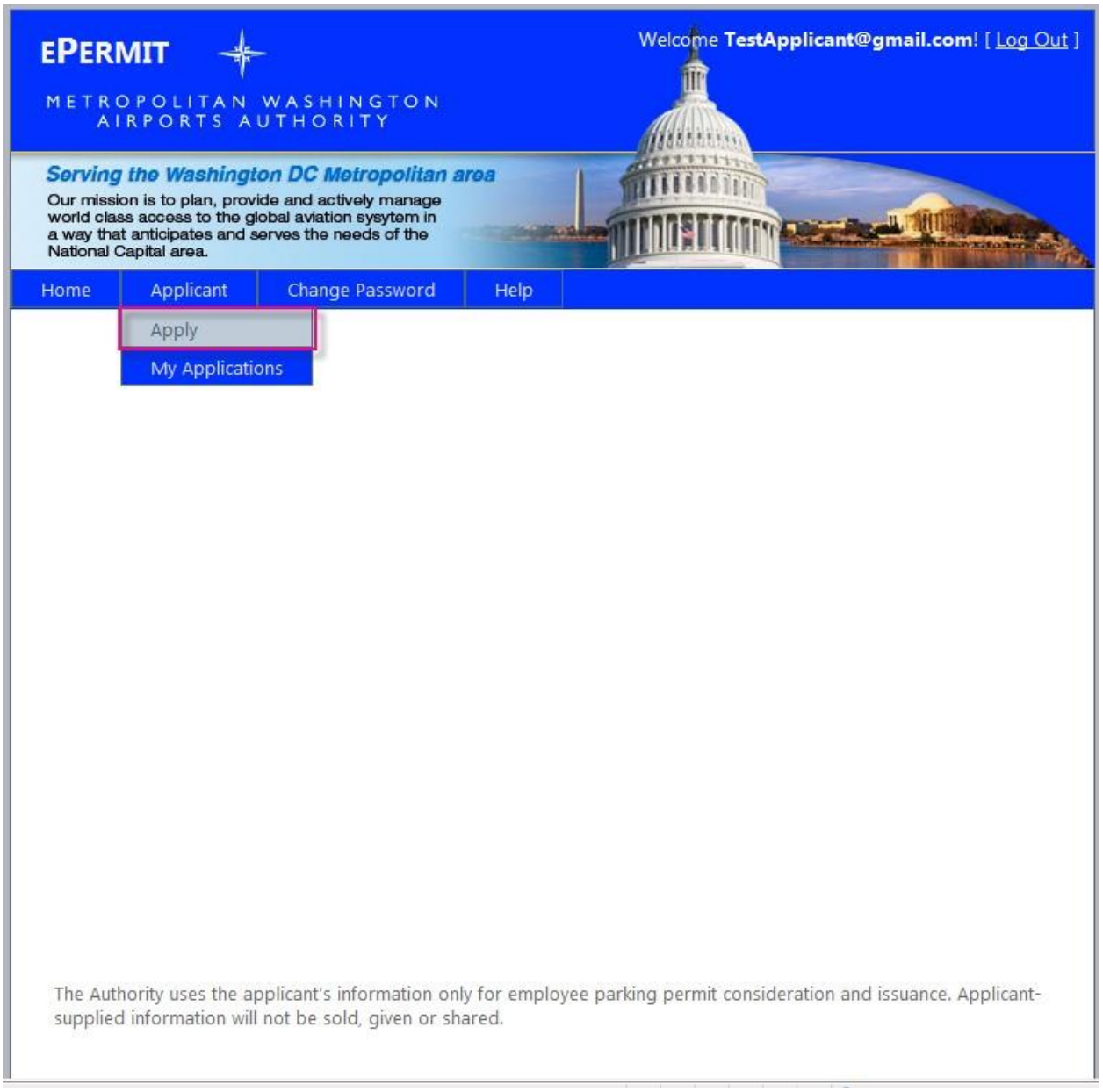
Fill out the below form by entering the required information:

- Your user name is your email ○ must be a valid email address
- Password must meet the following criteria:
  - ○ Must have one Upper case letter (A, M, U etc)
  - ○ Must have one Numerical character (0,1-9) ○ Must have one special character (&,%, * etc)



APPLY FOR A PERMIT

Once you have created your new account please to under Applicant→Apply to apply for a permit

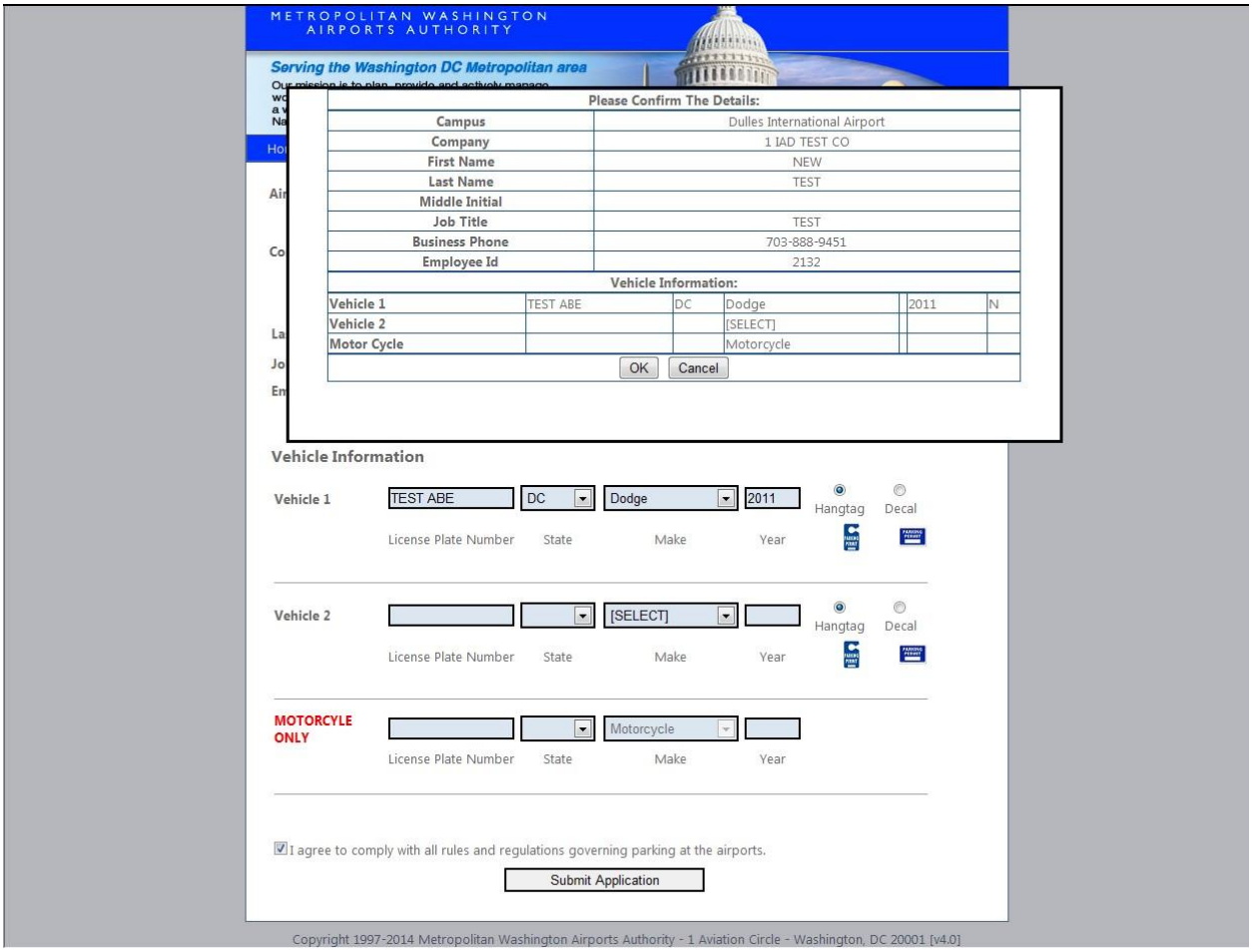


Once the application page is displayed please fill out the application by following the below steps: ○ Select the appropriate Airport (campus) from the drop down list ○ Select the company that you work for from the drop down list. This will generate a confirmation box, please confirm that you have selected the appropriate company and campus. ○ Enter last Name, First Name, MI, Job Title, Business phone and Last four digits of your social as your employee ID

- Enter Vehicle Information, State and make of the vehicle along with the year. ○ Please check the decal box if you are applying for a decal. ○ Please use the motorcycle Only box if you are applying for a decal for your motorcycle
- Check the box confirming you agree with the rules and regulations governing parking at the airports.
- Submit the application

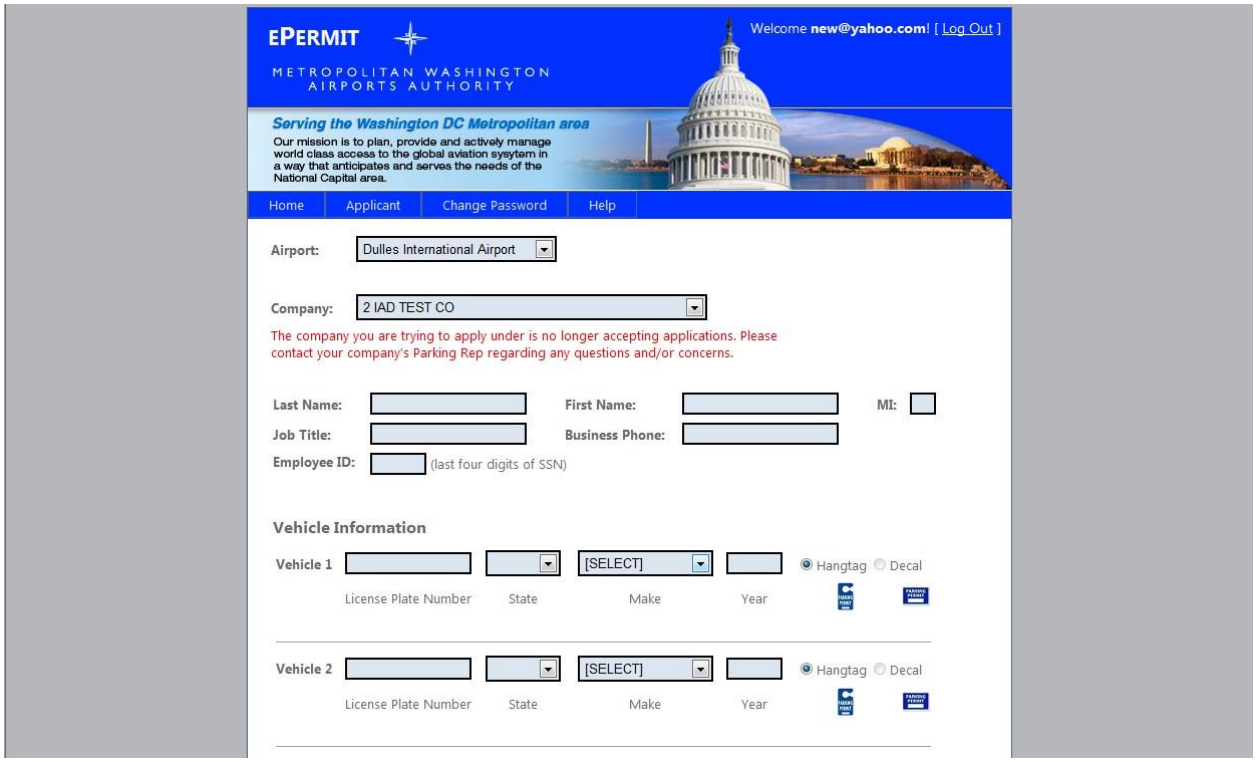
Note: If no Decal is allocated to your company, you will not be able to select the Decal option.

Once you hit Submit Application there will be a confirmation window that summarizes the information please review and press OK if you agree, press Cancel if you need to make any changes.



Note: if you select the campus and receive the below message, that means that no new applications are being accepted for that campus at that time. If you have any questions you must contact your companies parking rep

Note: If you select a company from the company drop down list and receive the below message, this means that the company has been settled and can no longer accept new applications. Please contact your companies parking rep regarding any questions.

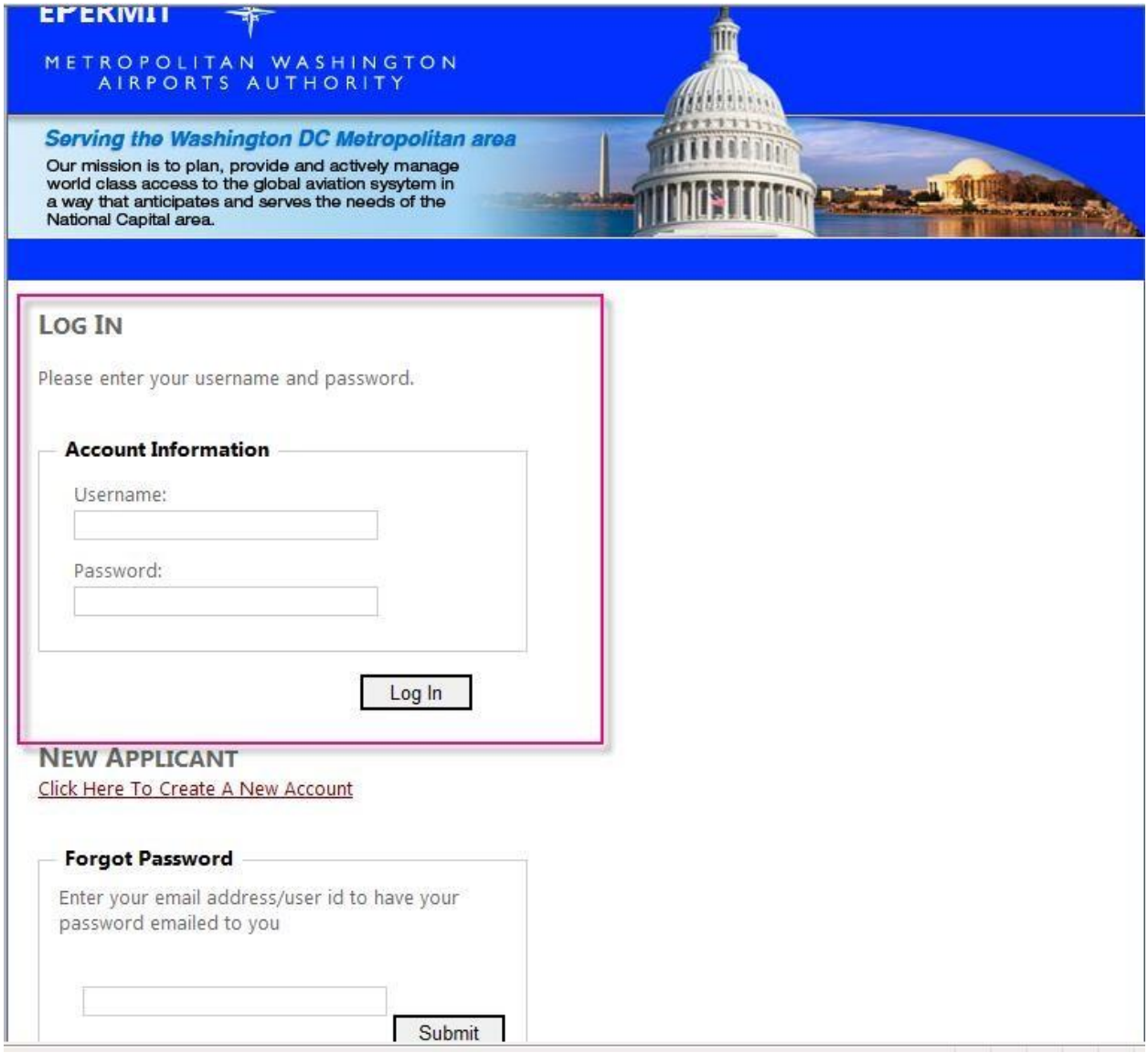


Once you have successfully submitted an application you will receive the below confirmation

Existing Applicant

If you have already created an account please use the below screen to login to the system.

Note: If you created an account last year and submitted an application you will be able to use the same account and review and resubmit your existing application by following the steps in Resubmit Previous Years Application section

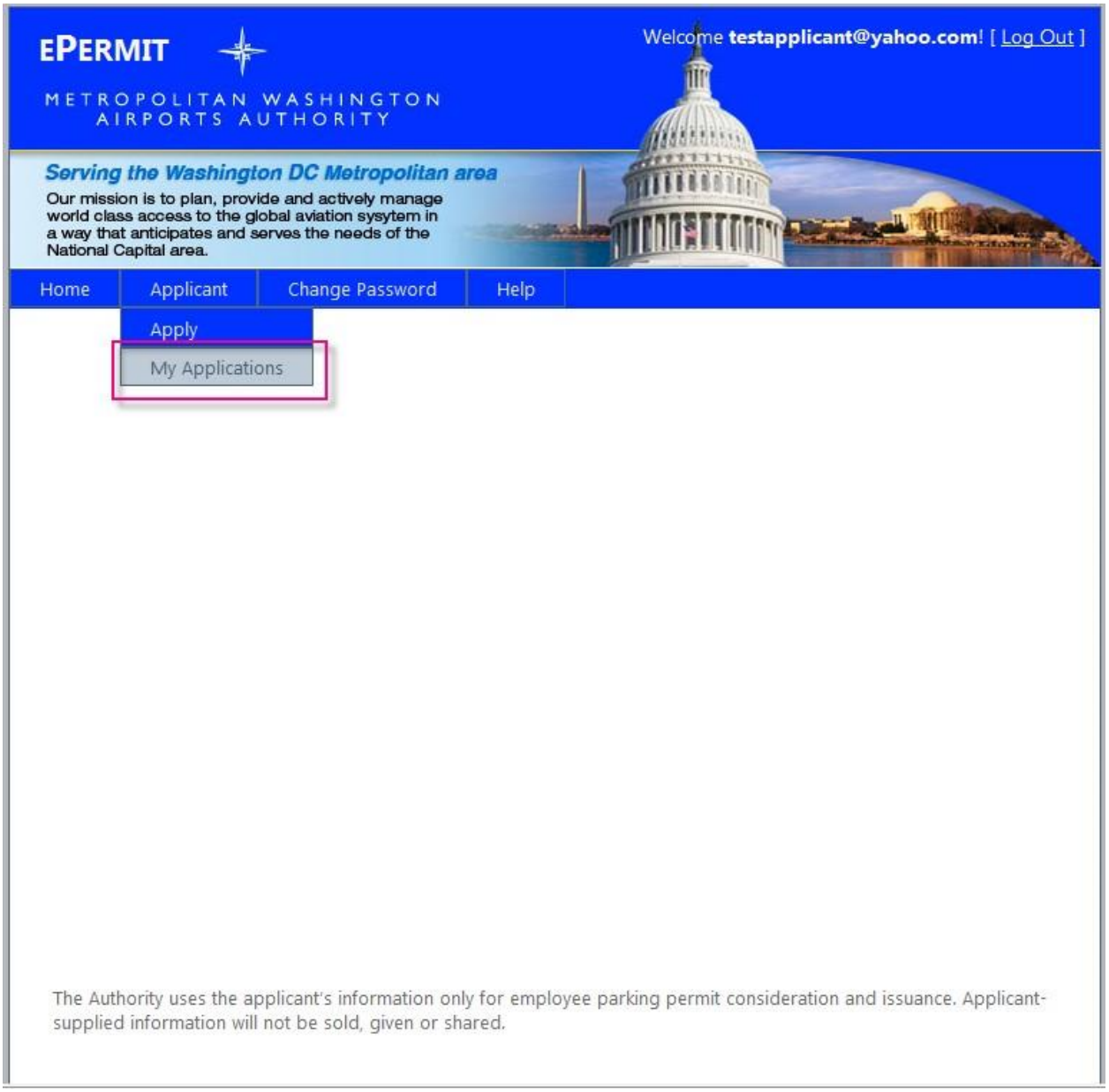


Enter the Credentials you used to create the account to login to your account. If you are applying for a new permit please follow the steps detailed under Apply for a permit. If you are reviewing an existing application please follow the direction in the next section

REVIEW APPLICATION

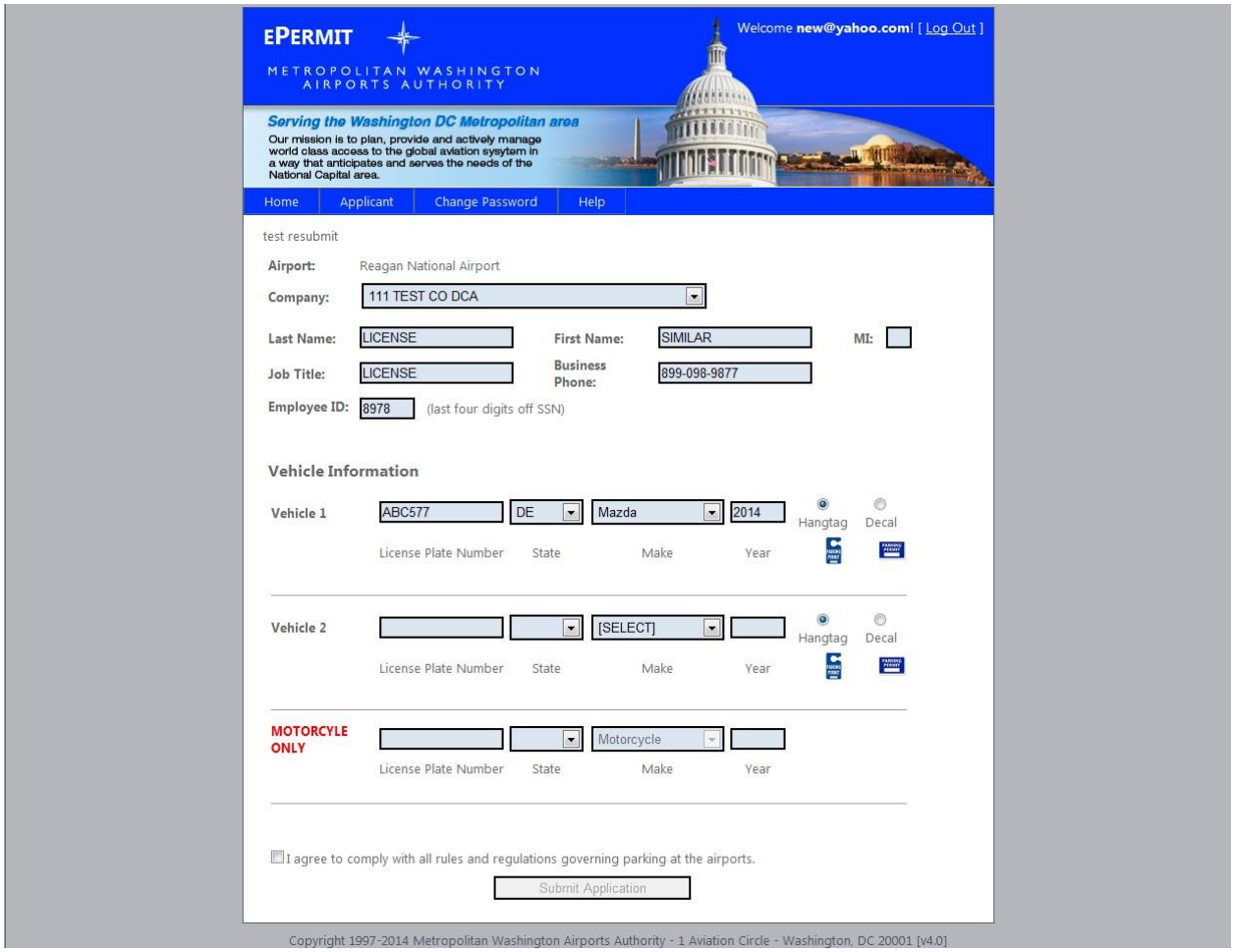
Go to Applicant→My Applications

After your parking rep reviews your application he/she may approve the application and you will receive a notification to make payment. If your parking rep needs any modifications to be made to your application he/she may ask you to resubmit the application. The required modifications will show up as comments when you go to My Applications page. Note:



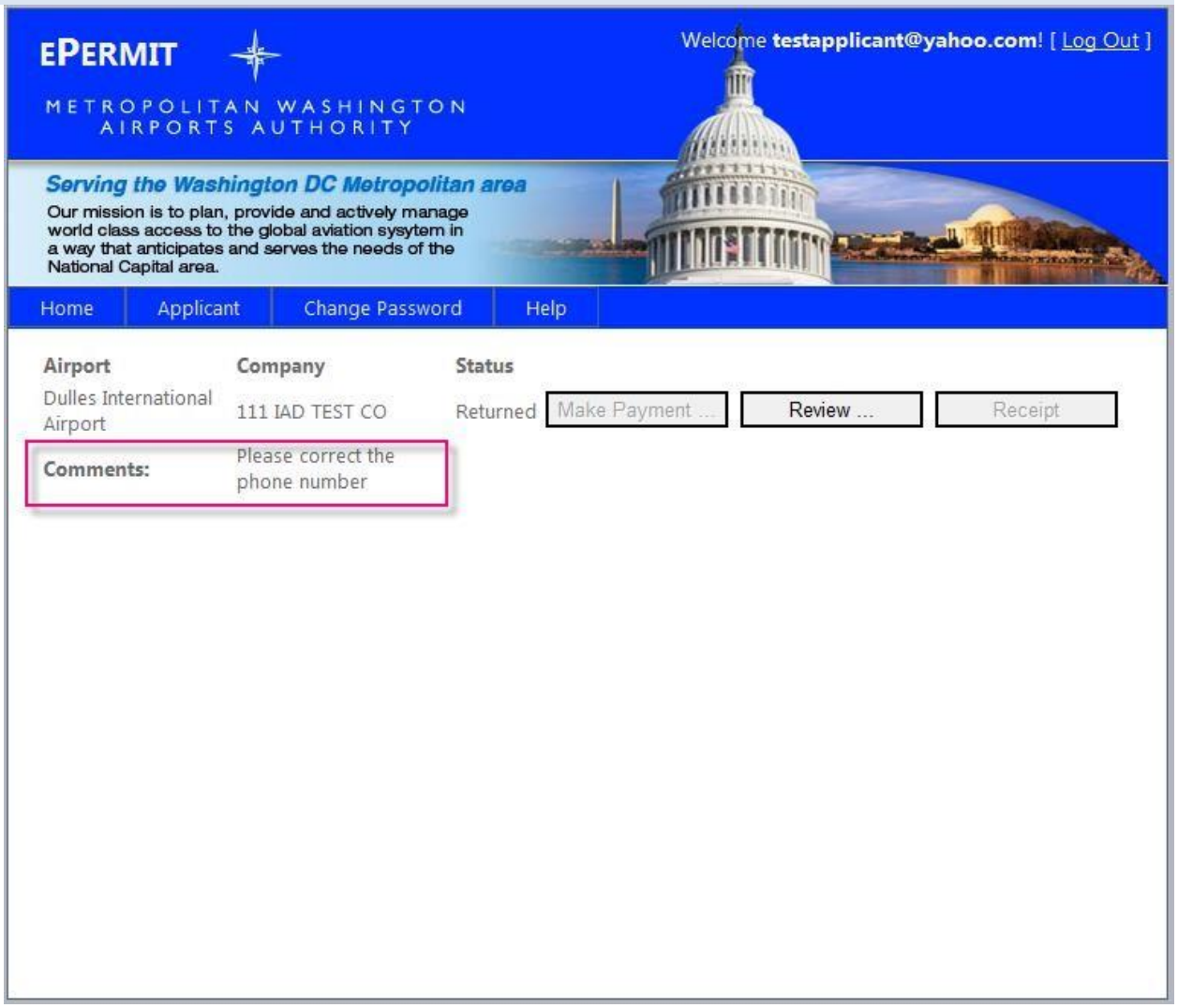
RESUBMIT PREVIOUS YEARS APPLICATION

If you had submitted an application last year and received a permit, you will be able to review and resubmit your existing application. Go to My Application as shown above and click Review. Make any necessary changes and hit Submit Application Button



RESUBMIT APPLICATION

If your Parking Rep has asked you to resubmit the application, you will notice a comment and the option to review and resubmit. Make any necessary corrections and resubmit the application

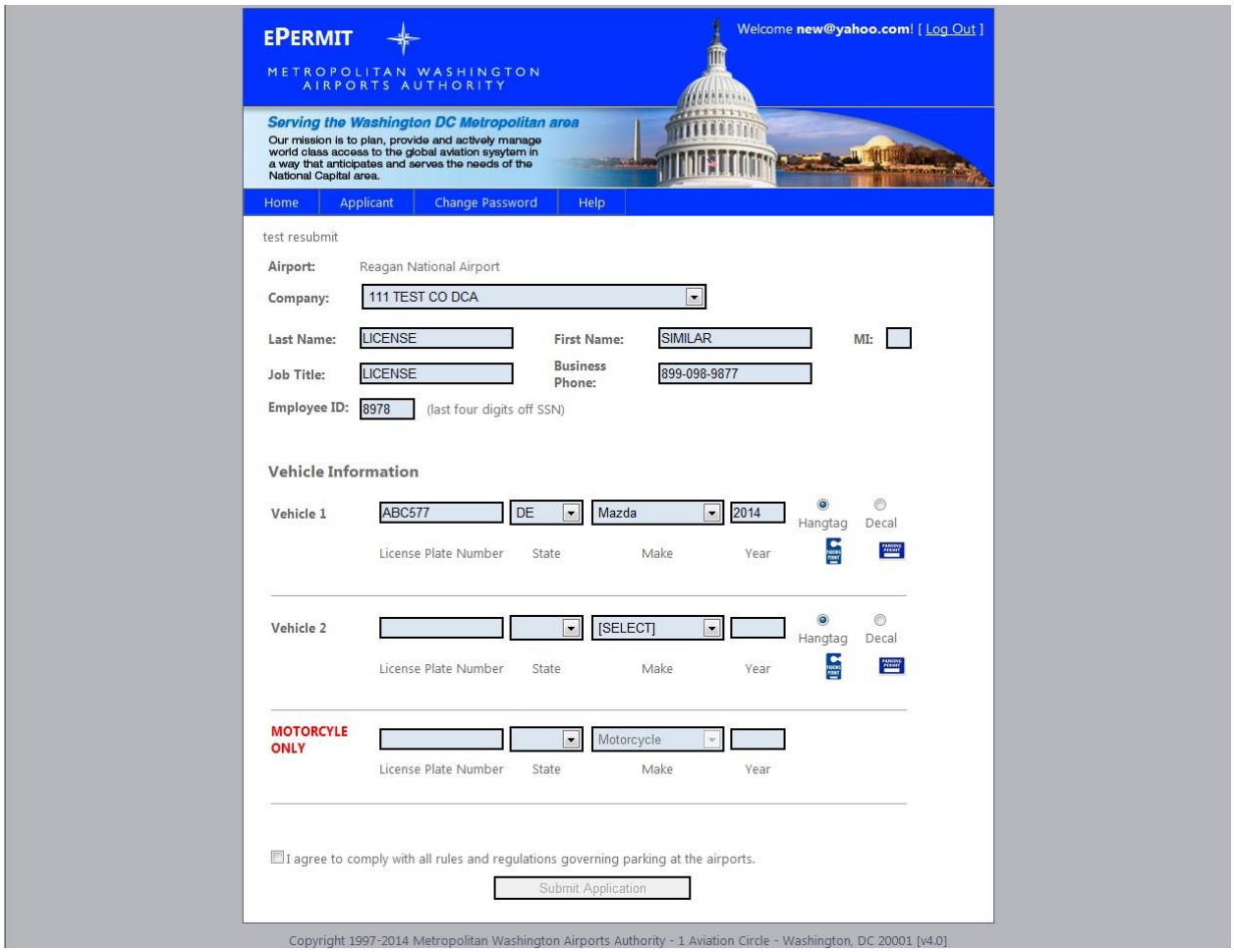

ePERMIT
METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
Welcome testapplicant@yahoo.com! [Log Out]
Serving the Washington DC Metropolitan area
Our mission is to plan, provide and actively manage world class access to the global aviation sysytem in a way that anticipates and serves the needs of the National Capital area.
Home
Applicant
Change Password
Help
Airport
Company
Status
Dulles International Airport
111 IAD TEST CO
Returned
Make Payment ...
Review ...
Receipt
Comments:
Please correct the phone number

All information shown below are editable other than the campus. If you selected the wrong campus you may ask your rep to delete your existing application and submit a new application for the correct campus.

In order to Delete a vehicle altogether please follow the below steps:

- Delete the License Plate information
- Change State drop down back to **blank**
- Change the Make to **Select** or **Motorcycle** for motorcycle Delete the year

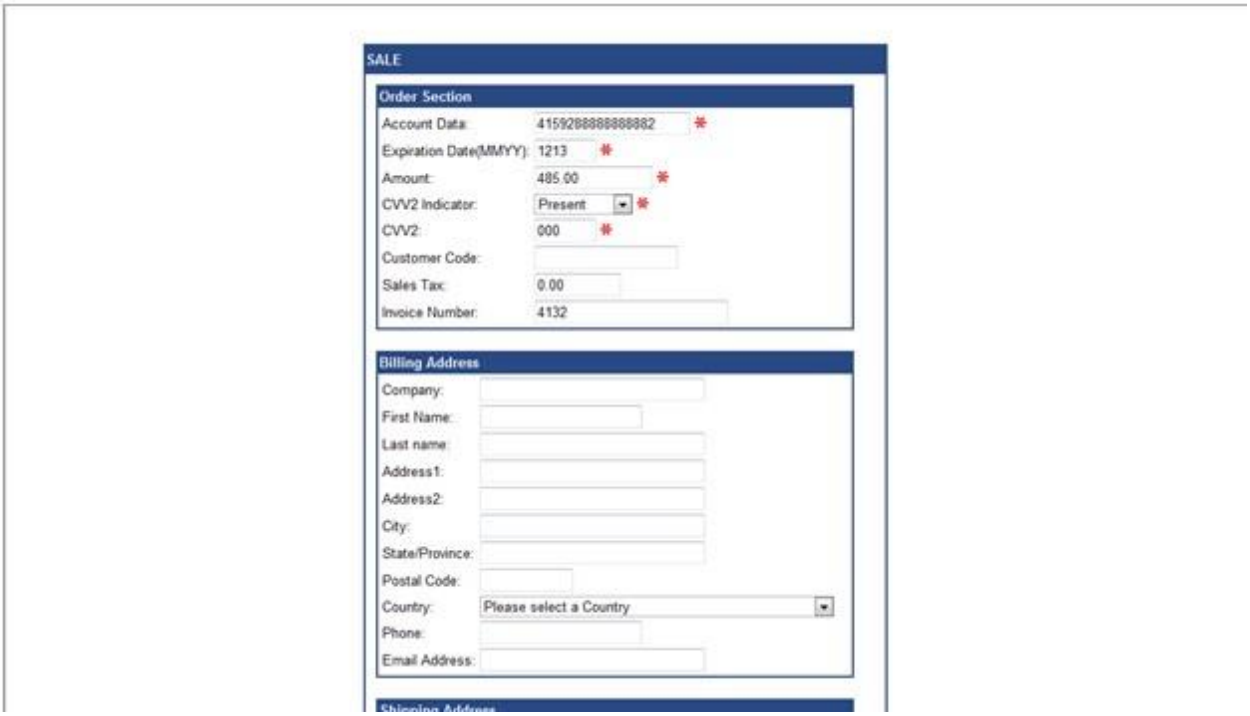
Submit the application once all the required changes have been made.



Make Payment

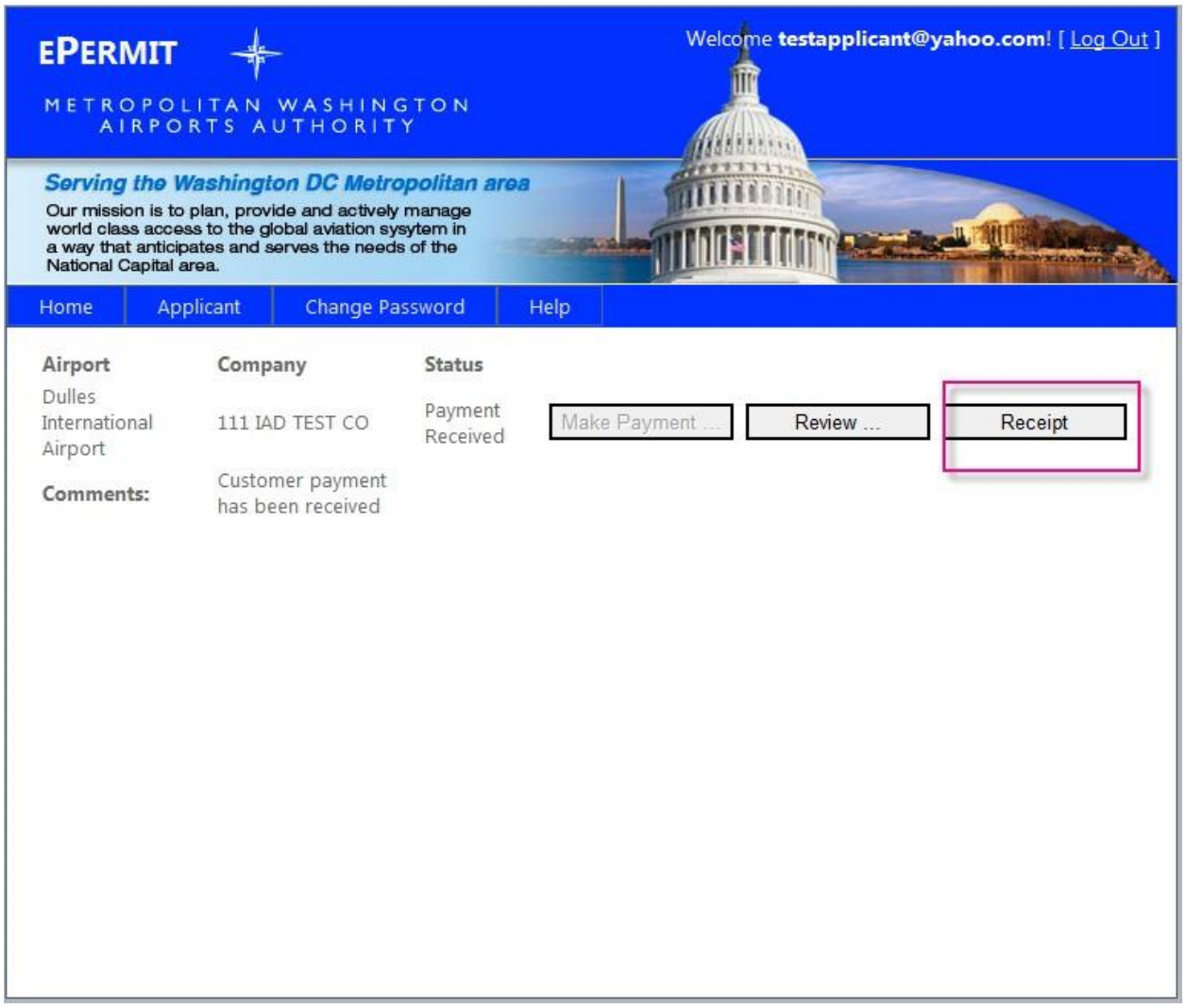
Once you receive notification that your application has been approved you can go ahead and make a payment with Credit Card

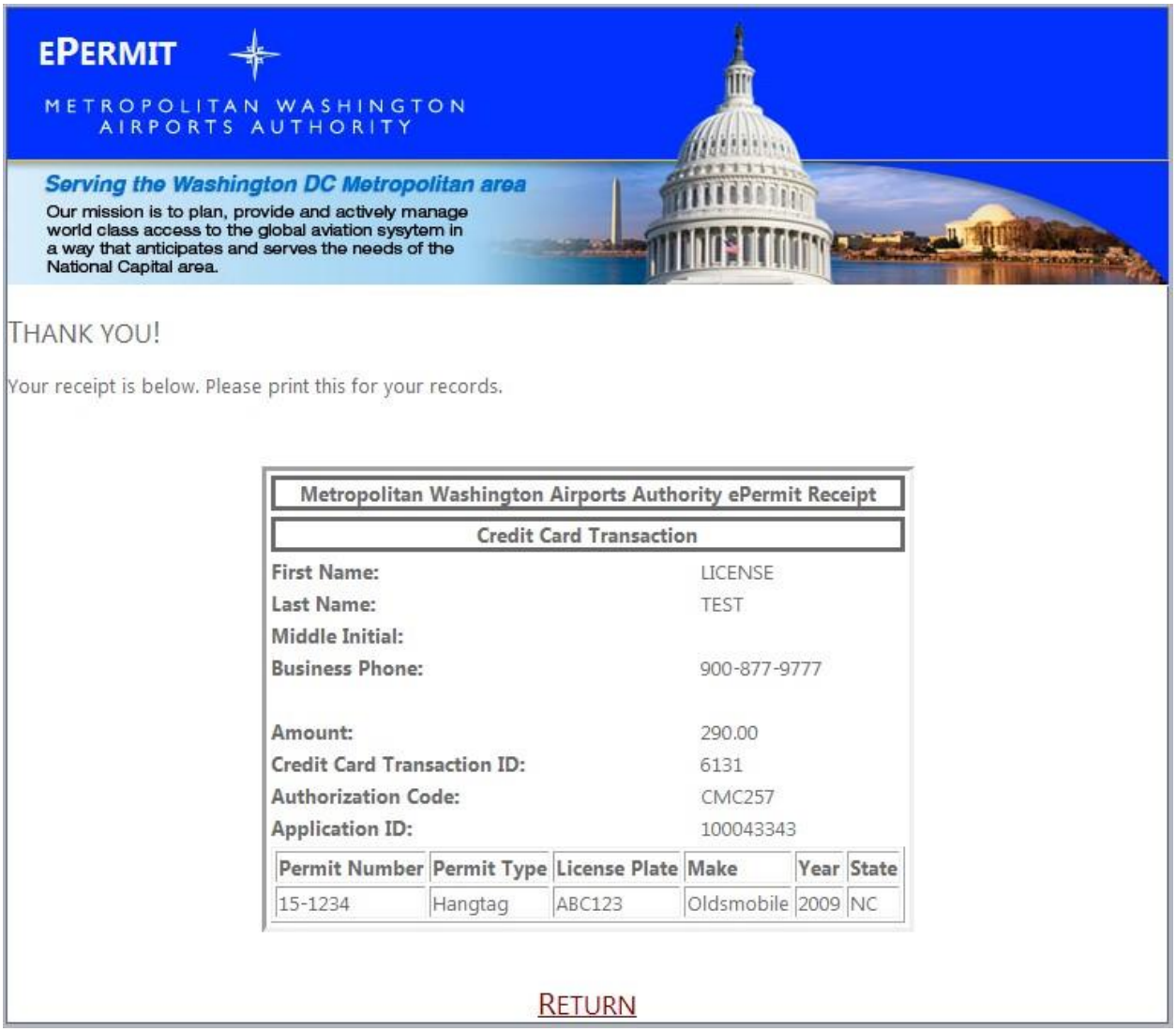
Once you click Make payment you will see the below payment form. Fill out all of the necessary information on the payment form and hit Process. This will generate a receipt and also provide a link to get back to the ePERMIT application.



Once you are back to the ePERMIT side you will see the below receipt that will include your permit information as well. You may print out the receipt for your records.

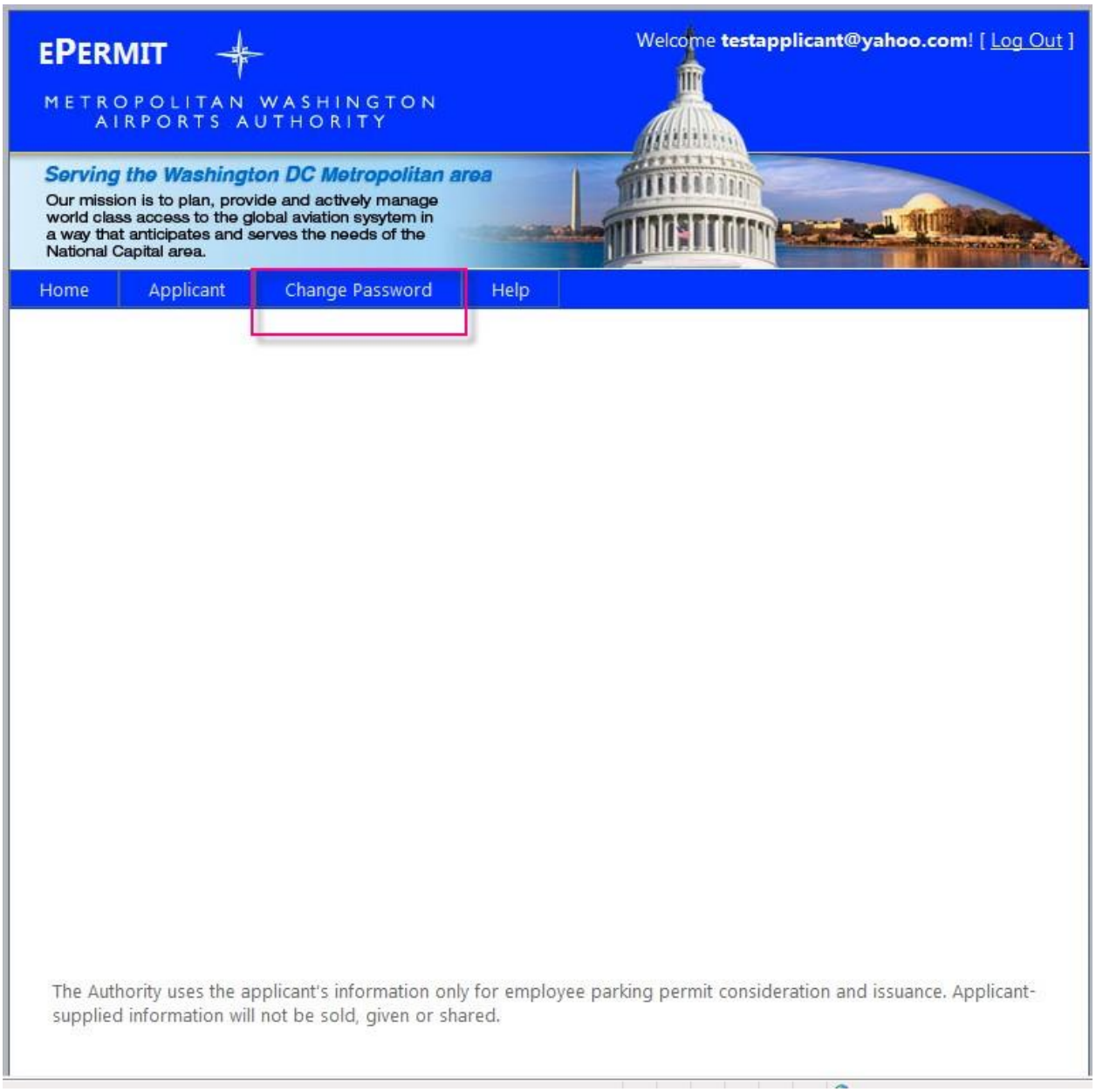
However, if you do not have access to a printer at this time, you may always return to your account and print a copy of the receipt using the button below.
If you have made a payment by cash/check this button will also allow you to print receipt for those transactions.


EPERMIT
METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
Welcome testapplicant@yahoo.com! [Log Out]
Serving the Washington DC Metropolitan area
Our mission is to plan, provide and actively manage world class access to the global aviation sysytem in a way that anticipates and serves the needs of the National Capital area.
Home
Applicant
Change Password
Help
Airport
Company
Status
Dulles International Airport
111 IAD TEST CO
Payment Received
Make Payment ...
Review ...
Receipt
Comments:
Customer payment has been received

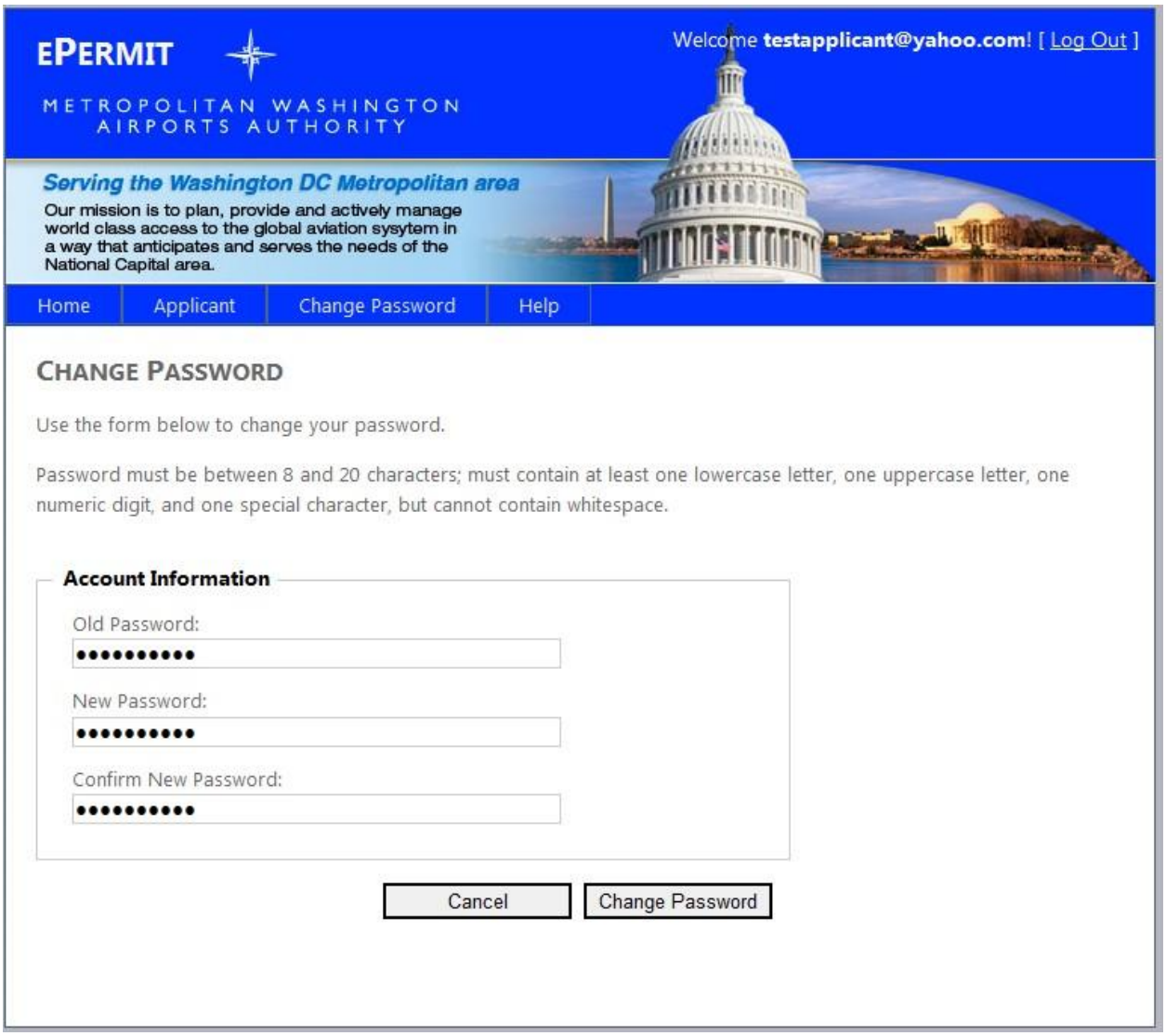


Change Password

If you would like to change your password please follow the below steps: Click on Change Password

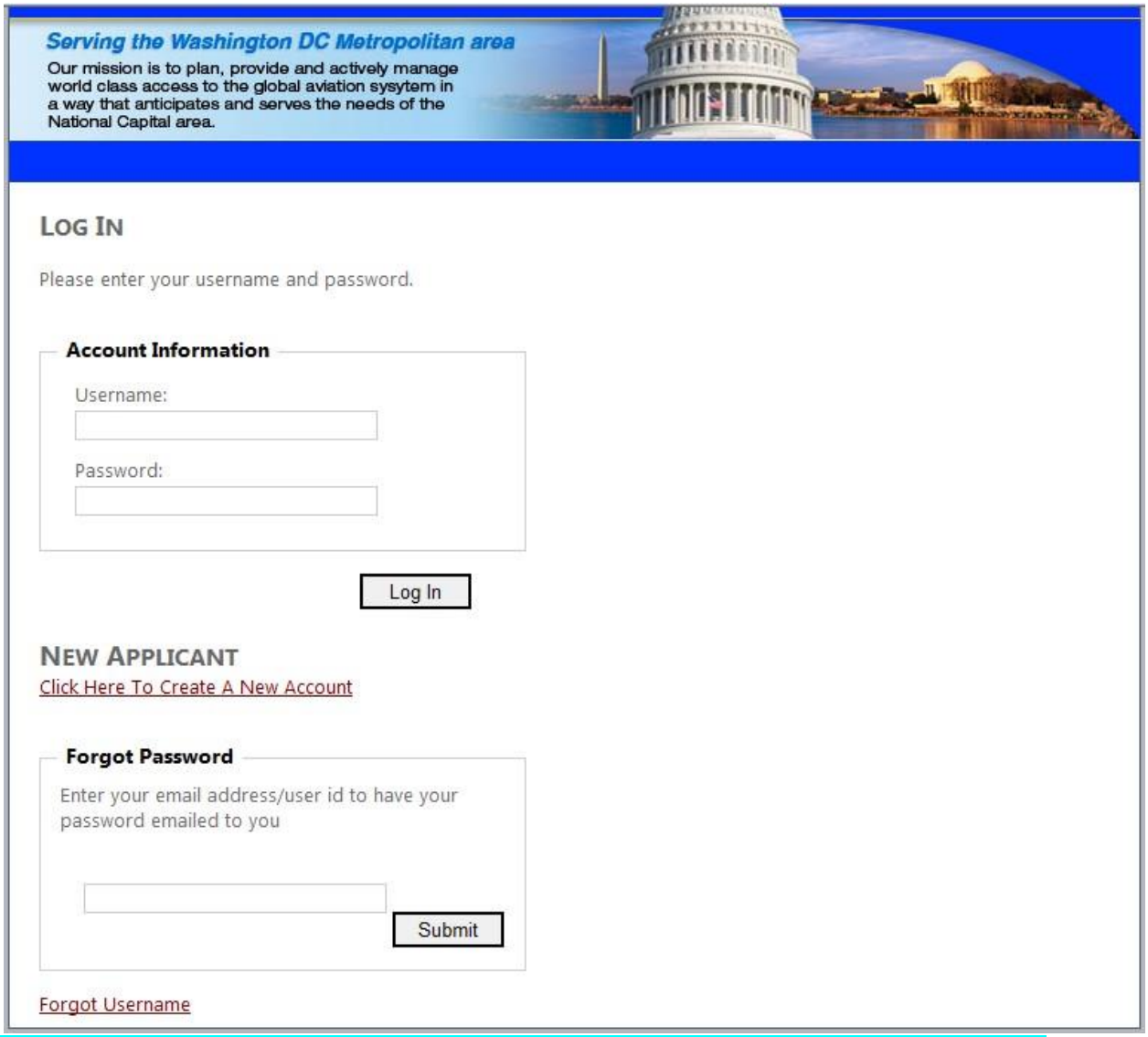


Enter Old password
Enter New Password
Repeat new password and hit Change Password. This will change the password.
Please remember to use a strong password with at least one capital letter, one number and one special character such as %,$,!



Forgot Password

If you have an account but forgot your password, please use the Forgot Password function on the below page. Enter your email address (the email address used to create the account) and the password will be mailed to you.



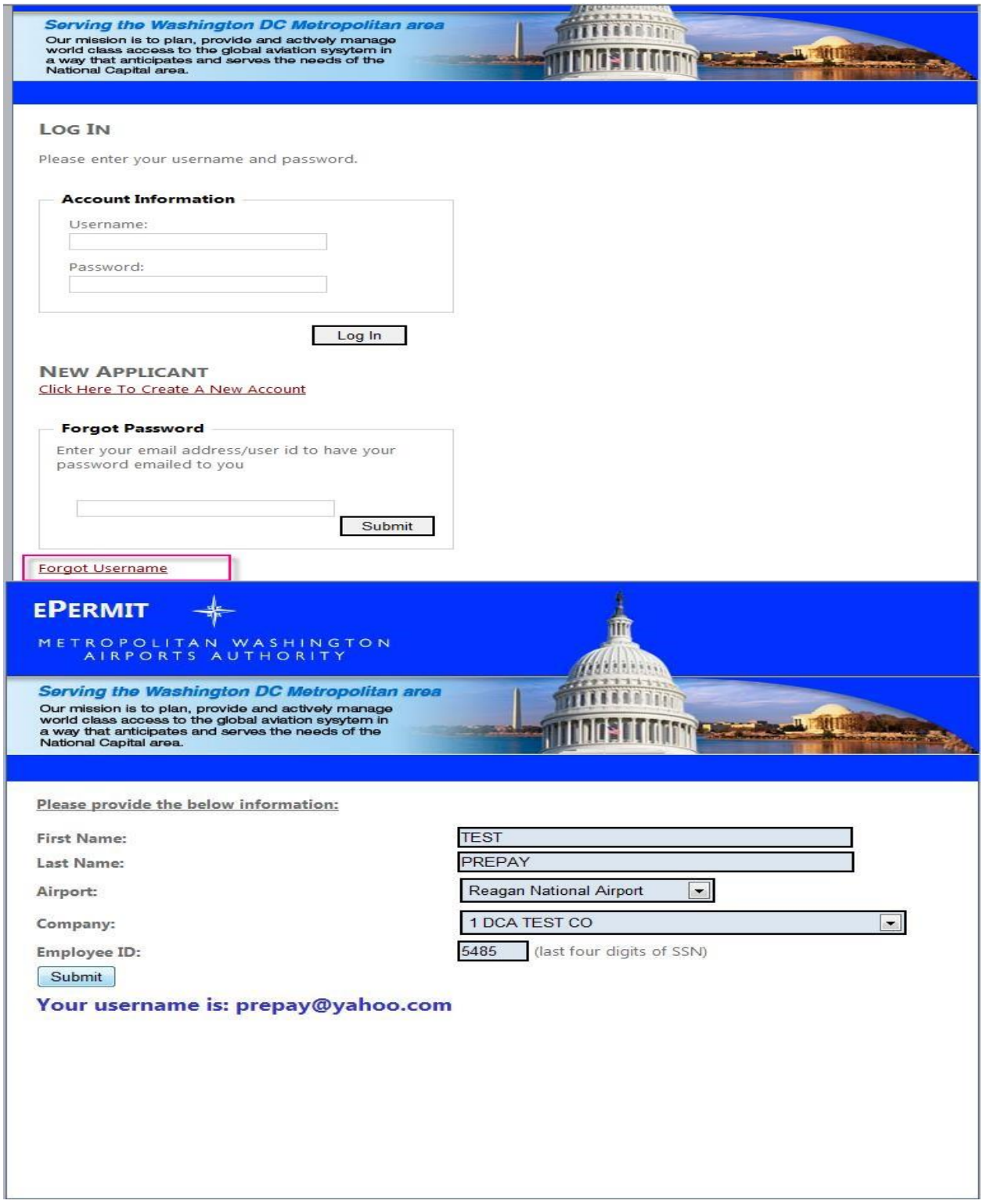
Note: If you have used the forgot password functionality to generate a new password you will be automatically redirected to the Change Password screen to change your password

Once you receive the email containing the auto generated password please login following the Existing Applicant instructions and change your password following the Change Password instructions

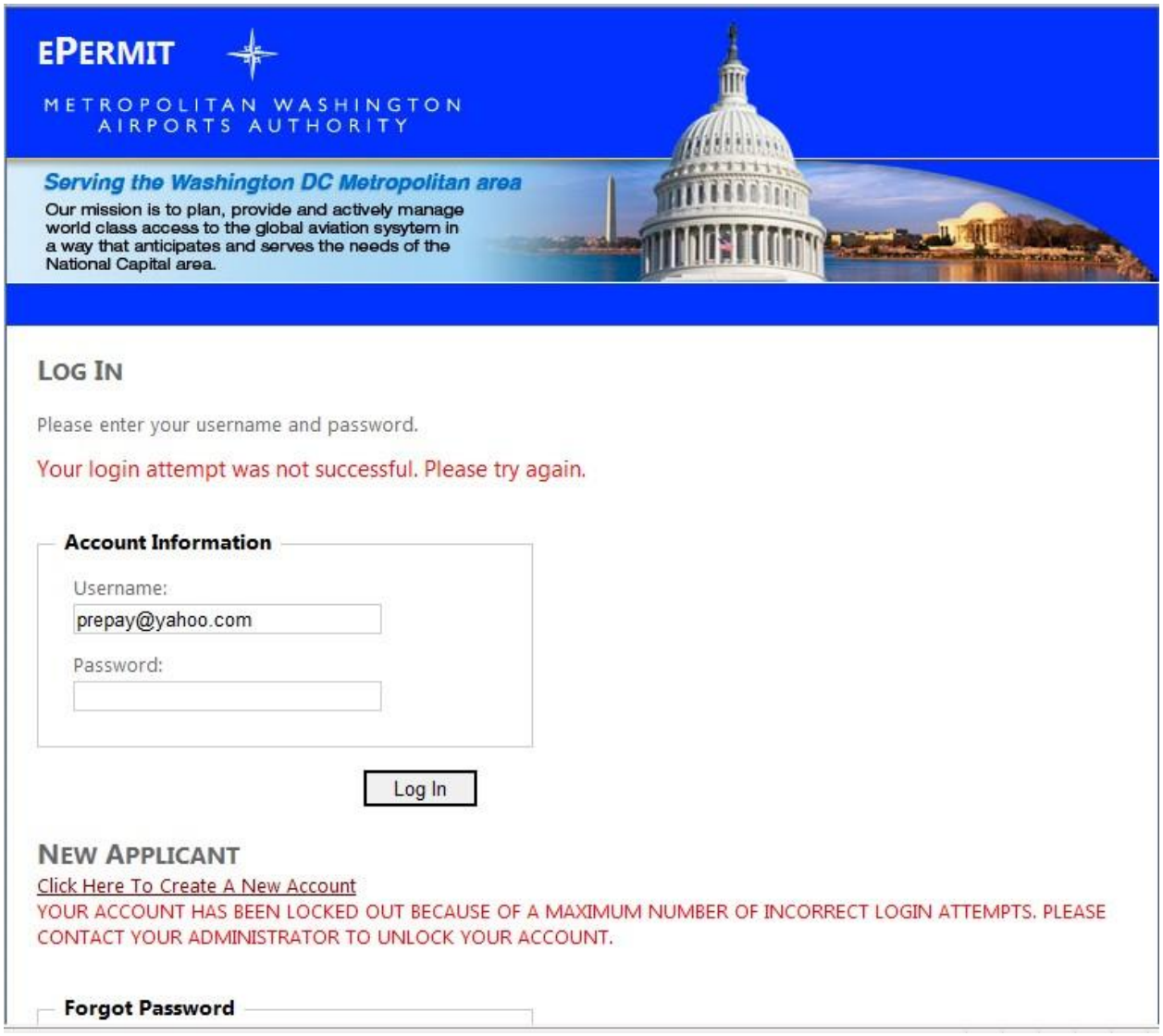
Tip: Copy and paste the password from the email to avoid typos while entering the strong password.

Forgot Username

If you have an account but forgot your username, please use the Forgot username function on the below page. Enter the information in the form and click submit. It will return your user name.



Unlock Account

If you have unsuccessfully tried to login for more than three times, your account will be locked. At this point you must call your parking rep or the ACO to unlock your account.

Note: unlocking your account does not reset your password, if you don't remember your password you must follow the directions under Forgot Password to request a new password.