

# ePermit

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## Training Manual: Applicant

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## **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.

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METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

*Serving the Washington DC Metropolitan area*  
Our mission is to plan, provide and actively manage world class access to the global aviation system in a way that anticipates and serves the needs of the National Capital area.

### LOG IN

Please enter your username and password.

**Account Information**

Username:

Password:


**NEW APPLICANT**  
[Click Here To Create A New Account](#)

**Forgot Password**

Enter your email address/user id to have your password emailed to you

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)



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### CREATE A NEW ACCOUNT

Use the form below to create a new account.

Password must be between 8 and 20 characters; must contain at least one lowercase letter, one uppercase letter, one numeric digit, and one special character, but cannot contain whitespace.

**Account Information**


User Name/E-mail:

Password:

Confirm Password:

### APPLY FOR A PERMIT

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

**ePERMIT** 

WELCOME **TestApplicant@gmail.com!** [ [Log Out](#) ]

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Home Applicant Change Password Help

Apply  
My Applications

The Authority uses the applicant's information only for employee parking permit consideration and issuance. Applicant-supplied information will not be sold, given or shared.

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

**ePERMIT**  
METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Welcome delete@yahoo.com! [ Log Out ]

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Home Applicant Change Password Help

Airport:  *Select the appropriate campus*

Company:  *select the appropriate company*

Last Name:  First Name:  MI:   
Job Title:  Business Phone:   
Employee ID:  (last four digits of SSN)

**Vehicle Information** *Select the type of permit you are applying for*

Vehicle 1      Hangtag  Decal  
License Plate Number State Make Year

Vehicle 2      Hangtag  Decal  
License Plate Number State Make Year

**MOTORCYCLE ONLY**      
License Plate Number State Make Year

*use this section only if you are applying for a motorcycle*

I agree to comply with all rules and regulations governing parking at the airports.  
*Check this box to activate the submit button*

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**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.

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**Please Confirm The Details:**

Campus	Dulles International Airport				
Company	1 IAD TEST CO				
First Name	NEW				
Last Name	TEST				
Middle Initial					
Job Title	TEST				
Business Phone	703-888-9451				
Employee Id	2132				
<b>Vehicle Information:</b>					
Vehicle 1	TEST ABE	DC	Dodge	2011	N
Vehicle 2			[SELECT]		
Motor Cycle			Motorcycle		

---

**Vehicle Information**

Vehicle 1:      Hangtag  Decal

License Plate Number    State    Make    Year

---

Vehicle 2:      Hangtag  Decal

License Plate Number    State    Make    Year

---

**MOTORCYCLE ONLY**

Hangtag  Decal

License Plate Number    State    Make    Year

---

I agree to comply with all rules and regulations governing parking at the airports.

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**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**

**EPERMIT** Welcome **apptest@yahoo.com!** [ [Log Out](#) ]

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[Home](#)    [Applicant](#)    [Change Password](#)    [Help](#)

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**Airport:**   

The campus you have selected is no longer accepting applications, please contact your companies parking rep regarding any questions and/or concerns.

**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.**



**ePERMIT** METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
Welcome **new@yahoo.com!** [ [Log Out](#) ]

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Home Applicant Change Password Help

Airport:

Company:

The company you are trying to apply under is no longer accepting applications. Please contact your company's Parking Rep regarding any questions and/or concerns.

Last Name:  First Name:  MI:

Job Title:  Business Phone:

Employee ID:  (last four digits of SSN)

**Vehicle Information**

Vehicle 1      
License Plate Number State Make Year  Hangtag  Decal

Vehicle 2      
License Plate Number State Make Year  Hangtag  Decal

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

**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 system in a way that anticipates and serves the needs of the National Capital area.

Home Applicant Change Password Help

Thank you for applying. Your company's Parking Representative will now review your application.

## 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*

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Our mission is to plan, provide and actively manage world class access to the global aviation system in a way that anticipates and serves the needs of the National Capital area.

**LOG IN**  
Please enter your username and password.

**Account Information**

Username:

Password:

**NEW APPLICANT**  
[Click Here To Create A New Account](#)

**Forgot Password**  
Enter your email address/user id to have your password emailed to you

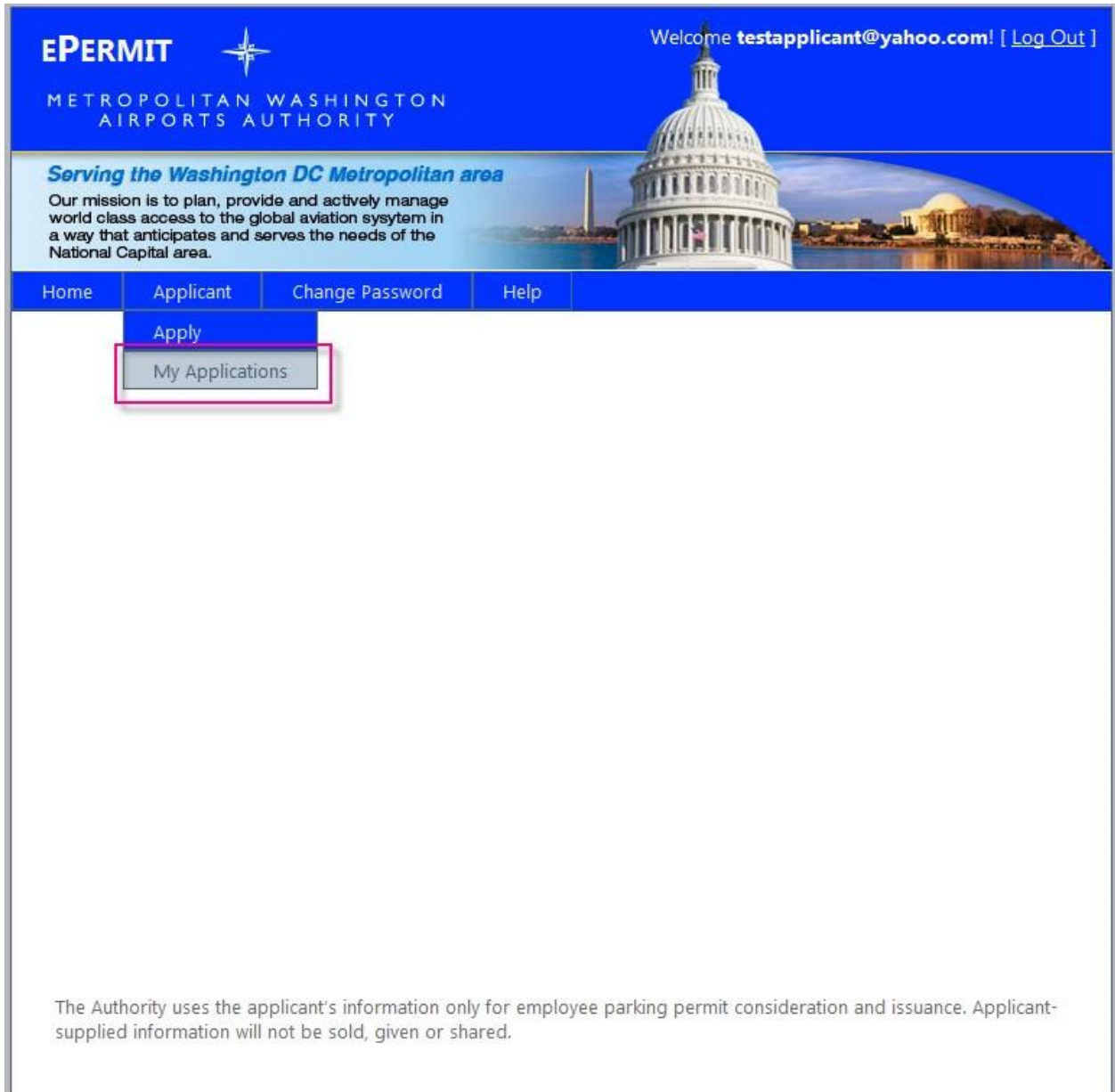
Enter the Credentials you used to create the account to login to your account. If you are applying for a new permit please follow the steps detailed under [Apply for a permit](#). If you are reviewing an existing application please follow the direction in the next section



## 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:



The screenshot shows the ePERMIT website interface. At the top, there is a blue header with the ePERMIT logo and a compass icon on the left, and the text "Welcome testapplicant@yahoo.com! [ Log Out ]" on the right. Below the header, the text "METROPOLITAN WASHINGTON AIRPORTS AUTHORITY" is displayed. A banner image of the US Capitol building is shown with the text "Serving the Washington DC Metropolitan area" and a mission statement: "Our mission is to plan, provide and actively manage world class access to the global aviation system in a way that anticipates and serves the needs of the National Capital area." Below the banner is a navigation menu with links for "Home", "Applicant", "Change Password", and "Help". The "Applicant" link is highlighted with a blue box, and a sub-menu is visible with "Apply" and "My Applications" options. The "My Applications" option is highlighted with a pink box. At the bottom of the page, there is a disclaimer: "The Authority uses the applicant's information only for employee parking permit consideration and issuance. Applicant-supplied information will not be sold, given or shared."

## 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

The screenshot shows the ePERMIT application interface for the Metropolitan Washington Airports Authority. The header includes the logo, a navigation menu (Home, Applicant, Change Password, Help), and a welcome message for user 'new@yahoo.com'. The main content area is titled 'test resubmit' and contains the following fields:

- Airport:** Reagan National Airport
- Company:** 111 TEST CO DCA
- Last Name:** LICENSE
- First Name:** SIMILAR
- MI:** (empty)
- Job Title:** LICENSE
- Business Phone:** 899-098-9877
- Employee ID:** 8978 (last four digits off SSN)

**Vehicle Information**


- Vehicle 1:** License Plate Number: ABC577, State: DE, Make: Mazda, Year: 2014. Options: Hangtag (selected), Decal.
- Vehicle 2:** License Plate Number, State, Make: [SELECT], Year. Options: Hangtag, Decal.
- MOTORCYCLE ONLY:** License Plate Number, State, Make: Motorcycle, Year.

I agree to comply with all rules and regulations governing parking at the airports.

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## 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** Welcome **testapplicant@yahoo.com!** [ [Log Out](#) ]

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY



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Home | Applicant | Change Password | Help

Airport	Company	Status			
Dulles International Airport	111 IAD TEST CO	Returned	<input type="button" value="Make Payment ..."/>	<input type="button" value="Review ..."/>	<input type="button" value="Receipt"/>
<b>Comments:</b>	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.

The screenshot shows the ePERMIT application interface. At the top, it says 'Welcome new@yahoo.com! [ Log Out ]'. Below that is the logo for 'METROPOLITAN WASHINGTON AIRPORTS AUTHORITY' and a mission statement. A navigation bar contains 'Home', 'Applicant', 'Change Password', and 'Help'. The main form area is titled 'test resubmit' and contains the following fields:

- Airport:** Reagan National Airport
- Company:** 111 TEST CO DCA
- Last Name:** LICENSE
- First Name:** SIMILAR
- MI:**
- Job Title:** LICENSE
- Business Phone:** 899-098-9877
- Employee ID:** 8978 (last four digits off SSN)

**Vehicle Information**

- Vehicle 1:** License Plate Number: ABC577, State: DE, Make: Mazda, Year: 2014. Includes radio buttons for Hangtag and Decal.
- Vehicle 2:** License Plate Number, State, Make: [SELECT], Year. Includes radio buttons for Hangtag and Decal.
- MOTORCYCLE ONLY:** License Plate Number, State, Make: Motorcycle, Year.

At the bottom, there is a checkbox for 'I agree to comply with all rules and regulations governing parking at the airports.' and a 'Submit Application' button.

## Make Payment

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

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Welcome **testapplicant@yahoo.com!** [ [Log Out](#) ]

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Home Applicant Change Password Help

Airport	Company	Status
Dulles International Airport	111 IAD TEST CO	Payment Pending

Comments: Customer to Pay

**Make Payment ...** Review ... Receipt

Once you receive the notification email to make payment, this button will be visible.

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.



The screenshot shows a web form titled "SALE" with two main sections: "Order Section" and "Billing Address".

**Order Section:**

- Account Data: 415928888888882 \*
- Expiration Date(MMY): 1213 \*
- Amount: 485.00 \*
- CVV2 Indicator: Present \*
- CVV2: 000 \*
- Customer Code: [Empty field]
- Sales Tax: 0.00
- Invoice Number: 4132

**Billing Address:**

- Company: [Empty field]
- First Name: [Empty field]
- Last name: [Empty field]
- Address 1: [Empty field]
- Address 2: [Empty field]
- City: [Empty field]
- State/Province: [Empty field]
- Postal Code: [Empty field]
- Country: Please select a Country (dropdown menu)
- Phone: [Empty field]
- Email Address: [Empty field]

Below the Billing Address section, the text "Shipping Address" is partially visible.

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.




The image shows a receipt from the Metropolitan Washington Airports Authority (MWAA). At the top, there is a blue header with the ePERMIT logo and a compass rose. Below the header, the text reads "METROPOLITAN WASHINGTON AIRPORTS AUTHORITY" and "Serving the Washington DC Metropolitan area". A mission statement follows: "Our mission is to plan, provide and actively manage world class access to the global aviation system in a way that anticipates and serves the needs of the National Capital area." The background of the header features a photograph of the U.S. Capitol building. Below the header, the text "THANK YOU!" is displayed, followed by "Your receipt is below. Please print this for your records." The main body of the receipt is titled "Metropolitan Washington Airports Authority ePermit Receipt" and contains the following information:

First Name:	TEST				
Last Name:	PAY				
Middle Initial:					
Business Phone:	703-444-5555				
Amount:	280.00				
Credit Card Transaction ID:	4133				
Authorization Code:	CV1999				
Application ID:	100034878				
Permit Number	Permit Type	License Plate	Make	Year	State
14-1009	Hangtag	PATY	Honda	2000	DC

At the bottom left of the receipt, there is a red underlined link labeled "Return".

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**  Welcome **testapplicant@yahoo.com!** [ [Log Out](#) ]

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Home | Applicant | Change Password | Help

Airport	Company	Status			
Dulles International Airport	111 IAD TEST CO	Payment Received	<a href="#">Make Payment ...</a>	<a href="#">Review ...</a>	<a href="#">Receipt</a>
<b>Comments:</b>	Customer payment has been received				



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THANK YOU!

Your receipt is below. Please print this for your records.

Metropolitan Washington Airports Authority ePermit Receipt					
Credit Card Transaction					
First Name:	LICENSE				
Last Name:	TEST				
Middle Initial:					
Business Phone:	900-877-9777				
Amount:	290.00				
Credit Card Transaction ID:	6131				
Authorization Code:	CMC257				
Application ID:	100043343				
Permit Number	Permit Type	License Plate	Make	Year	State
15-1234	Hangtag	ABC123	Oldsmobile	2009	NC

[RETURN](#)

## Change Password

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

The screenshot shows the ePERMIT website interface. At the top left, the logo 'ePERMIT' is displayed next to a compass rose icon, with 'METROPOLITAN WASHINGTON AIRPORTS AUTHORITY' below it. On the top right, a welcome message reads 'Welcome testapplicant@yahoo.com! [ Log Out ]'. A banner image of the US Capitol building is visible. Below the banner, a mission statement is provided: 'Serving the Washington DC Metropolitan area' followed by 'Our mission is to plan, provide and actively manage world class access to the global aviation system in a way that anticipates and serves the needs of the National Capital area.' A navigation bar contains links for 'Home', 'Applicant', 'Change Password', and 'Help'. The 'Change Password' link is highlighted with a red rectangular box. At the bottom of the page, a privacy notice states: 'The Authority uses the applicant's information only for employee parking permit consideration and issuance. Applicant-supplied information will not be sold, given or shared.'

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 %, \$, !*

**ePERMIT** METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Welcome **testapplicant@yahoo.com!** [ [Log Out](#) ]

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Our mission is to plan, provide and actively manage world class access to the global aviation system in a way that anticipates and serves the needs of the National Capital area.

Home Applicant Change Password Help

### CHANGE PASSWORD

Use the form below to change your password.

Password must be between 8 and 20 characters; must contain at least one lowercase letter, one uppercase letter, one numeric digit, and one special character, but cannot contain whitespace.

**Account Information**

Old Password:  
●●●●●●●●

New Password:  
●●●●●●●●

Confirm New Password:  
●●●●●●●●

Cancel Change Password

## 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.

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## LOG IN

Please enter your username and password.

**Account Information**

Username:

Password:

## NEW APPLICANT

[Click Here To Create A New Account](#)

**Forgot Password**

Enter your email address/user id to have your password emailed to you

[Forgot Username](#)

**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.

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### LOG IN

Please enter your username and password.

**Account Information**


Username:

Password:

**NEW APPLICANT**  
[Click Here To Create A New Account](#)

**Forgot Password**

Enter your email address/user id to have your password emailed to you

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**Please provide the below information:**

First Name:	<input type="text" value="TEST"/>
Last Name:	<input type="text" value="PREPAY"/>
Airport:	<input type="text" value="Reagan National Airport"/>
Company:	<input type="text" value="1 DCA TEST CO"/>
Employee ID:	<input type="text" value="5485"/> (last four digits of SSN)

**Your username is: [prepay@yahoo.com](mailto:prepay@yahoo.com)**

## 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.**



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AIRPORTS AUTHORITY

**Serving the Washington DC Metropolitan area**

Our mission is to plan, provide and actively manage world class access to the global aviation system in a way that anticipates and serves the needs of the National Capital area.

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### LOG IN

Please enter your username and password.

Your login attempt was not successful. Please try again.

**Account Information**

Username:

Password:

**NEW APPLICANT**

[Click Here To Create A New Account](#)

YOUR ACCOUNT HAS BEEN LOCKED OUT BECAUSE OF A MAXIMUM NUMBER OF INCORRECT LOGIN ATTEMPTS. PLEASE CONTACT YOUR ADMINISTRATOR TO UNLOCK YOUR ACCOUNT.

**Forgot Password**