# Permit Portal Instructions
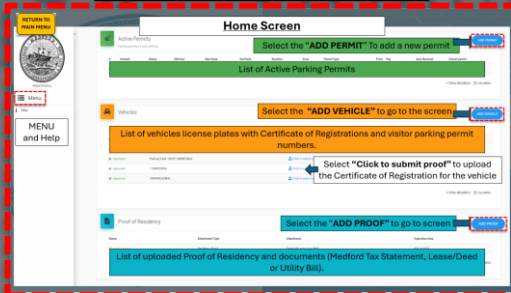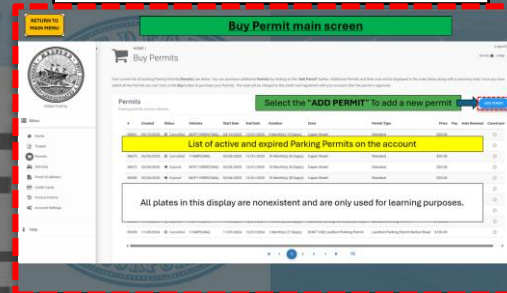
### Click the red-outlined images for more details
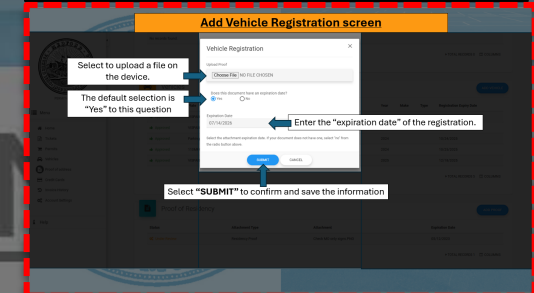
**Home Menu Screen**
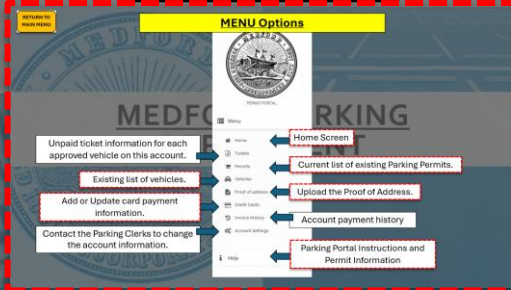


**Add Permit Main Screen**
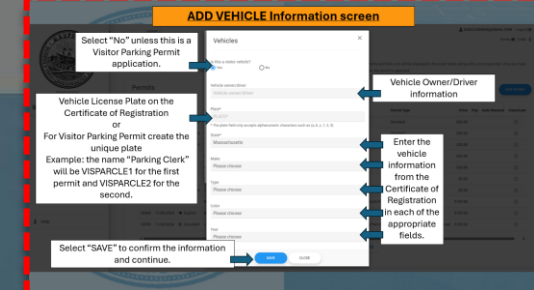


**Add Permit Screen**



**Menu Screen**



**Add Vehicle Registration Main Screen**



**Add Vehicle Information Screen**



**Add Credit/Debit Screen**
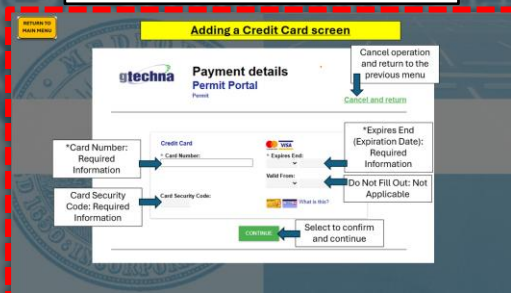


**Add Proof of Address Main Screen**
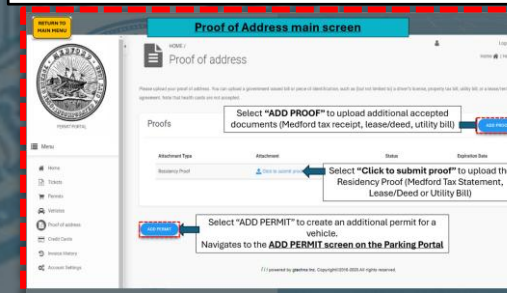


**Permit Shopping Cart Screen**
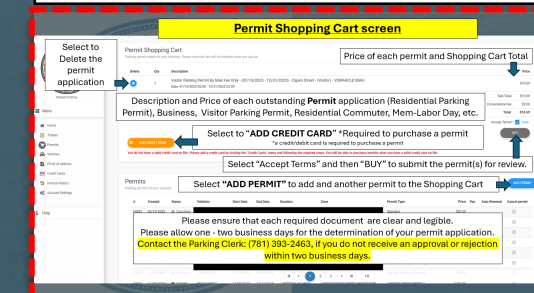
**MENU Options**

**Click the red-outlined images for more details**

PERMIT-PORTAL

Menu

Home ← Home Screen

Unpaid ticket information for each approved vehicle on this account. → Tickets

Permits ← Current list of existing Parking Permits.

Existing list of vehicles. → Vehicles

Proof of address ← Upload the Proof of Address.

Add or Update card payment information. → Credit Cards

Invoice History ← Account payment history

Contact the Parking Clerks to change the account information. → Account Settings

Help ← Parking Portal Instructions and Permit Information

RETURN TO
MAIN MENU

PERMIT-PORTAL

☰ Menu

ⅈ Help

MENU
and Help

**Click the
red-outlined
images for
more details**

◢ **Active Permits**
Parking permits of your vehicles.

**Select the "ADD PERMIT" To add a new permit**

ADD PERMIT

| # | Created | Status | Vehicles | Start Date | End Date | Duration | Zone | Permit Type | Price | Pay | Auto Renewal | Cancel permit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

**List of Active Parking Permits**

▸ TOTAL RECORDS 0    ▢ COLUMNS

🚗 **Vehicles**

**Select the "ADD VEHICLE" to go to the screen**

ADD VEHICLE

**List of vehicles license plates with Certificate of Registrations and visitor parking permit numbers.**

| | | |
|---|---|---|
| 👍 Approved | Parking Clerk - MCP110RENT(MA) | ⬆ Click to submit p |
| 👍 Approved | 110MPC(MA) | ⬆ Click to s |
| 👍 Approved | VISPARCLE(MA) | ⬆ Click to submit p |

**Select "Click to submit proof" to upload the Certificate of Registration for the vehicle**

▸ TOTAL RECORDS 5    ▢ COLUMNS

📄 **Proof of Residency**

**Select the "ADD PROOF" to go to screen**

ADD PROOF

| Status | Attachment Type | Attachment | Expiration Date |
|---|---|---|---|
| ⚠ Under Review | Residency Proof | Check MO only signs PNG | 05/12/2023 |

**List of uploaded Proof of Residency and documents (Medford Tax Statement, Lease/Deed or Utility Bill).**

Cancel operation and return to the previous menu

**gtechna**

**Payment details**
**Permit Portal**
Permit

Cancel and return

**Credit Card**

* Card Number:

*Card Number: Required Information

Card Security Code: Required Information

**Card Security Code:**

*Expires End (Expiration Date): Required Information

* Expires End:

Valid From:

Do Not Fill Out: Not Applicable

What is this?

CONTINUE

Select to confirm and continue

Select to Delete the permit application

PERMIT-PORTAL

☰ Menu

🏠 Home
📄 Tickets
🅿 Permits
🚗 Vehicles
📄 Proof of address
💳 Credit Cards
🕓 Invoice History
⚙ Account Settings

ⓘ Help

**Click the red-outlined images for more details**

Price of each permit and Shopping Cart Total

## Permit Shopping Cart

Parking permit orders of your vehicles. Please note the cart will be emptied once you log out.

| Delete | Qty | Description | | Price |
|--------|-----|-------------|---|-------|
| 🗑 | 1 | Visitor Parking Permit By Mail Fee Only - (07/15/2025 - 12/31/2025) - Capen Street - (Visitor) - VISPARCLE1(MA) | | $10.69 |
| | | Date: 07/15/2025 00:00 - 12/31/2025 23:59 | | |

Description and Price of each outstanding **Permit** application (Residential Parking Permit), Business, Visitor Parking Permit, Residential Commuter, Mem-Labor Day, etc.

| | |
|---|---|
| Sub Total | $10.69 |
| Convenience Fee | $0.00 |
| Total: | $10.69 |

Accept Terms* ☑ View

Select to "**ADD CREDIT CARD**" *Required to purchase a permit

*a credit/debit card is required to purchase a permit

💳 ADD CREDIT CARD

BUY

You do not have a valid credit card on file. Please add a credit card by visiting the "Credit Cards" menu and following the required steps. You will be able to purchase permits after you have a valid credit card on file.

Select "Accept Terms" and then "BUY" to submit the permit(s) for review.

## Permits

Parking permits of your vehicles.

Select "**ADD PERMIT**" to add and another permit to the Shopping Cart

ADD PERMIT

| # | Created | Status | Vehicles | Start Date | End Date | Duration | Zone | Permit Type | Price | Pay | Auto Renewal | Cancel permit |
|---|---------|--------|----------|-----------|----------|----------|------|-------------|-------|-----|--------------|---------------|
| 59851 | 03/19/2025 | ⊘ Cancelled | | | | | | Standard | $20.00 | | | ⊘ |
| | | | | | | | | | | | | ⊘ |
| | | | | | | | | | | | | ⊘ |
| | | | | | | | | | | | | ⊘ |
| | | | | | | | | | | | | ⊘ |
| | | | | | | | | | | | | ⊘ |
| 53055 | 11/19/2024 | ⊘ Cancelled | 110MPC(MA) | 11/19/2024 | 12/31/2024 | 1 M... | | City Hall Employee Parking | $0.00 | | | |

Please ensure that each required document are clear and legible.
Please allow one - two business days for the determination of your permit application.
Contact the Parking Clerk: (781) 393-2463, if you do not receive an approval or rejection within two business days.

|◄ ◄ 1 2 3 ► ►| 10

HOME /

Buy Permits

Logout

Home | Help i

Your current list of existing Parking Permits(**Permits**) are below. You can purchase additional **Permits** by clicking on the "**Add Permit**" button. Additional Permits and their cost will be displayed in the order below along with a summary total. Once you have added all the Permits you can click on the **Buy** button to purchase your Permits. The total will be charged to the credit card registered with your account after the permit is approved.

### Permits
Parking permits of your vehicles.

Select the "**ADD PERMIT**" To add a new permit → ADD PERMIT

| # | Created | Status | Vehicles | Start Date | End Date | Duration | Zone | Permit Type | Price | Pay | Auto Renewal | Cancel per |
|---|---------|--------|----------|-----------|----------|----------|------|-------------|-------|-----|--------------|------------|
| 59851 | 03/19/2025 | ⊘ Cancelled | MCP110RENT(MA) | 03/19/2025 | 12/31/2025 | 9 Month(s) 13 Day(s) | Capen Street | Standard | $20.00 | | | ⊘ |

**List of active and expired Parking Permits on the account**

| | | | | | | | | | | | | |
|---|---------|--------|----------|-----------|----------|----------|------|-------------|-------|-----|--------------|------------|
| | | | | | | | | | | | | ⊘ |
| 58673 | 02/06/2025 | ⊘ Cancelled | 110MPC(MA) | 02/06/2025 | 12/31/2025 | 10 Month(s) 26 Day(s) | Capen Street | Standard | $20.00 | | | |
| 58672 | 02/06/2025 | 🏴 Expired | MCP110RENT(MA) | 02/06/2025 | 12/31/2025 | 10 Month(s) 26 Day(s) | Capen Street | Standard | $20.00 | | | |
| 58550 | 02/04/2025 | 🏴 Expired | MCP110RENT(MA) | 02/04/2025 | 12/31/2025 | 10 Month(s) 28 Day(s) | Capen Street | Standard | $20.00 | | | |

All plates in this display are nonexistent and are only used for learning purposes.

| | | | | | | | | | | | | ⊘ |
|---|---------|--------|----------|-----------|----------|----------|------|-------------|-------|-----|--------------|------------|
| | | | | | | | | | | | | ⊘ |
| | | | | | | | | | | | | ⊘ |
| 52959 | 11/05/2024 | ⊘ Cancelled | 110MPC(MA) | 11/05/2024 | 12/31/2024 | 1 Month(s) 27 Day(s) | DON'T USE Landlord Parking Permit | Landlord Parking Permit Benton Road | $150.00 | | | |

|◄ ◄ **1** 2 3 ► ►| 10

Click the red-outlined images for more details

## ADD PERMIT screen

HOME /

Buy Permits

Home 🏠 | Help ℹ

**Add Permit**                                                    ✕

Select one of the vehicles from the dropdown menu.

Permit vehicle(s)*

(Visitor) - VISPARCLE1(MA)          ▾                    ADD VEHICLE

Select the "**ADD VEHICLE**" For a new or an expired license plate to be added.

Select the **Parking Location** for the permit (street name or Permit Name (Business, Residential Commuter, Labor Day, etc.)

Parking Location*

Labor        Parking Location extends the Information box.        ▾

Price   Pay   Auto Renewal   Cancel per

$20.00        ⊘

Permit*

No pe

zone

The options of **Permi**t will be different depending on the Parking Location. Select the desired type of **Permit**: Standard(Residential Parking Permit), Business, Residential Commuter, Mem-Labor Day, etc.

When requesting a Permit during the November renewal period. Ensure the **Start Date** is for the following year. The Default **Start Date** is the current day of this permit application

Start Date*

07/10/2025

⚠ The selected permit is not currently being offered for this zone and date. Please try with a different permit or start date.

Parking        $0.00        ⊘

Permit 2        $150.00        ⊘

Permit 1        $150.00        ⊘

ADD TO CART

Select the "**ADD TO CART**" to continue with the submission of this permit application. Selecting "**CANCEL**" will stop the application process

⊘

110MPC(MA)    11/19/2024   12/31/2024   1 Mont

HOME /

Vehicles

Logout

Home | Help

Your existing list of vehicles are below. Click the **Add Vehicle** button to add vehicles or click **Permits** to view your existing permits or purchase additional once.

Select the **"ADD VEHICLE"** to go to the screen

ADD VEHICLE

**Register your Vehicles**

Vehicles

| Status | | Year | Delete |
|---|---|---|---|
| 👍 Approved | | | 🗑 |
| 👍 Approved | | 2025 | 🗑 |
| 👍 Approved | | 2024 | 🗑 |
| 👍 Approved | | 2024 | 🗑 |
| 👍 Approved | | 2025 | 🗑 |

List of vehicles license plates with Certificate of Registrations and visitor parking permit numbers.

----

*Green Letters (Approved )
*Black Letters (Expired)
Red Letters (Rejected)

ADD PERMIT

Select the **"ADD PERMIT"** To add a new permit

Delete unwanted Vehicle Information

**Menu**

- 🏠 Home
- 📄 Tickets
- 🛒 Permits
- 🚗 Vehicles
- 📄 Proof of address
- 💳 Credit Cards
- 🕘 Invoice History
- ⚙ Account Settings

ℹ Help

PERMIT-PORTAL

**Click the red-outlined images for more details**

No records found.

▸ TOTAL RECORDS 0    ⊞ COLUMNS

**Vehicle Registration**                                    ✕

Upload Proof

[ Choose File ]  NO FILE CHOSEN

**Select to upload a file on the device.** →

Vehicles

Does this document have an expiration date?

**The default selection is "Yes" to this question** →
⦿ Yes     ○ No

Year    Make    Type    Registration Expiry Date

Expiration Date

07/14/2026                          ← **Enter the "expiration date" of the registration.**

Select the attachment expiration date. If your document does not have one, select "no" from the radio button above.

Approved    VISPA...

Approved    Parkin...    2024    10/24/2025

Approved    110MP...    2024    10/25/2025

[ SUBMIT ]   [ CANCEL ]

Approved    VISPA...    2025    12/18/2025

**Select "SUBMIT" to confirm and save the information**

▸ TOTAL RECORDS 5    ⊞ COLUMNS

Menu

🏠 Home

📄 Tickets

🛒 Permits

🚗 Vehicles

◉ Proof of address

💳 Credit Cards

🕔 Invoice History

⚙️ Account Settings

ℹ Help

📄 Proof of Residency                                    ADD PROOF

| Status | Attachment Type | Attachment | Expiration Date |
|---|---|---|---|
| ⚙️ Under Review | Residency Proof | Check MO only signs.PNG | 05/12/2023 |

▸ TOTAL RECORDS 1    ⊞ COLUMNS

DADLILIONGNS@GMAIL.COM   Logout

Home | Help

Select "No" unless this is a Visitor Pa... appli...

Vehicles ×

...e Owner/Driver ...nformation

ADD PERMIT

Vehicle License Pl...
Certificate of Reg...
or
For Visitor Parking Per...
unique pla...
Example: the name "...
will be VISPARCLE1...
permit and VISPARC...
second.

Price   Pay   Auto Renewal   Cancel per...

$20.00

$30.00

$20.00

$20.00

$20.00

$0.00

$0.00

$150.00

$150.00

$150.00

i  Help

Page is currently under construction!

Thank you.
We are aware there are issues with this page

Please go to
**"ADD PERMIT"** from the Parking Permit Portal Main Menu to add the vehicle information upload registration and purchase a permit.

Select "SAVE" to c...
and ...

Select "No" unless this is a Visitor Parking Permit application.

Vehicle License Plate on the Certificate of Registration
or
For Visitor Parking Permit create the unique plate
Example: the name "Parking Clerk" will be VISPARCLE1 for the first permit and VISPARCLE2 for the second.

Vehicle Owner/Driver information

Enter the vehicle information from the Certificate of Registration in each of the appropriate fields.

Select "SAVE" to confirm the information and continue.

## Vehicles

Is this a visitor vehicle?
○ Yes    ○ No

Vehicle owner/driver

Vehicle owner/driver

Plate*

PLATE*

* The plate field only accepts alphanumeric characters such as (a, b ,c, 1, 2, 3)

State*

Massachusetts

Make

Please choose

Type

Please choose

Color

Please choose

Year

Please choose

SAVE    CLOSE

Select one of the vehicles from the dropdown menu.

Select the "**ADD VEHICLE**" For a new or an expired license plate to be added.

Select the **Parking Location** for the permit (street name or Permit Name (Business, Residential Commuter, Labor Day, etc.)

The options of **Permit** will be different depending on the Parking Location. Select the desired type of **Permit**: Standard(Residential Parking Permit), Business, Residential Commuter, Mem- Labor Day, etc.

When requesting a Permit during the November renewal period. Ensure the **Start Date** is for the following year. The Default **Start Date** is the current day of this permit application

Default Permit expiration date

Select to upload a file on the device.

The default selection is "Yes" to this question

Enter the "expiration date" of the Certificate of registration.

Select "**ADD TO CART**" to confirm the information and continue to the "**Permit Shopping Cart**" screen

**Click the red-outlined images for more details**

---

Add Permit                                    ✕

Permit vehicle(s)*

(Visitor) - VISPARCLE1(MA)        ▾        ADD VEHICLE

Parking Location*

Capen Street                                          ▾

Permit*

Standard

* A Residential Parking Permit for a vehicle to park on a Medford permitted street. Variance Parking Permits cannot be applied for online and must be done in person.

Start Date*

07/14/2025

End Date

12/31/2025

**Vehicle Registration** *
You must upload the Vehicle Registration once for each vehicle.

VISPARCLE1        Choose File   NO FILE CHOSEN
(MA)

Does this document have an expiration date?
● Yes        ○ No

Expiration Date

07/13/2026

ADD TO CART        CLOSE

HOME /

Proof of address

Please upload your proof of address. You can upload a government issued bill or piece of identification, such as (but not limited to) a driver's license, property tax bill, utility bill, or a lease/rental agreement. Note that health cards are not accepted.

Select **"ADD PROOF"** to upload additional accepted documents (Medford tax receipt, lease/deed, utility bill)

**Proofs**

ADD PROOF

| Attachment Type | Attachment | Status | Expiration Date |
|---|---|---|---|
| Residency Proof | ⬆ Click to submit proof | | |

Select **"Click to submit proof"** to upload the Residency Proof (Medford Tax Statement, Lease/Deed or Utility Bill)

ADD PERMIT

Select "ADD PERMIT" to create an additional permit for a vehicle.
Navigates to the **ADD PERMIT screen on the Parking Portal**

Logout ⬈

Home 🏠 | Help ℹ

PERMIT PORTAL

☰ Menu

🏠 Home

📄 Tickets

🛒 Permits

🚗 Vehicles

📄 Proof of address

💳 Credit Cards

**Click the red-outlined images for more details**

/// powered by gtechna Inc. Copyright©2016-2020.All rights reserved.

Logout

HOME /

Home | Help

**Proof of address**

Upload Proof

Choose File | NO FILE CHOSEN

Select to upload the Residency Proof (Medford Tax Statement, Lease/Deed or Utility Bill)

Please choose*

Select **"Residency Proof"**

Does this document have an expiration date?
● Yes  ○ No

The default selection is "Yes" to this question

Expiration Date

07/16/2026

Enter the "expiration date" of the Certificate of registration.

Select the attachment expiration date. If your document does not have one, select "no" from the radio button above.

SUBMIT   CANCEL

Select **"SUBMIT"** to confirm and save the information

**Menu**

🏠 Home

📄 Tickets

🛒 Permits

🚗 Vehicles

📄 Proof of address

💳 Credit Cards

🕘 Invoice History

⚙️ Account Settings

ℹ️ Help

Status

Under Review

Expiration Date

05/12/2023

ADD PROOF

ADD PERMIT

PERMIT-POR

**Click the red-outlined images for more details**