

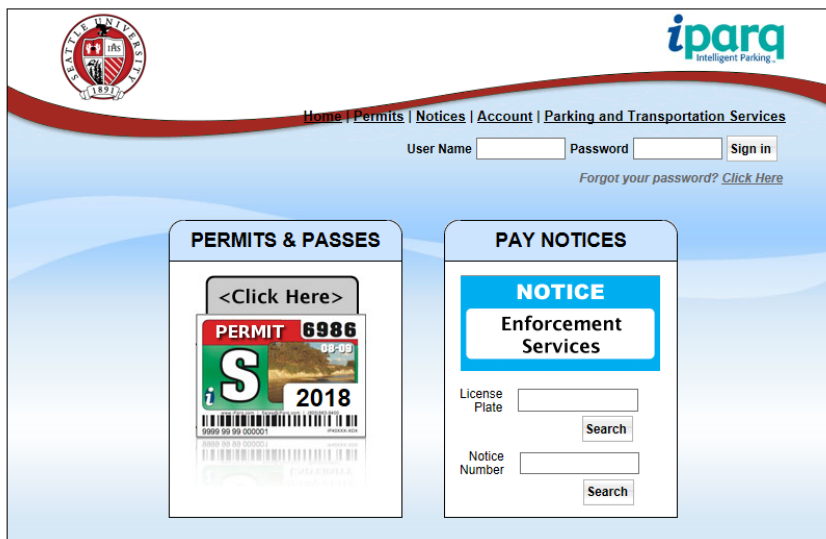
Student Orca Online Renewal

Renewal fees will be paid through the iParq system.

If you have lost your Seattle University Orca card, you will need to renew in the Public Safety Business Office.

1. Go to iParq:

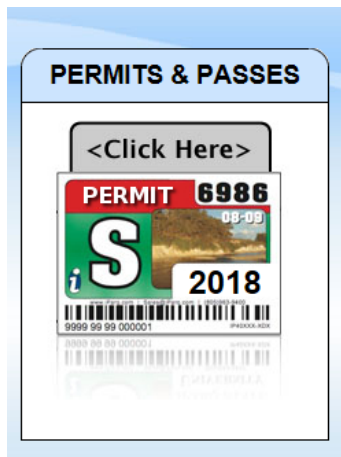
<https://seattleu.thepermitstore.com/>



The screenshot shows the iParq website interface. At the top left is the Seattle University logo. At the top right is the iParq logo with the tagline "Intelligent Parking". Below the logos is a navigation bar with links: Home | Permits | Notices | Account | Parking and Transportation Services. Below the navigation bar are login fields for "User Name" and "Password", and a "Sign in" button. A link "Forgot your password? Click Here" is located below the password field. Below the login fields are two main service categories: "PERMITS & PASSES" and "PAY NOTICES". The "PERMITS & PASSES" category features a large button labeled "<Click Here>" and a sample permit card for permit number 6986, valid from 08-09 to 2018. The "PAY NOTICES" category features a "NOTICE Enforcement Services" section with search fields for "License Plate" and "Notice Number", each with a "Search" button.

2. Sign into iParq with your Seattle University username and password.

3. Click on Permits and Passes:



This is a close-up screenshot of the "PERMITS & PASSES" section of the iParq website. It features a large button labeled "<Click Here>" and a sample permit card. The permit card displays the permit number "6986", the year "2018", and the date "08-09". The card also includes a barcode and the text "PERMIT" and "i S".


4. Below your SU ID number and SU e-mail address click “Search.”

5. Scroll through the iParq options you are pre-approved for. You will see the Orca product you previously enrolled in, that you are pre-approved for to purchase.

If your transit product you were previously enrolled in does not meet your transit needs and you need to purchase a different transit product, PLEASE E-MAIL SEATTLE UNIVERSITY PUBLIC SAFETY AT transitpass@seattleu.edu to advise which transit product you need to be pre-approved for. Public Safety will update the transit product in iParq so that you purchase the correct product:

Pre-Approved

ORCA RENEWAL - Student Winter Quarter 2019 Washington State Ferry VASHON ISLAND Ferry Pass

 Issued after administrative review

BEFORE SELECTING ADD ITEM, PLEASE FULLY READ PRODUCT DESCRIPTION.

First, you must review the User Agreement online: <https://www.seattleu.edu/media/transportation-and-parking-services/orca/Winter-Quarter-VI-Ferry-Pass-2019.pdf>


By purchasing this product, it means that you have reviewed and... [more](#)

Price: \$ 107.78

Valid Dates: Jan 7, 2019 to Apr 1, 2019

Add Item

6. Fully read the Orca Renewal Product Description. By clicking on “More” you will expand the product description:


Pre-Approved
ORCA RENEWAL - Student Winter Quarter 2019 Washington State Ferry VASHON ISLAND Ferry Pass
 Issued after administrative review
BEFORE SELECTING ADD ITEM, PLEASE FULLY READ PRODUCT DESCRIPTION.

First, you must review the User Agreement online: <https://www.seattleu.edu/media/transportation-and-parking-services/orca/Winter-Quarter-VI-Ferry-Pass-2019.pdf>

By purchasing this product, it means that you have reviewed and... [more](#)

Price: \$ 107.78 Valid Dates: Jan 7, 2019 to Apr 1, 2019

7. The product description contains the link to the Orca User Agreement that you must additionally review:

Pre-Approved
ORCA RENEWAL - Student Winter Quarter 2019 Washington State Ferry VASHON ISLAND Ferry Pass
 Issued after administrative review
BEFORE SELECTING ADD ITEM, PLEASE FULLY READ PRODUCT DESCRIPTION.

First, you must review the User Agreement online: <https://www.seattleu.edu/media/transportation-and-parking-services/orca/Winter-Quarter-VI-Ferry-Pass-2019.pdf>

By purchasing this product, it means that you have reviewed and... agree to Seattle University's Orca User Agreement for this product for this academic term.

iParq is the portal in which to pay your Orca renewal fee only.

Once payment has been processed, Seattle University will then place an order for your transit products through their Orca Business Account.

It may take several days for Orca product to load onto your Orca card.

To load and activate Orca products onto your Orca card, you must tap your card on an Orca reader/terminal.

ORCA IS NON-REFUNDABLE

[less](#)

Price: \$ 107.78 Valid Dates: Jan 7, 2019 to Apr 1, 2019

8. Once you have fully read the iParq Orca product description and fully read Seattle University's Orca User Agreement, click on "Add Item:"

It may take several days for Orca product to load onto your Orca card.

To load and activate Orca products onto your Orca card, you must tap your card i

ORCA IS NON-REFUNDABLE

[less](#)

Price: \$ 107.78 Valid Dates:

9. iParq step #2, enter your 8 digit Seattle University Orca card number and click on continue:

Additional information is required for your purchase.

Please complete the required fields below. The other data is optional.

* Campus ID (Enter zeros in front of ID number so that total number of digits is 7. eg. 555 = 0000555):

* Campus Email (Use your official campus email address):

* ORCA CARD ONLY (Card Renewal Only):

For intermittent 1-DAY permits ONLY: Select which day you will park:

For intermittent 2-DAY permits ONLY: Select the days you will park:

For intermittent 3-DAY permits ONLY: Please enter the days you will park (ex: Mon,Tue,Wed):

* ORCA CARD # (Enter your 8-digit ORCA CARD #):

10. iParq step #3, enter your payment information:

The screenshot shows a checkout process with three steps: 3. Shipping / Billing, 4. Review, and 5. Complete. The current step is 3. The page title is "Payment Options". Below the title, it states: "The order total comes to \$107.78 plus shipping. What payment method do you want to use?". There is a radio button next to "New Method". Below that, it says "Payment Method:" followed by a dropdown menu with options: "[SELECT]", "Mastercard", and "Visa". At the bottom right, there is a "Continue" button with a checkmark icon.

11. iParq step #4, please review your order

The screenshot shows a checkout process with five steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, and 5. Complete. The current step is 4. The page title is "Please review your order.". Below the title, there is a table of items:

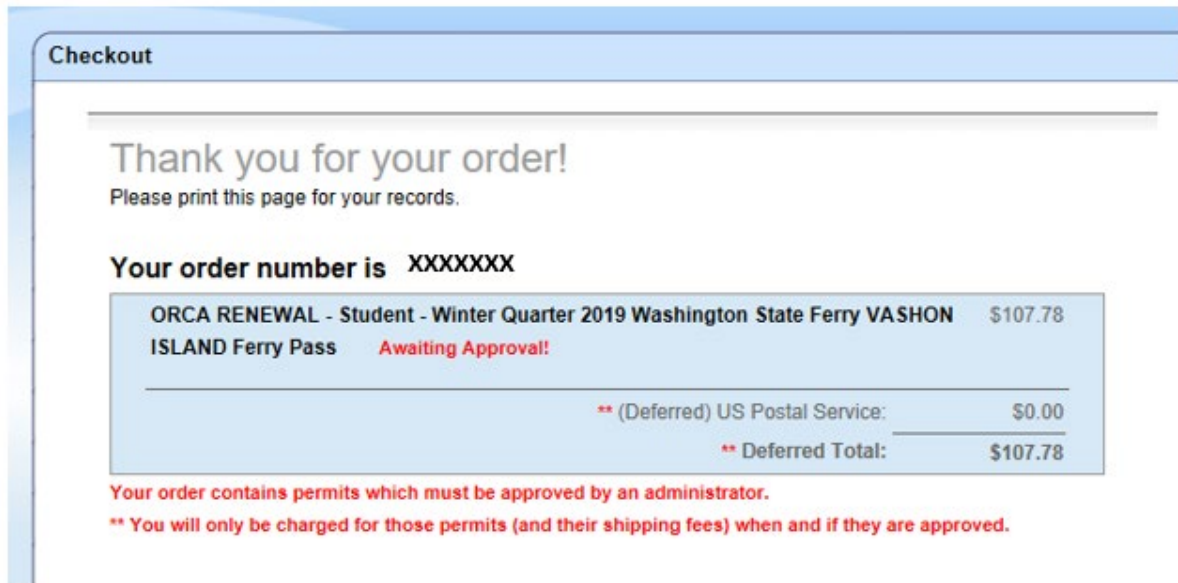
ORCA RENEWAL - Student - Winter Quarter 2019 Washington State Ferry VASHON	\$107.78
ISLAND Ferry Pass	Awaiting Approval!
** (Deferred) US Postal Service:	\$0.00
** Deferred Total:	\$107.78

Below the table, there is a red warning message: "Your order contains permits which must be approved by an administrator." and another red message: "** You will only be charged for those permits (and their shipping fees) when and if they are approved."

After reviewing your order, there is a final "I agree" button to click on at the bottom right hand of the screen:

The screenshot shows a dropdown menu with the text "g permit." and a right-pointing arrow. Below it, there is a blue "I Agree" button with a checkmark icon.

12. You will see “Thank you for your order!” You are also provided with your iParq order number:



You will receive two e-mails from iParq (the first e-mail summarizing your iParq order, and then a second e-mail advising you when the renewal payment has been processed).

After payment is processed, Seattle University Public Safety will then place the order for your Orca product through their Orca Business Account. It may take several business days for product to load onto your card.

Thank you!

**Transportation and Parking Services
Department of Public Safety
206-296-5992
transitpass@seattleu.edu**