

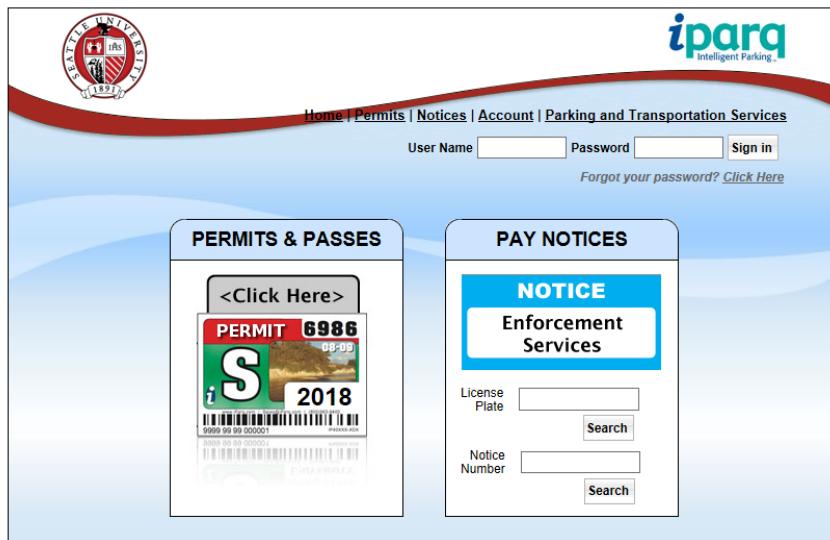
# **Student Orca Online Renewal**

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.

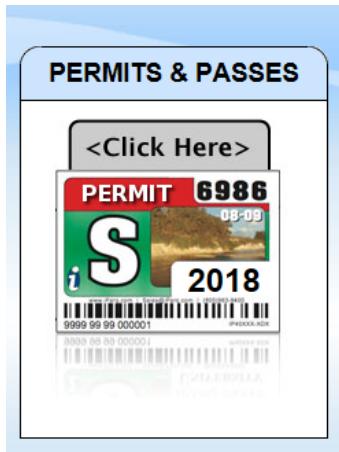
## **1. Go to iParq:**

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



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

## **3. Click on Permits and Passes:**



**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](mailto: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

**Add Item**

**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

**Add Item**

**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.

ORCA IS NON-REFUNDABLE

less

Price: \$ 107.78

Valid Dates:

**Add Item**



**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):

Your SU ID Number Here

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

Your SU E-mail AddressHere

\* ORCA CARD ONLY (Card Renewal Only):

CARD RENEWAL

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

[[SELECT]]

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

[[SELECT]]

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

[[SELECT]]

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

Enter Your 8-Digit Orca Card Number

 Go Back to Shopping Cart

 Continue

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

The screenshot shows a step 3 of a process titled "Payment Options". It asks for a payment method selection. A dropdown menu is open, showing "Mastercard" and "Visa" as options. A "Continue" button is visible at the bottom.

3. Shipping / Billing    4. Review    5. Complete

### Payment Options

The order total comes to \$107.78 plus shipping. What payment method do you want to use?

New Method

Payment Method:

[SELECT]  
Mastercard  
Visa

Continue

## **11. iParq step #4, please review your order**

The screenshot shows a step 4 of a process titled "Checkout". It displays the order details and a note about permit approvals.

1. Shopping Cart    2. Additional Info    3. Shipping / Billing    4. Review    5. Complete

### Please review your order.

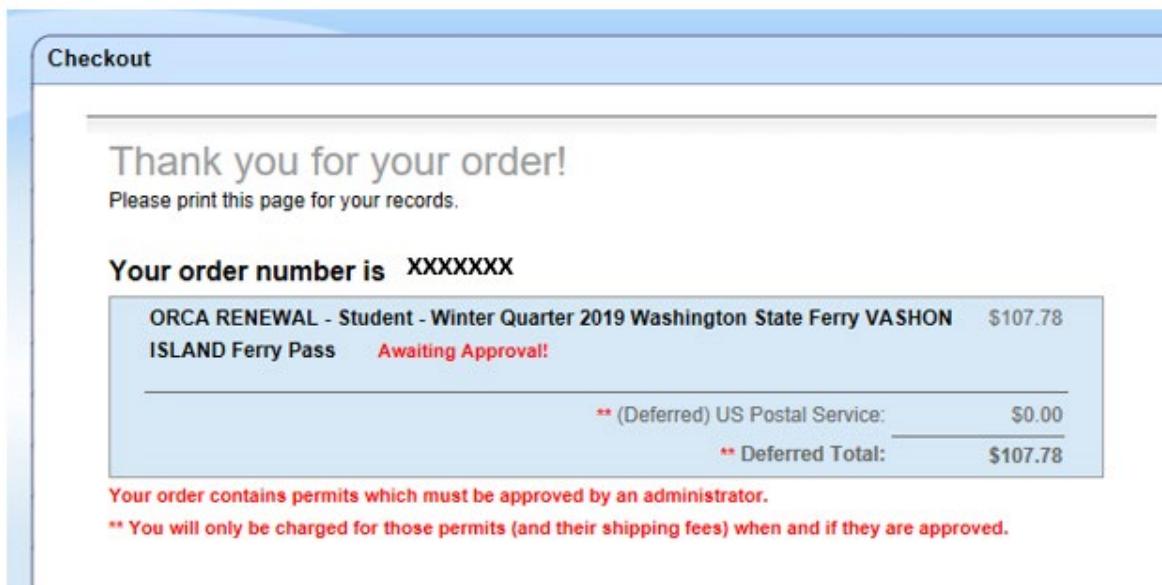
ORCA RENEWAL - Student - Winter Quarter 2019 Washington State Ferry VASHON	\$107.78
ISLAND Ferry Pass	Awaiting Approval!
____	
** (Deferred) US Postal Service:	\$0.00
** Deferred Total:	\$107.78

Your order contains permits which must be approved by an administrator.  
\*\* 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:**



**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](mailto:transitpass@seattleu.edu)**