

AIT PERMIT APPLICATIONS 2020-2021

Purchase Guidelines

Step 1

Using Google Chrome or Firefox go to:

<https://buy-permit.apcoa.ie/applicant>

OR

click on the Purchase Parking Permit tab on the AIT Website (<https://www.ait.ie/life-at-ait/campus-facilities/estates/parking>)

The screenshot shows the APCOA Parking website interface. At the top, there is a navigation bar with the APCOA logo and a 'Log In / Create Account' link. Below the navigation bar, the main heading is 'Apply for a Parking Permit'. A sub-heading reads 'Please select a location from the options below to apply for a permit.' There is a search input field with a 'Reset' button. The main content area is a grid of eight location cards, each representing a different AIT estate. Each card includes the estate name, a list of streets, and an 'Apply for permits' button. The estates shown are: Abbey Woods, Achill & Beau Court, Alexandra Walk, Ashurst, Athlone IT, Capdoo Court, Carlow Institute of Technology, and Castligrange Square.

Step 2

Choose "Create Account"

The screenshot shows the 'Create Account' form. The form is divided into several sections: 'Name' (with fields for Surname, First Name, and Last Name), 'Find Address' (with fields for Postcode, Organisation Name, and Address Lines 1-4), 'Other' (with fields for Blue Badge Number and VRM), 'Contact' (with fields for Email, Home Phone, and Mobile), 'Password' (with fields for Password and Confirm Password), and 'Vehicle' (with fields for Vehicle Type, Make, Model, and Colour). There are also checkboxes for 'Person' and 'Organisation'. At the bottom, there is a checkbox for 'I accept the terms & conditions of use.' The form is styled with a light blue and white color scheme.

Step 3

Enter your details including car registration.

Please note that no personal details apart from Name, Address and Email Address are required for use of this system. Name will allow AIT Parking Admin to approve or reject permits. Email Address is required for your login to manage vehicle registration protection. Any mandatory fields on this form may be completed with “na” if preferred.

Step 4

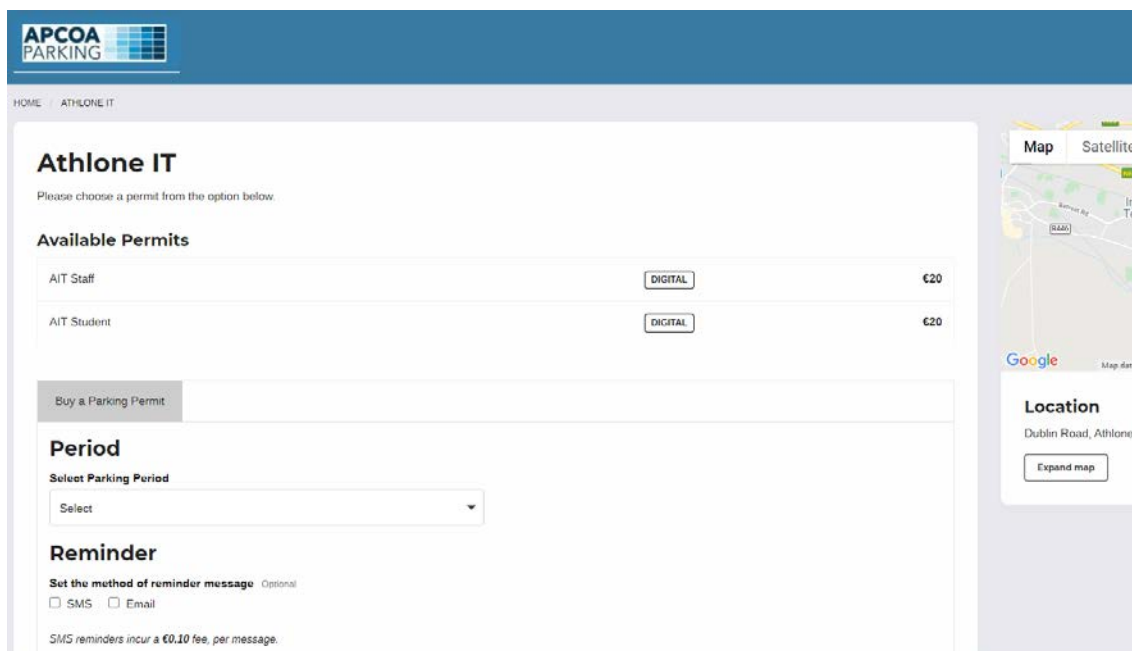
Complete registration.

On successful registration you will be directed to the Home page.

Step 5

Buy permit.

Enter “ath” in search box and choose “View Permits” for Athlone IT.



The screenshot shows the APCA Parking website interface for purchasing a permit at Athlone IT. The page has a blue header with the APCA Parking logo and navigation links for HOME and ATHLONE IT. The main content area is titled "Athlone IT" and prompts the user to "Please choose a permit from the option below." Under "Available Permits", there are two options: "AIT Staff" and "AIT Student", each with a "DIGITAL" button and a price of €20. Below this is a "Buy a Parking Permit" section with a "Period" dropdown menu (currently set to "Select") and a "Reminder" section where the user can choose between SMS and Email. A note states "SMS reminders incur a €0.10 fee, per message." On the right side, there is a map showing the location "Dublin Road, Athlone" with an "Expand map" button.

Select “Parking Period” accept “Terms and Conditions” and “Proceed”.

Buy a Parking Permit

Period

Select Parking Period
AIT Staff (AIT Staff Permit 2020-2021)

Select From Date
Valid To
31/08/2021 at 23:59:59

Select Hour

Reminder

Set the method of reminder message Optional

SMS Email

SMS reminders incur a €0.10 fee, per message.

Booking Fee:	€0.00
Total Price:	€20.00

I have read and accept the [Terms & Conditions](#).

Proceed

Location
Dublin Road, Athlone, Galway, NA
[Expand map](#)

Choose Registration to protect on the permit and click “Apply”.

APCOA PARKING

HOME | ORDER SUMMARY

Important Information

- Please note that permits purchased through this system are digital and therefore no physical permit will be issued.
- Only the nominated vehicle will be authorised to park during the period that you have opted and paid for. A confirmation email will be provided.
- Please note that the permit is valid for the designated vehicle in the car park(s) you have selected.

Summary

Product	Details	Location	Vehicle	Price
Digital Permit	Valid from: 17/08/2020 Expires: 31/08/2021 at 23:59:59	Athlone IT (Athlone)	222D321 (Opel)	€20.00
Total				€20.00

After clicking 'Apply' you will be transferred to the secure payment gateway. **Please ensure that you have a valid credit or debit card.**

Apply Cancel

For Staff and Student permits:

- On Order Confirmation screen select “Pay Now”.
- Enter payment details on Ecom6 Secure Payment Gateway.
- Once payment is received the permit is active.

APCOA PARKING

HOME ORDER SUMMARY

Important information

- Please note that permits purchased through this system are digital and therefore no physical permit will be issued.
- Only the nominated vehicle will be authorised to park during the period that you have opted and paid for. A confirmation email will be provided.
- Please note that the permit is valid for the designated vehicle in the car park(s) you have selected.

Summary

Product	Details	Location	Vehicle	Price
Digital Permit	Valid from: 17/08/2020 Expires: 31/08/2021 at 23:59:59	Athlone IT (Athlone)	2220321 (Opel)	€20.00
Total				€20.00

After clicking 'Apply' you will be transferred to the secure payment gateway. **Please ensure that you have a valid credit or debit card.**

Apply Cancel



Secure Payment to: **ROI Permits (ECOM)**

Order Reference: **Digital Permit - SC: 22ceec8f**

Purchase Amount: **EUR 20.00**

Learn More

Please choose an alternative payment method above or enter your card details below.

Card Details Verified by VISA Mastercard SecureCode

Cardholder's Name *

Card Number *

Expiry Date * /

Card Verification Number *

Billing Details

Address * (Registered billing address)

Post / Zip Code *

Contact Details

Contact Email Address *

- You can further manage your account by selecting your name in the top right hand corner of the screen. Here you can manage your vehicle registrations and change protection on your permit.
- For all permit applications Vehicle Registration must be selected.
- Additional Vehicles can be added to the account using the menu on top right of screen "Vehicle".
- Protected Vehicles can be changed by accessing the "Permits" option on the same menu.
- Once payment has been made for a permit, the permit is live and the vehicle registration chosen is protected on the system.