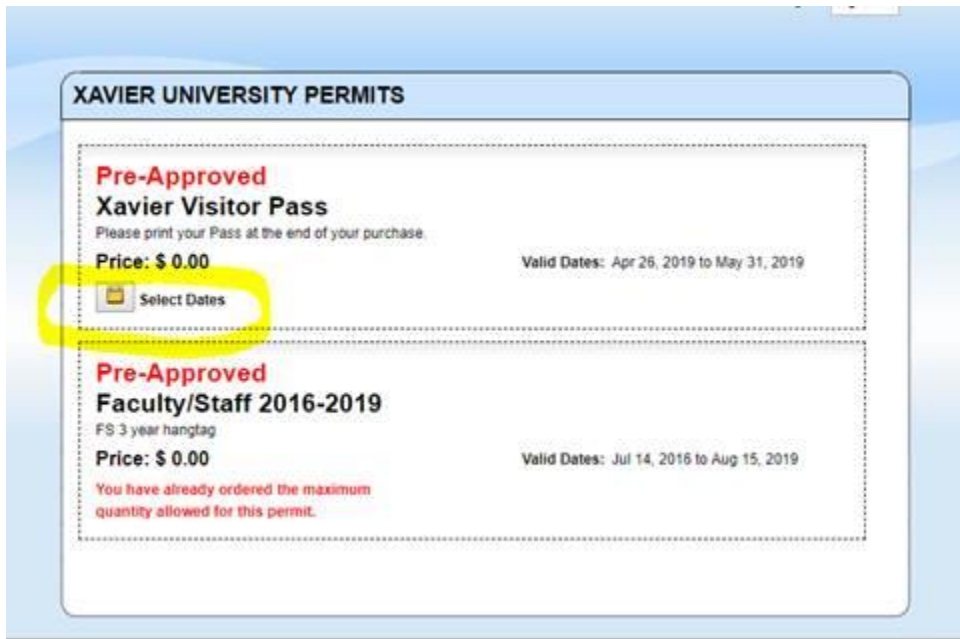




Click on “Select Dates” on the Pre-Approved Xavier Visitor Pass



Select up to three days on the calendar. Click done.  
Click update cart with selected dates

**Checkout**

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

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**Permit information.**  
 Please select a vehicle for each permit.  
 If you do not have any vehicles on record, you will need to select "Add New Vehicle" to link one to your permit.

**Xavier Visitor - Pass**      Vehicle not required

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**Additional information is required for your purchase.**  
 Please complete the required fields below. The other data is optional.

Xavier ID Number:        
 Last Name :                
 xxx-xxx-xxxx Phone Number :     

Click continue

**Checkout**

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

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Please review your order.

<b>Xavier Visitor - Pass (1)</b>	<b>\$0.00</b>
1) 05/14/2019	
US Postal Service:	\$0.00
<b>Total:</b>	<b>\$0.00</b>

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<b>Information</b>	<b>Shipping</b>	<b>Payment</b>
Xavier ID Number: 000597177	US Postal Service	No payment necessary.
Last Name : Bryant	to: <del>XXXXXXXXXX</del>	
xxx-xxx-xxxx Phone Number :	<del>XXXXXXXXXX</del>	

Agree

**Checkout**

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**Thank you for your order!**  
Please print this page for your records.

**Your order number is 4606901.**

Xavier Visitor - Pass #5456553 (1)	<b>\$0.00</b>
1) 05/14/2019	
<hr/>	
US Postal Service:	\$0.00
<b>Total:</b>	<b>\$0.00</b>

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<p><b>Information</b></p> <p>Xavier ID Number: 000597177</p> <p>Last Name : Bryant</p> <p>xxx-xxx-xxxx Phone Number :</p>	<p><b>Shipping</b></p> <p>US Postal Service</p> <p>to: <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del></p>	<p><b>Payment</b></p> <p>No payment necessary.</p>
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Once you see this screen, you are done.

You will receive an order confirmation email, permit activated email then the actual temporary permit which can be emailed to your guest or it can be printed. If you need more than one day on your temporary permit, the system will generate a permit for each day. Individuals will need to use the permit which coincide with the date they park.

If you do not receive your permit by email you are able to print/ email directly from the system.



At the top of the screen you should see these options, click on Permits