# Welcome to the Online Permit Application System for the City of Pueblo

### Register

Visit <u>https://pueblo.thepermitportal.com/</u> and select Register. Enter your User Information in the fields below and accept the Terms & Conditions. Continue to <u>Submit</u>. Once you submit, you will receive an email to verify your email and continue to login.

|   | Home Login <b>Register</b> Forgot Password   |
|---|--|
|   |  |
|   |  |
|   |  |
| E TERMS & CONDITIONS                            |  |
| I have read/agree with the <u>terms and cor</u> | nditions. Please check the terms and conditions.   |
|   |  |
| LUSER INFORMATION                               |  |
|   | Mobile   |
| First Name<br>First Name                        | (000)XXX-XXXX  |
| Last Name                                       | Receive SMS*   |
| Last Name                                       |  |
| Home Address                                    | Email  |
| Home Address                                    | Email<br>Email address will be assigned as the Username  |
| Emergency Contact                               | Confirm Email  |
| Emergency Contact                               | Confirm Email  |
| Emergency Contact Phone                         | Password   |
| XXXX-XXX(XXX)                                   | Password   |
|   | Password must be a minimum of 8 characters, 1 uppercase letter, 1<br>lowercase letter, 1 number and 1 special character. |
|   | Confirm Password*  |
|   | Confirm Password   |
|   |  |
|   |  |

#### Login

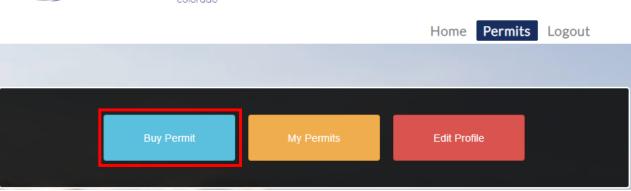
Login using your email address as the Username and enter the password you created during registration.

https://pueblo.thepermitportal.com/



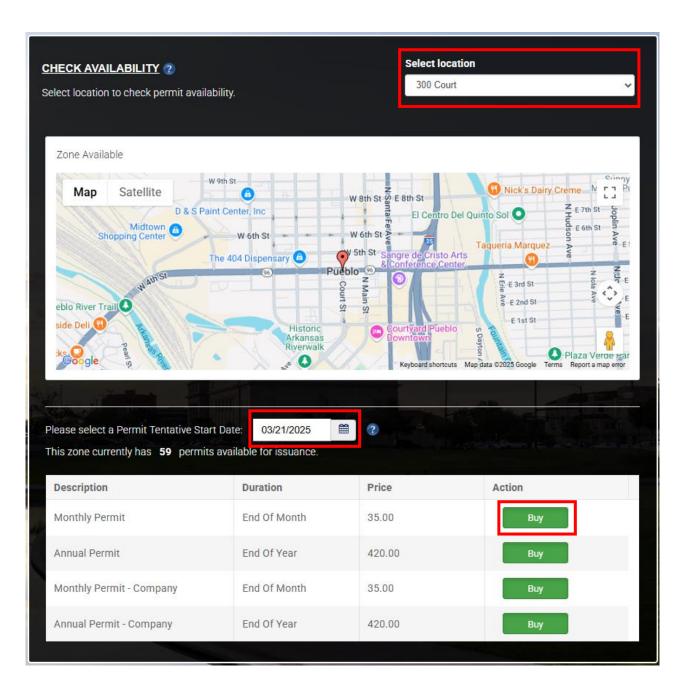
Once logged in, select **Buy Permit**.





#### **Permit Application**

On the following page proceed to **Select Location** from the list and select the permit type you would like to purchase. Choose the Tentative Start Date you need for the permit and select **Buy**.



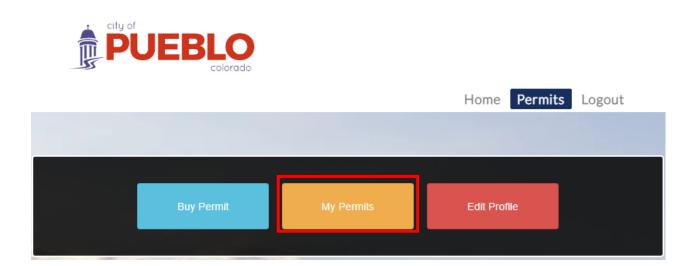
Complete the permit application below by entering all fields listed, select the vehicle that you would like to purchase the permit for, and **Submit**.

| Permit Type Parki  | ng Permit                                       |  |   |                                   |  |                                 |   |  |
|--|---|--|---|-----------------------------------|--|---------------------------------|---|--|
| ocation 300 Cour   | +   |  |   |                                   |  |                                 |   |  |
|  |   |  |   |                                   |  |                                 |   |  |
| Permit Sub Type  | Monthly Perm                                    | iit  |   |                                   |  |                                 |   |  |
| fentative Start Da   | ate 03/21/202                                   | 5  |   |                                   |  |                                 |   |  |
| Application Type   |   |  |   |                                   |  |                                 |   |  |
| Select   |   |  | ~                                       |                                   |  |                                 |   |  |
| Actual Cost (Pror  | ated)   |  |   |                                   |  |                                 |   |  |
| \$12.42  |   |  |   |                                   |  |                                 |   |  |
| Payment Option   |   |  |   |                                   |  |                                 |   |  |
| ayment option  |   |  |   |                                   |  |                                 |   |  |
| Credit Card  |   |  | ~                                       |                                   |  |                                 |   |  |
|  | vehicle indic<br>e in the desi<br>es            | ated by a gre  | en check                                | which you<br>mark. Up to<br>Model | want to asso<br>o five vehicles<br>Color | ciate to t<br>s allowed<br>Year | he permit. Or<br>I per permit. (<br>State | ne of the selection<br>Only one vehicle is<br>Decal Number |
| Credit Card<br>/EHICLE INFOR<br>should be primary<br>allowed at one tim<br>Select All Vehicl                   | vehicle indic<br>e in the desi                  | ated by a gre<br>gnated lot or                       | en check<br>garage.                     | mark. Up to                       | o five vehicle:                          | s allowed                       | l per permit. (                           | Only one vehicle is  |
| Credit Card<br>/EHICLE INFOR<br>should be primary<br>allowed at one time<br>Select All Vehick<br>Select Record | vehicle indic<br>e in the desi<br>es<br>Primary | ated by a gre<br>gnated lot or<br>License            | een check<br>garage.<br>Make            | mark. Up to<br>Model              | o five vehicles<br>Color                 | s allowed<br>Year               | per permit. (<br>State                    | Only one vehicle is  |
| Credit Card  | vehicle indic<br>e in the desi<br>es<br>Primary | ated by a gre<br>gnated lot or<br>License<br>TEST123 | een check i<br>garage.<br>Make<br>Acura | mark. Up to<br>Model<br>TL        | o five vehicles<br>Color<br>Blue         | Year<br>2021                    | per permit. (<br>State<br>California      | Only one vehicle is  |
| Credit Card  | vehicle indic<br>e in the desi<br>es<br>Primary | License<br>TEST123<br>BRUH55                         | Make<br>Acura<br>Honda<br>Alpine        | Model<br>TL<br>Accord             | Color<br>Blue<br>Blue<br>Blue            | Year<br>2021<br>2010            | State<br>California<br>Colorado           | Only one vehicle is  |

#### **Proceed to Payment**

Once you Submit the permit application, you will receive an email confirmation. If approval is required, you will receive an email once it is reviewed with further instructions.

**To make payment**, log in and go to My Permits. Select View Approved permit and Proceed to Checkout. **Permits are not valid until payment is made.** 



| Sł     | Y PERMITS (?)<br>now Permits :<br>Current |            | ¥                 |                               |   |                      |                 |        |
|--------|---|------------|-------------------|-------------------------------|---|----------------------|-----------------|--------|
| to Exc | el<br>Start Date 🔻                        | End Date T | Location <b>T</b> | Plate Info                    | Ţ | Permit Type <b>T</b> | Status <b>T</b> | Action |
| :084   |   |            | 300 Court         | TEST672 Celina<br>2 Celina#5; |   | Monthly Permit       | Approved        | View   |

|                                  | Proceed to Checkout Cancel Permit |                                 |
|----------------------------------|-----------------------------------|---------------------------------|
| PERMIT DETAILS 🕐                 |                                   |                                 |
| Permit No : 300-10474502084      | Location: 300 Court - Pueblo,     | Status : Approved               |
|                                  | CO, USA                           |                                 |
| Permit Type : Parking Permit     |                                   |                                 |
| Permit Sub Type : Monthly Permit |                                   |                                 |
| Email : ipspmts@gmail.com        |                                   |                                 |
| Applied Date : 11/15/2024        | Tentative Start Date : 11/15/2024 | Tentative End Date : 11/30/2024 |
| Applied Date : 11/15/2024        | Quantity : 1                      | Permit Price (Each) \$ 35.00    |
| Total Cost \$ 35.00              | Payment Type : Credit Card        | AutoPayment : No                |
| Application Type : Individual    |                                   |                                 |

## Questions

Feel free to contact us at the number below for any questions.

Call: 719-553-2722 Email: parking@pueblo.us