

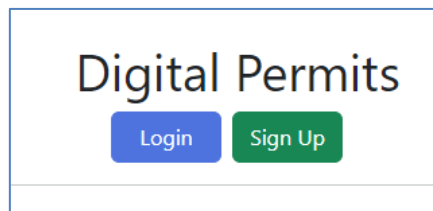
Creating Permits in the Digital Permit System

User Guide - Long Term Parking – Corporate

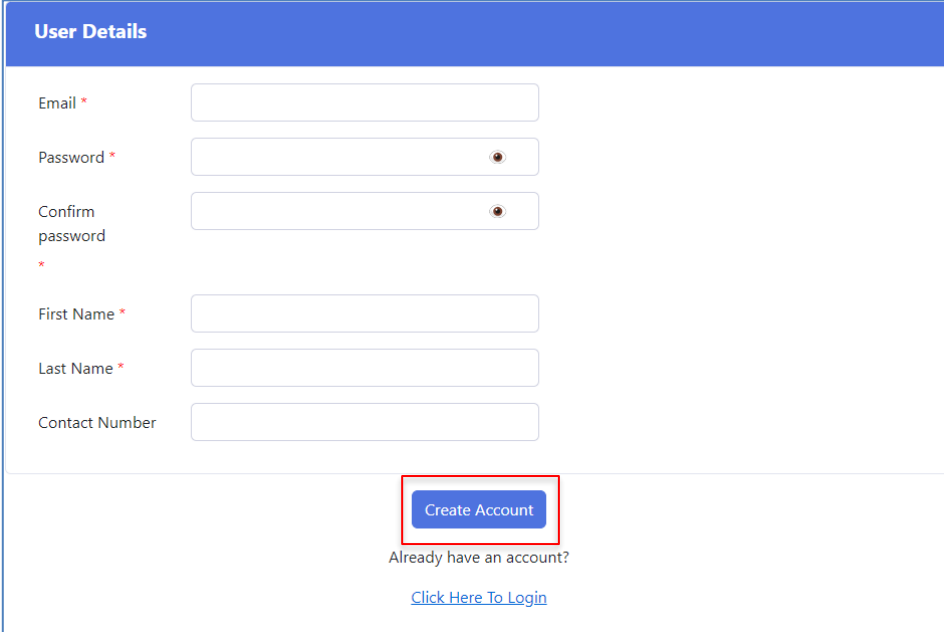
1. Click this link to access the Digital Permit System:

<https://fremantle.digitalpermit.com.au>

2. Use the Green Sign-up button if you do not have an account in the system. (For Subsequent visits use the Blue Login button.)

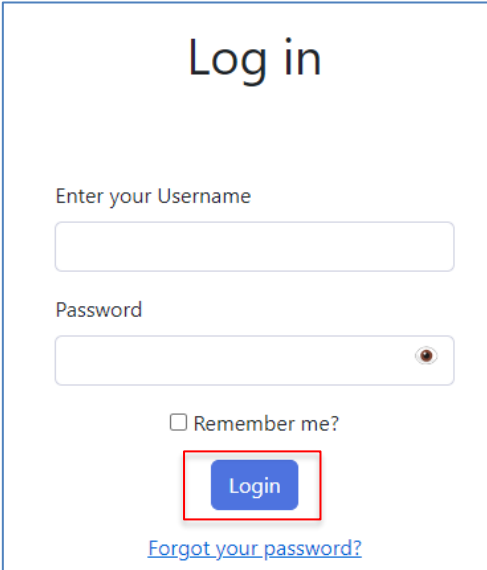


3. To create an account in the Digital Permit system simply follow this registration form. Fields with a red asterisk are mandatory.

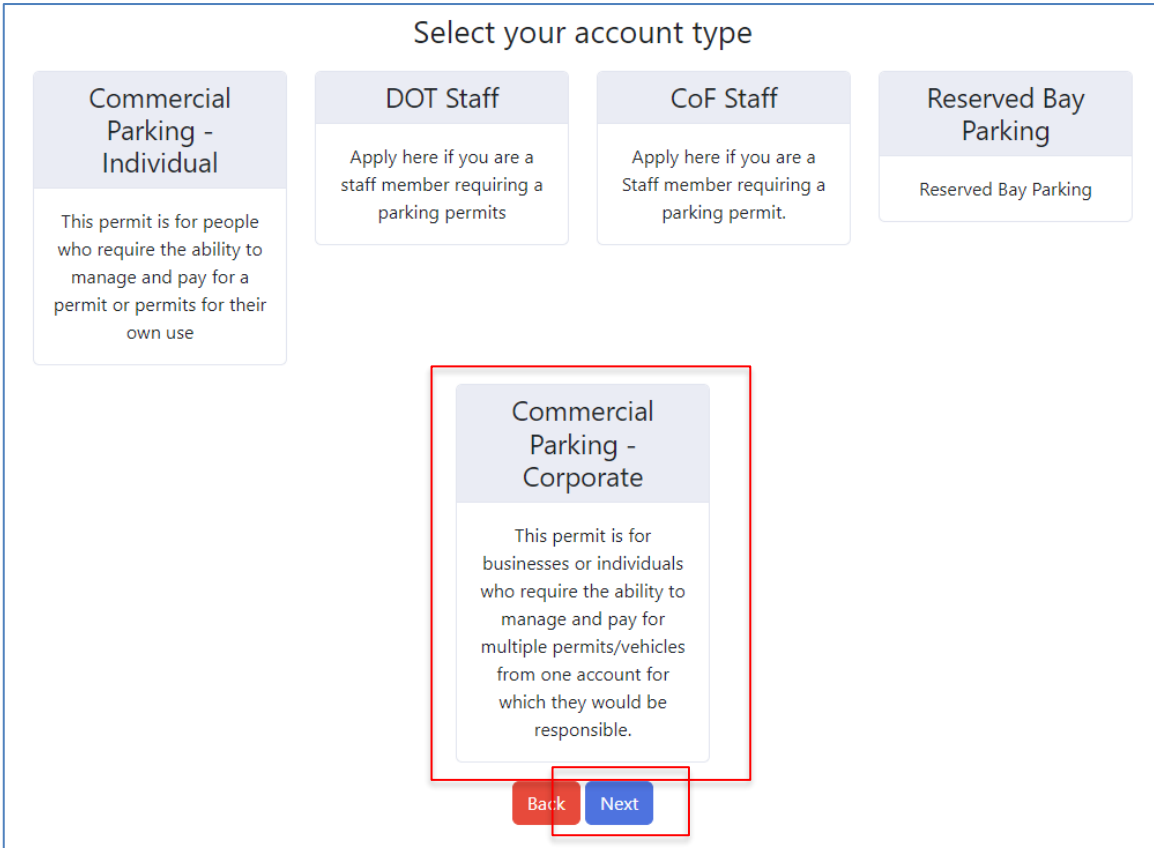
A screenshot of the 'User Details' registration form. The form has a blue header with the text 'User Details'. Below the header are several input fields: 'Email *', 'Password *', 'Confirm password *', 'First Name *', 'Last Name *', and 'Contact Number'. Each field has a red asterisk indicating it is mandatory. At the bottom of the form is a blue 'Create Account' button, which is highlighted with a red box. Below the button is the text 'Already have an account?' followed by a blue hyperlink 'Click Here To Login'.

4. You will receive a verification email to verify your account. Click on the *Click Here* hyperlink in the email or copy and paste the link in the email into a web browser to verify your email.

5. Once email verification is complete, choose *Click here to login*. Login into the digital permits system using your username (email) and your password you entered in the prior step.



6. Select the **profile type** that best describes you and your need for a parking permit within the city, by clicking on it.



Example Account type selection screen

Once a profile type has been selected, click next.

7. Select the **type of permit** that you require. Ineligible permit types are not shown, including permits where maximum numbers have been reached by the account holder.

The screenshot displays a grid of parking permit options. Each option includes a list of applicable carpark locations and a duration. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted in a red box.

<p>Ellen St-Carpark 3 /Beach St-Carpark 12B /East St Jetty-Carpark18 /Marine Tce-Carpark 21/Fishing Boat Harbour-Carpark 31 /Queen Victoria St-Carpark 63</p> <p>60 Day (Mon-Sun)</p>	<p>Ellen St-Carpark 3 /Beach St-Carpark 12B /East St Jetty-Carpark18 /Marine Tce-Carpark 21/Fishing Boat. Harbour-Carpark 31/ Queen Victoria St-Carpark 63</p> <p>30 Day (Mon-Fri)</p>	<p>Parry St -Carpark 1 /Fremantle Oval-Carpark 10/Fremantle Prison-Carpark 29</p> <p>30 Day (Mon-Sun)</p>	<p>Parry St -Carpark 1 /Fremantle Oval-Carpark 10/Frematle Prison-Carpark 29</p> <p>30 Day (Mon-Fri)</p>
<p>Parry St- Carpark 1 /Fremantle Oval-Carpark 10/Frematle Prison-Carpark 29</p> <p>30 Day (Thur-Sun)</p>	<p>Periodic Parking - All Paid Street ex. Carpark 41</p> <p>Monthly</p>	<p>Periodic Parking, All Paid Street exc. Carpark 2, 4,19, 24 & 41</p> <p>Weekly</p>	<p>Periodic Parking- All Paid Street ex. Carpark 2,4,19 & 41</p> <p>Monthly</p>
<p>Periodic Parking- All Paid Street ex. Carpark 41</p> <p>Weekly</p>	<p>Periodic permit - Except CP 2,4,19,24,41</p> <p>Weekly</p>	<p>Short Stay Accomodation - Visitor</p> <p>Annual</p>	

Example Permit Selection Screen

Once a profile type has been selected, click next.

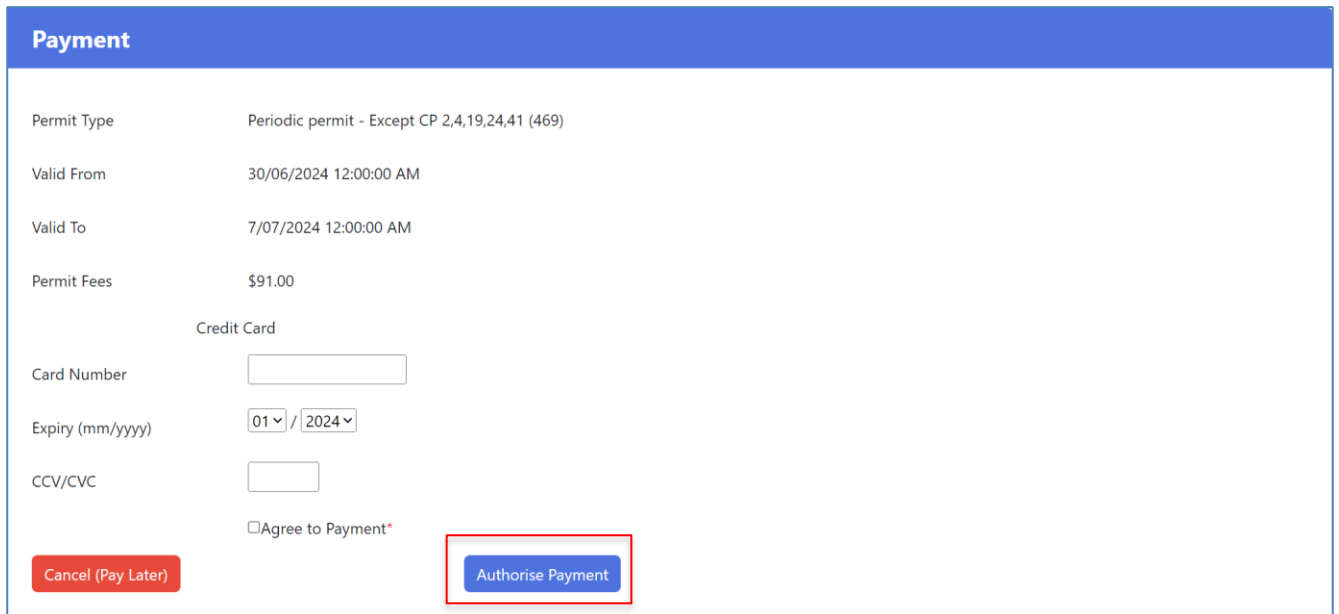
8. Then fill out the permit application form, fields marked with a red asterisk are mandatory.

The screenshot shows the 'Commercial Parking - Individual Account Details' form. It includes sections for 'Periodic Parking- All Paid Street ex. Carpark 41 Permit Details' and 'Registration Details'. The 'Start Date' field is set to 24/06/2024. At the bottom, there are 'Back', 'Save Incomplete Application', and 'Submit' buttons, with the 'Submit' button highlighted in a red box.

Example Permit Application Form

9. Once the application form has been filled out, please press submit so our parking team can review the application.

10. Please enter payment information into the payment form and click Authorize Payment.



Payment

Permit Type: Periodic permit - Except CP 2,4,19,24,41 (469)

Valid From: 30/06/2024 12:00:00 AM

Valid To: 7/07/2024 12:00:00 AM

Permit Fees: \$91.00

Credit Card

Card Number:

Expiry (mm/yyyy): /

CCV/CVC:

Agree to Payment*

11. You will receive a confirmation email indicating your permit application has been sent to the parking team for review.

12. Once the parking team has reviewed your application, you will receive an email message from the system outlining the outcome of your permit application.

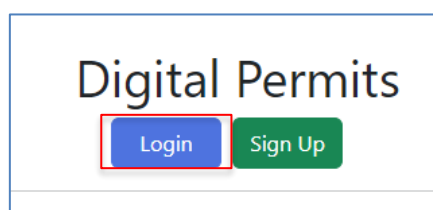
If you have any questions, please contact the Commercial Parking Team either by email commercialparking@fremantle.wa.gov.au or by phone on 1300 693 736.

User Guide – Adding an Additional Permit

1. Click this link to access the Digital Permit System:

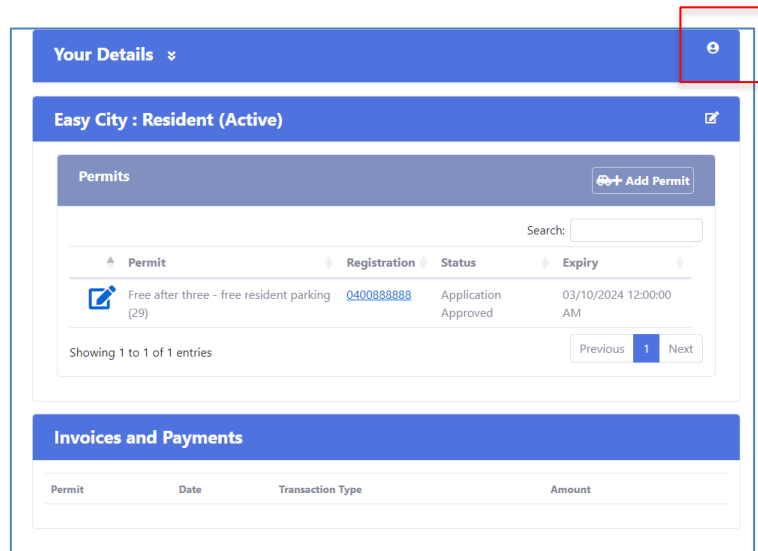
<https://fremantle.digitalpermit.com.au>

2. Press the Blue Login button.



3. Login to the Digital Permits Portal using your respective username (email) and password.

4. Upon login you will see your account details including any permits assigned to the account. The “Your Details” panel is collapsed by default. Expanding this area will reveal details such as the account number, status, phone number, address etc.



Clicking on the person icon on the top right-hand side facilitates:

- Change of password
- Editing favourite vehicles
- Editing user details
- Adding a profile

7. Add a profile to the account by clicking on the person icon and selecting “Add Profile”



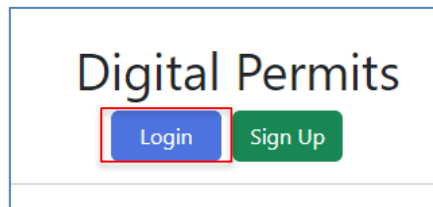
8. Please follow step 6 onwards from the above user guide to apply for an additional permit.

User Guide – Changing Vehicle Registration

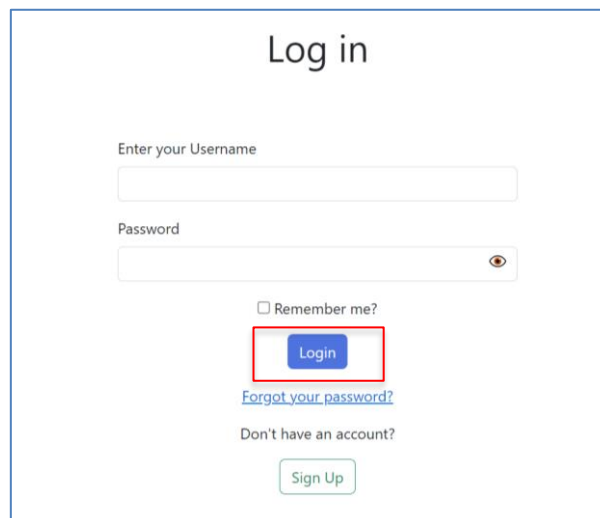
1. Click this link to access the Digital Permit System:

<https://fremantle.digitalpermit.com.au>

2. Press the Blue Login button.



3. Login to the Digital Permits Portal using your respective username (email) and password. If you don't yet have a password/can't remember your password, follow the previous user guide to reset your password. Press login once required fields have been entered.



Log in

Enter your Username

Password

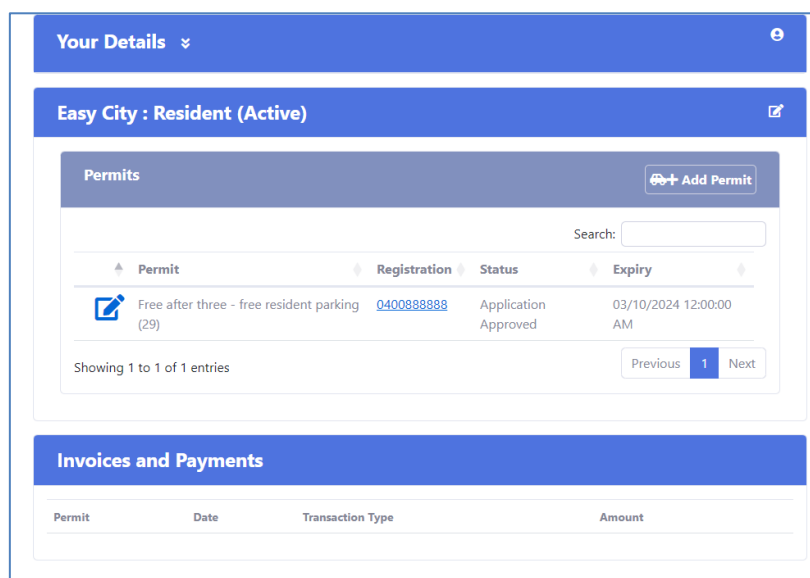
Remember me?

Login

[Forgot your password?](#)

Don't have an account?

4. Upon login you will see your account details including any permits assigned to the account. The “Your Details” panel is collapsed by default. Expanding this area will reveal details such as the account number, status, phone number, address etc.




Your Details ▾

Easy City : Resident (Active) ✎

Permits

Search:

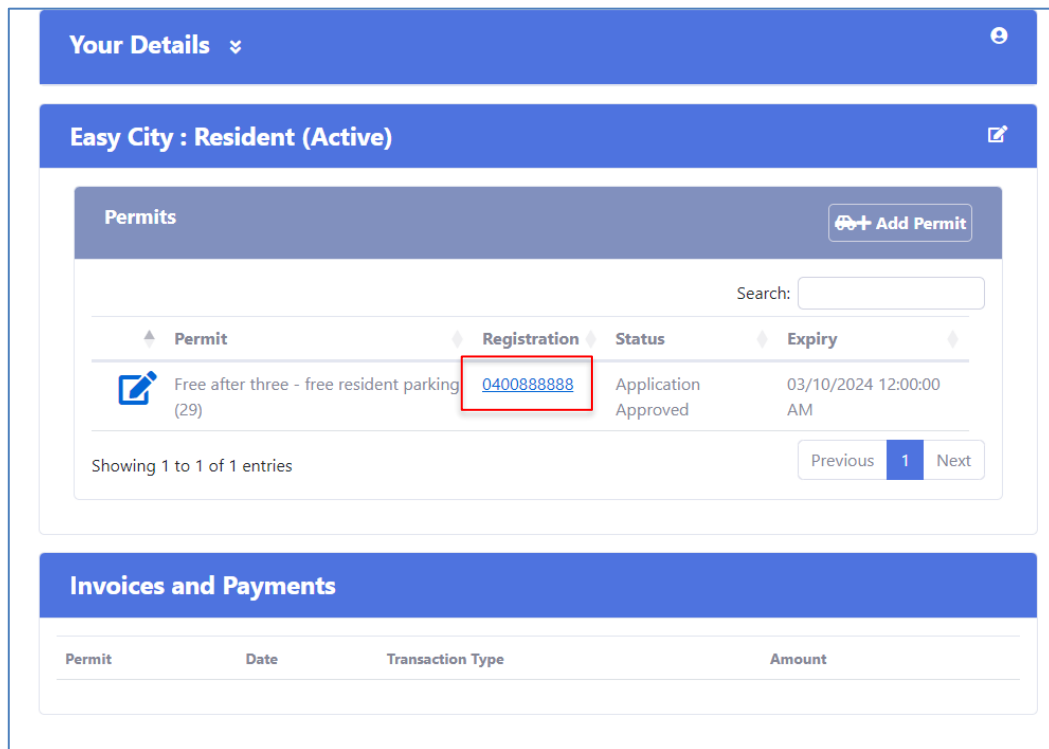
Permit	Registration	Status	Expiry
 Free after three - free resident parking (29)	0400888888	Application Approved	03/10/2024 12:00:00 AM

Showing 1 to 1 of 1 entries Previous **1** Next

Invoices and Payments

Permit	Date	Transaction Type	Amount
--------	------	------------------	--------

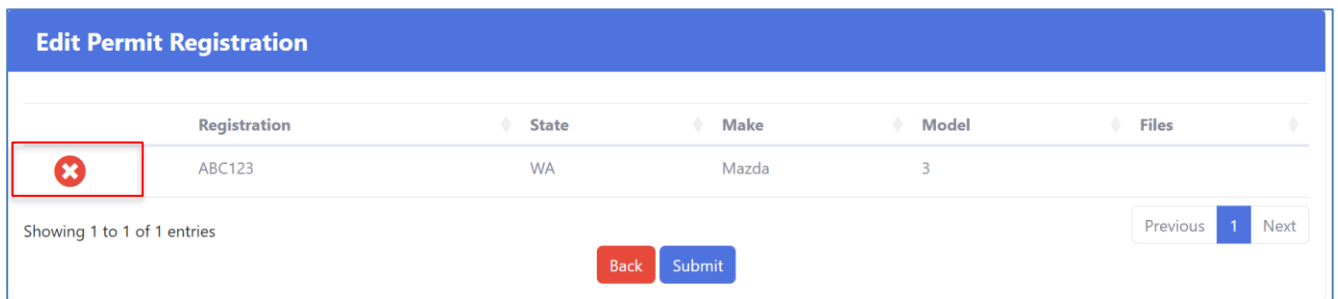
5. To modify the registration linked to the permit click the registration number.



The screenshot shows a user interface for 'Your Details' under the 'Easy City : Resident (Active)' profile. A table of permits is displayed, with the first entry highlighted. The registration number '0400888888' is highlighted with a red box. Below the permits table is an 'Invoices and Payments' section with a table header.

Permit	Date	Transaction Type	Amount
--------	------	------------------	--------

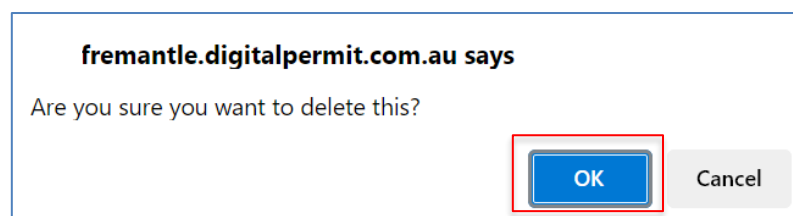
6. Remove the existing registration by clicking the red cross in the left column.



The screenshot shows the 'Edit Permit Registration' page. A table lists registration details. A red box highlights a red cross icon in the left column of the first row. Below the table are 'Back' and 'Submit' buttons.

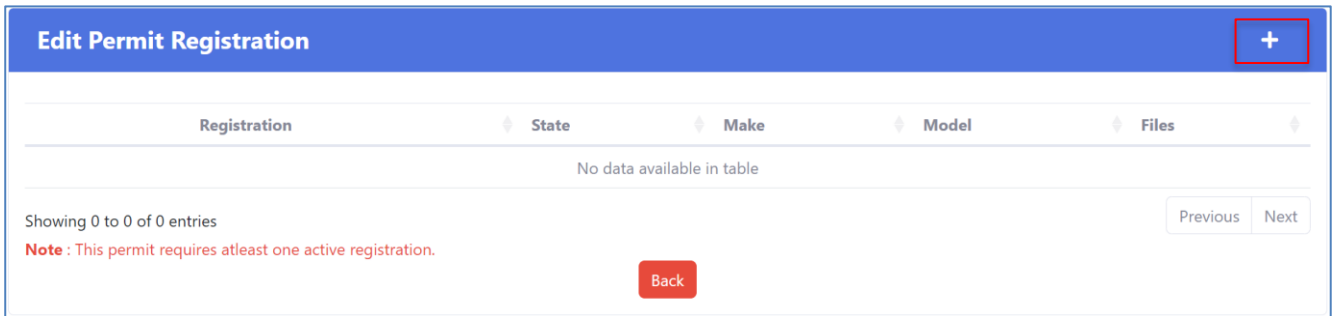
Registration	State	Make	Model	Files
ABC123	WA	Mazda	3	

7. A popup will ask for your confirmation, asking *Are you sure you want to delete this?* Press ok.



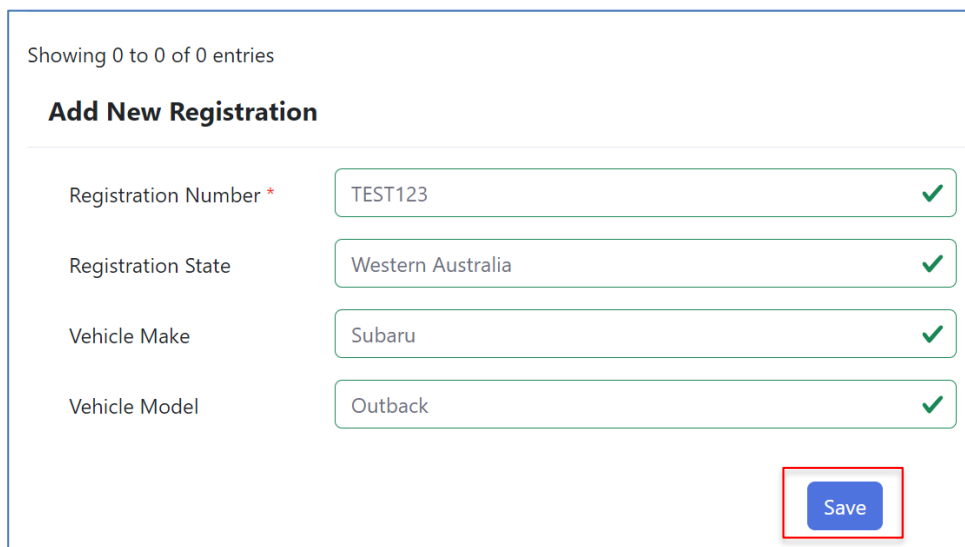
The screenshot shows a confirmation dialog box from 'fremantle.digitalpermit.com.au'. The text asks 'Are you sure you want to delete this?'. The 'OK' button is highlighted with a red box.

8. Click the + icon in the top right corner to add your new registration number.



The screenshot shows the 'Edit Permit Registration' interface. At the top right, a red box highlights a '+' icon. Below is a table with columns: Registration, State, Make, Model, and Files. The table is empty, displaying 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries'. A red note states: 'Note : This permit requires atleast one active registration.' At the bottom center, there is a red 'Back' button.

9. Fill out the fields that the form prompts you to, ensuring that mandatory fields indicated by a red asterisk are filled out. Press save once all mandatory fields have been completed.

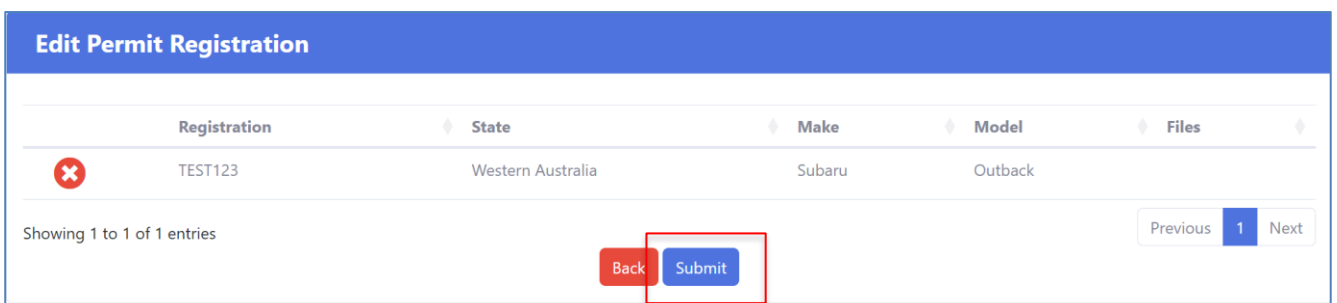


The screenshot shows the 'Add New Registration' form. It displays 'Showing 0 to 0 of 0 entries'. The form has four fields, each with a green checkmark indicating it is valid:


- Registration Number *: TEST123
- Registration State: Western Australia
- Vehicle Make: Subaru
- Vehicle Model: Outback

 At the bottom right, a blue 'Save' button is highlighted with a red box.

10. Please submit changes in vehicle registration by pressing the submit button. Changes will only take effect after the submit button has been pressed.



The screenshot shows the 'Edit Permit Registration' interface after the registration has been added. The table now contains one entry:

Registration	State	Make	Model	Files
 TEST123	Western Australia	Subaru	Outback	

 Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom center, there are two buttons: a red 'Back' button and a blue 'Submit' button, with the 'Submit' button highlighted by a red box.