IF YOU HAVE NEVER PURCHASED A DECAL OR PERMIT FROM THE TOWN OF CAROLINA BEACH (EITHER IN PERSON OR ONLINE), YOU MUST SIGN UP AND CREATE AN ACCOUNT BEFORE REQUESTING A PERMIT.

• CLICK ON THE **SIGN UP** BUTTON TO CREATE YOUR ACCOUNT

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- AFTER ADDING VEHICLE AND ATTACHING A COPY OF REGISTRATION, CLICK **NEXT** AND YOU WILL BE TAKEN TO THE PARKING PORTAL HOME PAGE.
- Click on the **PERMTS** down arrow and choose **PERMIT REQUEST**

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- Select the Type of Permit/Decal you want to purchase
- Check the box agreeing to terms and regulations
- Click NEXT



- This page is where you will upload your documents (you can take a picture with a smart phone or scan them to a folder on your computer).
- For each document that you upload, you will need to click on the CHOOSE/BROWSE button, then upload/attach the documents. Remember, you will need a copy of the vehicle registration for each automobile you are purchasing decals for.
- Once you have completed uploading all documents, enter your email address
- Click SUBMIT



- If you have more than one vehicle to purchase permits/decals for, you may do so.
- On the HOME page (click on PARKING PORTAL), CLICK on VEHICLES



- THIS WILL TAKE YOU TO MANAGE VEHICLES.
- CLICK ADD VEHICLE



- ADD IN ADDITIONAL VEHICLE'S INFORMATION
- ATTACH VEHICLE REGISTRATION.
- NOTE: YOU DO NOT HAVE THE ATTACH LICENSE MORE THAN ONCE
- FOR EACH VEHCILE, YOU MUST PROCESS A **PERMIT REQUEST** PROCESS
- EACH TIME YOU REQUEST A PERMIT, You will then get a message indicating that your permit request has been received and you should receive an email from one of our billing representatives authorizing you to purchase a permit
- If any documents are missing, or they need something else, you will get an email stating your request was not approved.



PLEASE READ BEFORE PURCHASING PARKING/RE-ENTRY PERMITS

Permit Request Confirmation

Thank you for requesting the following permit:

Resident/Owner Parking Permit

Our Customer Service Representatives will review your documentation and verify your residency status. You will recieve an email receipt authorizing you to purchase your permit. The email will be sent to TOCBEACH@GMAIL.COM within 3 to 5 business days.