

# PARKING PERMIT REGISTRATION GUIDE

OCCASIONAL USE PARKING PERMIT  
(OUPP)



MAY 2021

## OCCASIONAL USE PARKING PERMIT (OUPP)

Go to [www.ajax.ca/register](http://www.ajax.ca/register) and sign up for an account.

Email*	Confirm Email*
test@ajax.ca	test@ajax.ca
Password*	Confirm Password*
.....	.....
Your password should be minimum 8 characters long, which should contain at least 1 upper case character, 1 lower case character, 1 digit and 1 special character	
First Name*	Last Name*
Ajax	Waterfront
Company	
Apt #, Civic No, Street Name	
65 Harwood Ave S.	
City	Postal Code
Ajax	L1S 2H9
Province*	Country*
Ontario	Canada
Cell Phone	Home Phone
9056834550	Home Phone
<b>CREATE</b>	

If you were not automatically logged in then Log In to your account with the username and password you created.

# OCCASIONAL USE PARKING PERMIT (OUPP)



You are now at the Submit Permits Page. Click on Add Permit

HOME / Submit Permits

TEST@AJAX.CA Logout

Home Help

Menu

- Permits
- Vehicles
- Credit Cards
- Invoice History
- Account Settings

Permits

Parking permits of your vehicles.

ADD PERMIT

#	Created	Status	Vehicles	Start Date	End Date	Zone	Permit Type	Price	Pay	Auto Renewal	Cancel permit
No records found.											

Next, click on Add Vehicle to enter your information (or select the licence plate of the vehicle from the drop down menu if you had already registered your vehicle).

## Add Permit

Permit vehicle(s)\*

ADD VEHICLE

Street or Summer Waterfront Zone\*

Waterfront Streets/Parking Lots - Visitors (PAID) or Residents (FREE)

Permit Type\*

No permit available for selected zone and vehicle type

Start Date\*

05/11/2021

ADD TO CART CLOSE

# OCCASIONAL USE PARKING PERMIT (OUPP)



Complete your vehicle information and click save

## Vehicles ✕

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Vehicle owner/driver

Plate\*

\* The plate field only accepts alphanumeric characters such as (a, b ,c, 1, 2, 3)

Province\*

Make

Type

Color

Year

## OCCASIONAL USE PARKING PERMIT (OUPP)

Next, click on the drop down menu in the Street or Summer Waterfront Zone field and select the street you will be parking your vehicle on.

### Add Permit ✕

Permit vehicle(s)\*

AJAXGUEST(ON) ▼ ADD VEHICLE

Street or Summer Waterfront Zone\*

Waterfront Streets/Parking Lots - Visitors (PAID) or Residents (FREE) ▼

- Waterfront Streets/Parking Lots - Visitors (PAID) or Residents (FREE)
- Paradise Community - LOCAL RESIDENTS ONLY
- 3RD CONCESSION ROAD
- 4TH CONCESSION ROAD
- 5TH CONCESSION ROAD
- ABBS COURT
- ABELA LANE
- ABRAHAM COURT
- ACHILLES ROAD
- ADAMS DRIVE**
- ADDLEY CRESCENT
- ADMIRAL ROAD
- AGATE ROAD
- AINLEY ROAD
- AINSBURY AVENUE
- ALBERY CRESCENT

## OCCASIONAL USE PARKING PERMIT (OUPP)

Next, select the Permit Type from the drop down menu

- FREE- Occasional Use Parking Permit if it is one of your first 5 permits.
- PAID – Occasional Use Parking Permit if you are purchasing one of the additional 12 permits you may purchase for the year at a cost of \$12 per permit).
- Next, select the Date and Time as required.
- Next, click on Add to Cart.

**Add Permit**
✕

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Permit vehicle(s)\*  
AJAXGUEST(ON) ADD VEHICLE

Street or Summer Waterfront Zone\*  
ADAMS DRIVE

Permit Type\*  
FREE – Occasional Use On Street Parking Permit  
FREE – Occasional Use On Street Parking Permit  
PAID - Occasional Use On Street Parking Permit

Start Date\*  
05/13/2021 📅 ✕

End Date  
05/13/2021

Permit start time

Hours	Minutes
17	00

Valid days of the week/holidays: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday


Permit duration (in hours and minutes): 24:00

ADD TO CART
CLOSE

## OCCASIONAL USE PARKING PERMIT (OUPP)

Click on View to view the terms and then click on the box to accept the terms. Click Submit

**Permit Shopping Cart**  
 Parking permit orders of your vehicles. Please note the cart will be emptied once you log out.

Delete	Qty	Description	Price
	1	FREE – Occasional Use On Street Parking Permit - (05/13/2021 - 05/14/2021) - ADAMS DRIVE - AJAXGUEST(ON) Date: 05/13/2021 15:00 - 05/14/2021 14:59	\$0.00
Sub Total			\$0.00
Total:			\$0.00

Accept Terms\*  [View](#)

SUBMIT

A notification of confirmation will appear. You may view the Terms & Conditions again if you would like and/or proceed by clicking YES

### Confirm permit(s)

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You will be confirming permits for vehicle plates

**AJAXGUEST(ON) - 05/13/2021**

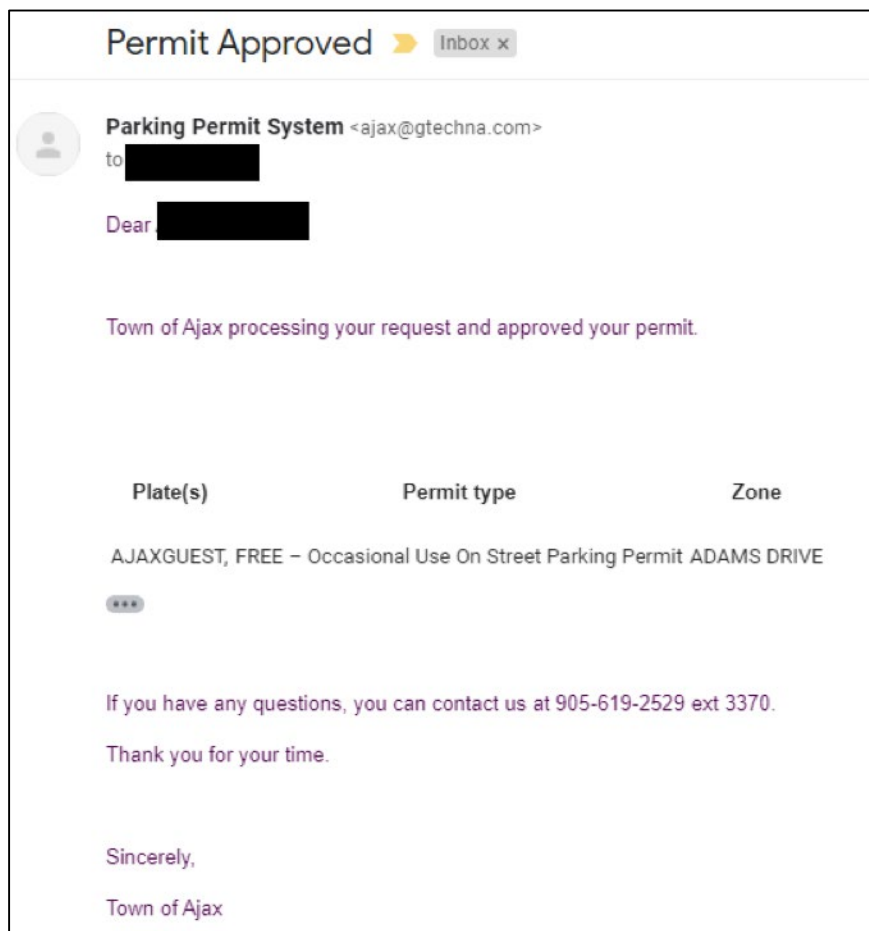
By pressing the "Yes" button you accept the [Terms & Conditions](#)

Are you sure wants to continue ?

YES
NO

## OCCASIONAL USE PARKING PERMIT (OUPP)

You will receive a confirmation email from Parking Permit System with the subject line Permit Approved. You may now park your vehicle.



Please note, remaining parking provisions within the [Traffic By-law](#) remain in effect. The Town's [Parking Brochure](#) lists parking prohibitions and enforcement procedures and practices.