

PARKING PERMIT  
REGISTRATION GUIDE  
WATERFRONT - RESIDENT



MAY 2021

# WATERFRONT PERMIT - RESIDENT



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

Email*	test@ajax.ca	Confirm Email*	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*	Ajax	Last Name*	Waterfront
Company			
Apt #, Civic No, Street Name 65 Harwood Ave S.			
City	Ajax	Postal Code	L1S 2H9
Province*	Ontario	Country*	Canada
Cell Phone	9056834550	Home Phone	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.

# WATERFRONT PERMIT - RESIDENT



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

HOME / Submit Permits TEST@AJAX.CA Logout

Your current list of existing Parking Permits(Permits) are below. You can purchase additional Permits by clicking on the "Add Permit" button. Additional Permits and their cost will be displayed in the order below along with a summary total. Once you have added all the Permits you can click on the Buy button to purchase your Permits. The total will be charged to the credit card registered with your account after the permit is approved.

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**

# WATERFRONT PERMIT - RESIDENT



Complete your vehicle information and click save

## Vehicles ✕

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Vehicle owner/driver  
Vehicle owner/driver

Plate\*  
AJAX123

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

Province\*  
Ontario

Make  
Please choose

Type  
Please choose

Color  
Please choose

Year  
Please choose

[SAVE](#) [CLOSE](#)

# WATERFRONT PERMIT - RESIDENT



Next, click on the drop down menu in the Permit Type field and select Waterfront Permit - Resident (Note: Default is Waterfront-Visitor)

## Add Permit ✕

Permit vehicle(s)\*  
AJAX123(ON) ▼ ADD VEHICLE

Street or Summer Waterfront Zone\*  
Waterfront Streets/Parking Lots - Visitors (PAID) or Residents (FREE) ▼

Permit Type\*  
Waterfront Permit - Visitor ▼  
Waterfront Permit - Visitor  
**Waterfront Permit - Resident**

Start Date\*  
05/15/2021 📅 ✕

End Date  
05/15/2021

Permit start time: 08:30 AM  
Valid days of the week/holidays: Saturday, Sunday  
Permit duration (in hours and minutes): 12:30

ADD TO CART CLOSE

# WATERFRONT PERMIT - RESIDENT





To register for a FREE Ajax Waterfront Resident Permit, you must provide proof of Vehicle Registration and Address.



- Click on Choose File and upload a picture or scan of your Vehicle Registration.
- Then enter the Expiration Date as per your vehicle registration.
- Next click on Choose File and upload a picture or scan of your Address Proof i.e. a recent utility bill or a driver's licence.
- Then enter the Expiration Date (if applicable).

Now click on Add to Cart



**Vehicle Registration \***  
You must upload the Vehicle Registration once for each vehicle.

AJAX123 (ON)  Vehicle Registration - AJAX123.pdf 

Does this document have an expiration date?  
 Yes  No



Expiration Date  
04/01/2022  

**Additional proof required**

Address Proof \*  Drivers Licence.pdf 

Address Proof

Does this document have an expiration date?  
 Yes  No

Expiration Date  
01/15/2023  

Select the attachment expiration date. If your document does not have one, select "no" from the radio button above.

[ADD TO CART](#) [CLOSE](#)

# WATERFRONT PERMIT - RESIDENT



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

HOME / Submit Permits TEST@AJAX.CA Logout  
Home | Help

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### 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	Waterfront Permit - Resident - (05/15/2021 - 09/14/2021) - Waterfront Streets/Parking Lots - Visitors (PAID) or Residents (FREE) - AJAX123(ON) Date: 05/15/2021 00:00 - 09/14/2021 23:59	\$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 to confirming the permit application by clicking YES

## Confirm permit(s)

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You will be confirming permits for vehicle plates

**AJAX123(ON) - 05/15/2021**

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

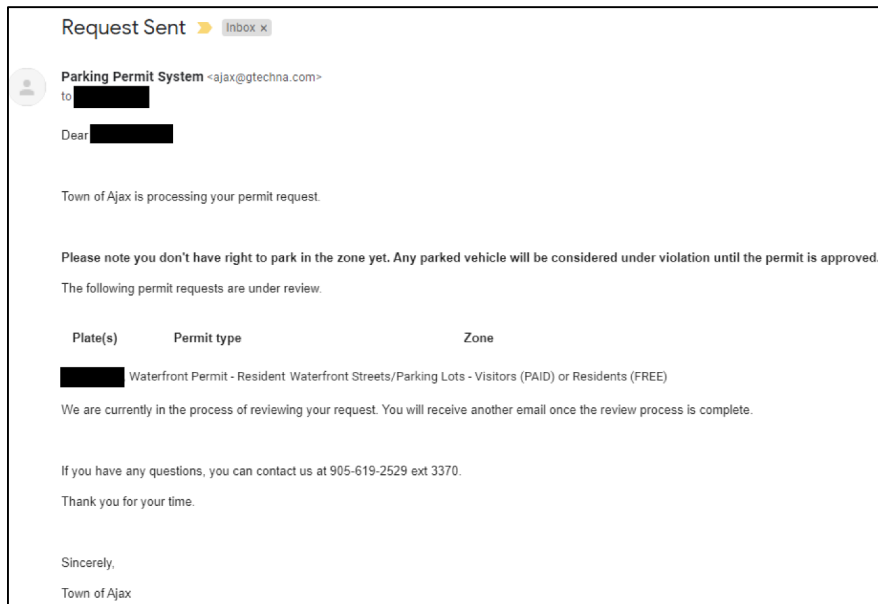
Are you sure wants to continue ?

YESNO

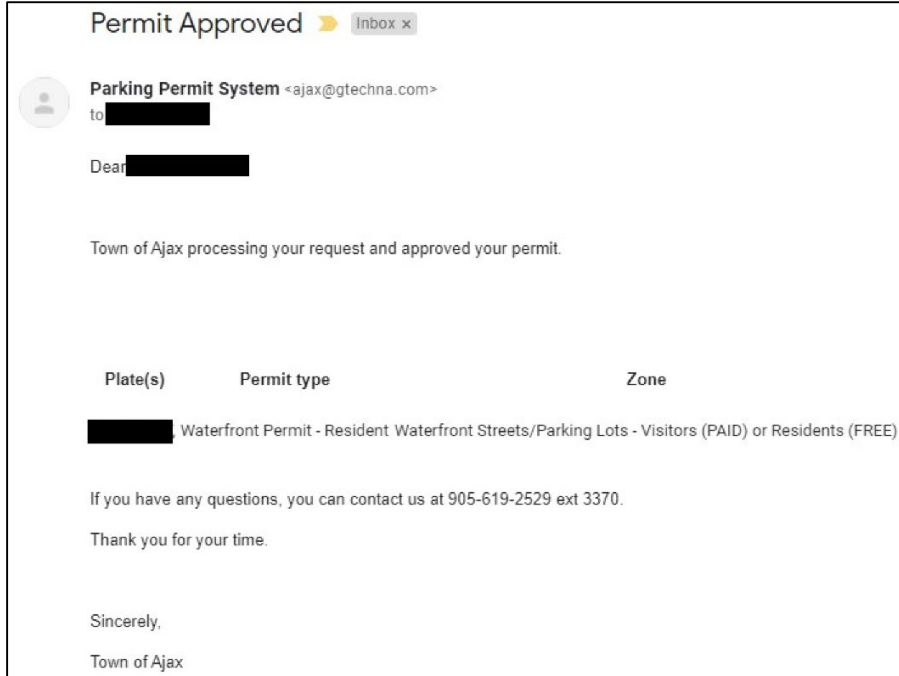
# WATERFRONT PERMIT - RESIDENT



You will receive a confirmation email from Parking Permit System with the subject line Request Sent as in the picture below. DO NOT park until you get an approval email.



Once approved you will receive an email from the Parking Permit System with the subject line Permit Approved as in the picture below. Now you may park.



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.