

Visit the Rowayton 6<sup>th</sup> Taxing District Digital Permit System at <http://bit.ly/RowaytonPermits>. To begin the application process, click 'Please register here':



# ROWAYTON 6TH TAXING DISTRICT DIGITAL PERMIT SYSTEM

not logged on

## Online Permit Management System

If you already have a username and password, you can log in here.

New User

Please register here

Forgot your username?

Forgot your Password?

Email  
address:  
Password:

Log on to my account

Enter the required registration details in the online form shown below. Please note that your Email address will serve as your username, so double check that field to ensure accuracy. After entering all details, click 'Save' to continue:

### Registration

Fields marked with an asterisk (\*) are mandatory. A mandatory field which is not filled in will be marked with an exclamation mark (!) when trying to continue to a next step.

Registering as: Private Individual

**Customer**

**Personal Details**

Title:	Mr.
First name: *	John
Last name: *	Doe
Email address: *	JD@test.com

**Additional Details**

Daytime Phone Number:	777-555-1234
Secondary phone number:	
Contact method:	Email

**Main Address**

Address: *	11 Any Street	City/Town: *	Norwalk
	Apt 12	State: *	Connecticut
		Zip code: *	12345

Enter your data and click on the 'save' button to complete your registration. Your data is then processed and a username and password are created. After saving you can submit a request.

The system will confirm your registration and provide you with a temporary password as shown below. You will also receive a confirmation email. Click 'Continue' to move forward:

## Registration

Registering as: Private Individual

You have successfully registered. Your email address will be used for login credentials.:

Email address: JD@test.com  
Password: Ag55SBcb

Please write down your password (or print this page), as you will need it to visit your Personal Pages. An email will also be sent with this information to the address listed above.

**Note:** You can change your password after you log into your Personal Pages.

 Print

Continue

In the 'Purchase by Permit type' section, choose 'Monthly Permit' from the drop-down menu located to the right of the 'Permit' field. The 'Location' field will populate automatically and show 'Rowayton Train Station'. Click 'Start application' to continue:

[View announcements](#)

**Active permits**

Permit ID	Permit type	Location	Lpn	Vehicle owner	Start date	End date	Enabled	Renew	Auto pay
No records to display									

**Purchase by Permit type**

Permit: Monthly Permit

Location: Rowayton Train Station

[Start application](#)

**Current Announcements**

Period	Title	Locations
5/2/2017 / 2/14/2018	Customer Service	All

**PLEASE BE SURE TO CHOOSE A START DATE OF JULY 1st WHEN APPLYING FOR YOUR MONTHLY PERMIT.**

Please note that **all permits in the system are for one calendar month**, so the 'Permit Term' cannot be changed. Additionally, **permits will begin in July of 2017**. It is imperative to choose a start date of July by clicking the small calendar icon located to the right of the current month shown. The end date will populate correctly, and is not adjustable:

**Permit**

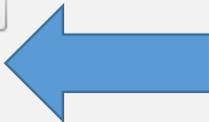
**Permit details**

Permit: Monthly Permit  
Location : Rowayton Train Station

Permit Term: \* 1 month

Start date: \* July 2017 

End date: \* July 2017 



**Cost**

Cost	Description
\$30.00	Permit costs

Total cost \$30.00

**Auto renew**

Select 'Yes' to have this permit renewed. You'll receive an email reminding you to purchase the permit. Select 'Autopay' on the checkout page to automatically purchase the permit.: \*

Yes  No

**Vehicles**

[Register additional vehicle](#)

**Vehicle**

License Plate Number: \*

Country: \* United States of America

State: \* Please select...

Please make sure your vehicle license plate information is entered accurately. With the implementation of an electronic parking permit system, your license plate information is used to enforce your permit. **Failure to enter license plate information accurately, or update information if it changes, may result in a parking violation being issued.**

The **'Auto renew'** option allows the system to carryover your permit details to the following month. If you choose yes here, you will receive an email each month, prompting you to pay. In a few weeks, after your permit is approved, you will be given the opportunity to choose automatic payments. Enter your license plate number in the **'Vehicles'** section. Click 'Register additional vehicle' to add more than one plate to your account. In the **'Documents'** section, read the information provided and check the box to agree. Click 'Continue' to move forward:

Permit Term: *	1 month
Start date: *	July 2017
End date: *	July 2017

**Cost**

Cost	Description
\$30.00	Permit costs

Total cost **\$30.00**

**Auto renew**  
Select 'Yes' to have this permit renewed. You'll receive an email reminding you to purchase the permit. Select 'Autopay' on the checkout page to automatically purchase the permit.\*  
 Yes  No

**Vehicles**

[Register additional vehicle](#)

**Vehicle**

License Plate Number: *	ABC123
Country: *	United States of America
State: *	Connecticut

Please make sure your vehicle license plate information is entered accurately. With the implementation of an electronic parking permit system, your license plate information is used to enforce your permit. **Failure to enter license plate information accurately, or update information if it changes, may result in a parking violation being issued.**

**Documents**

Your permit application requires approval. Current permit holders will receive a follow up email upon approval. Customers currently on the waitlist will receive an email when space becomes available. New customers that do not have a permit or a position on the waitlist will be placed on the existing waitlist. All customers will receive a follow up email when your permit is ready for payment. Follow the instructions provided in the email to submit payment and activate your permit. Please check below to indicate your understanding of the process. **PLEASE NOTE THAT THE INITIAL APPROVAL MAY TAKE 2-3 WEEKS.**

I understand that my application will be reviewed, and that I will need to submit payment after receiving the approval email.

[Back](#) [Cancel](#) [Continue](#)

The system will display all the details associated with your permit. Check again to ensure you've selected the month of July and that your plate was entered accurately. Click 'Continue' to move forward:

**Application Confirmation**

You are requesting the following:

**Permit Summary**

You are applying for the following:

Permit:	Monthly Permit
Location:	Rowayton Train Station
Permit Term:	1 month
Start date:	7/1/2017
End date:	7/31/2017
Total cost:	\$30.00
License Plate Number:	ABC123 (CT)

You are finished for now! In 2-3 weeks, you will receive an email prompting you to pay for your permit. Please allow this amount of time for all permit applications to be reviewed. You will receive an email with further instructions when your permit is approved and ready for payment.

### Application Completed!

#### Confirmation

You have successfully completed the application.

You will be notified by email once your application has been approved.

#### Suggested links:

[Trace](#)

[Permit Overview](#)

[Home](#)

Review your application in the Track & Trace section.

View your current and archived permits.

Go to your Personal Homepage.