

# LAGUNA BEACH

## PARKING PERMIT PORTAL USER GUIDE



01

### REGISTER AN ACCOUNT

Go to <https://lagunabeach.thepermitportal.com/>  
Go to **Register** at the top of the web page and fill out all necessary information. Once registered you can access your account by clicking **Login** in the future.

02

### CHOOSE A PERMIT

Once logged in, go to **Buy Permit** to register for a new permit. Select the permit you need from the drop down menu. When the permit type is selected you will see information about requirements, validity, and price about said permit.

03

### SELECT PERMIT DETAILS

To move forward, select a tentative start date at the bottom of the web page. The permit will expire on the date shown for that permit type. Some permits allow for multiple vehicles per address. Choose which permit you need by clicking **Buy**.

04

### ADD YOUR INFORMATION

The top of the web page will now say **Purchase a New Permit**. Enter your address and vehicle information by clicking the **+** symbols. Upload the necessary documents needed for your permit. Once completed click **Submit**.

05

### SUBMIT AND NEXT STEPS

You will receive an email that your application is pending approval. Click **Permits** at the top of the web page to reach the main hub. Go to **Edit Profile** to add your credit card. Payment can then be applied once permit is approved. To review any past or current permits, go back to the main hub and click **My Permits**. This allows you to edit or cancel them accordingly.

**For questions/more information, please contact:**

parkingpermit@lagunabeachcity.net **or** (949)497-0793