

OLLI 2019-20 Parking Decal Process

The Big Picture

This is a three-step process. If any part of the process isn't working after a try or two, please just come to the Reuter Center for help. You can call us at 828.251.6140, but we cannot walk you through the process on the phone. We can't see what you see, so it is best for you to come to us.

- Use the OLLI online registration system (<https://www.campusce.net/olliasheville/category/category.aspx>) to make sure you are a 2019-20 OLLI member, to pay for your first parking decal (\$150) and to find your Student ID, which is your username for Step 2.
- Register your car or cars through the UNC Asheville parking permit system at <https://www.permitsales.net/UNCA>. If you used the system last year, you should have a password. If you don't remember it, the online parking system allows a way for you to reset your password (although there is a problem with Charter emails addresses we can help resolve in person). Once you register your first vehicle you will have the option to register additional cars. You will pay for additional decals with cash or check when you come to the Reuter Center to pick up your decal.
- If you were able to complete the first two steps of the process successfully, you may come to the Reuter Center Monday through Friday, 9 a.m. to 4 p.m. to pick up your decal and, if you are purchasing more than one decal per household, to pay with cash (exact change only) or check for additional decals at \$40 per decal.

If you have not paid through the OLLI system or registered your vehicle through the university's permit sales system, we ask that you come between 2:30 and 5 p.m. Monday through Friday. We want to help but we recognize that the process can take a while and with limited staff lines can form quickly. Because we will all be busy helping members settle into the first week of classes, we ask that if you need additional help that you please come between 2:30 and 4 p.m. Monday through Friday. We will have helpers for all parts of the system and the process takes only about 10 minutes. It's even shorter if you can come with information including passwords and registration information for all of your cars if you haven't yet included them in the Rydin parking system.

More details on each step:

Pay for your decal and find your student id number (if you have not already done so)

- Go to the OLLI online registration site: <https://www.campusce.net/olliasheville/category/category.aspx>.
- You must be a 2019-20 member of OLLI. If you have not yet joined for this year be aware that you cannot register your car for 24 hours until your name is entered in the UNC Asheville parking permit system.
- When you click on the OLLI 2019-20 Membership Fee, you will find Parking Decal Fee of \$150 in the gray box under OLLI Annual Membership. This allows you to register for the first car from your household. If you are purchasing more than one decal for your household (\$40 for each additional decal after the first) you will pay for additional decals with cash or check at the Reuter Center and can pick up decals at that time.

- While you are in the OLLI registration system, find your ID number, which is your username for the UNC Asheville Parking Permit system:
 - To find your Student ID, go to OLLI online registration site.
 - Click on the "Sign In" button in the upper right side of the screen, and sign in with your user name and password. After signing in, look in the upper right of the screen and click on "My Account."
 - A pop-up menu will appear in a gray box. Click on "My Profile"
 - Your Student ID will be the first piece of information in the gray box.

Register your vehicle or vehicles

- The UNC Asheville/Rydin parking permit system can be found online at <https://www.permitsales.net/UNCA>
- This system uses a different username and password than the OLLI system. Your username is your Student ID (see directions above on how to find that number). Unfortunately, we cannot reset your password in the Rydin system, so you will need to have access to your email to reset your password, even if you want to get help here at the Reuter Center. The time to request a temporary password can take a while, so if you need help, coming with your username/student ID and password will be helpful and shorten your wait time. If you have trouble with this step, however, the OLLI office is the place to get help. We do know that there is a problem with sending password replacements to Charter email accounts, and we can resolve that issue for you.
- Once you have your username and password and have logged in, be aware that some of the information on the site's front page does not reflect the current process for OLLI members, who are referred to as "community members" on some parts of the site. Please refer only to the instructions that follow.

If you are using the system for the first time, you will want to have the following information handy:

- Vehicle make, model, year and color
- Vehicle license plate number and state
- Driver's license number and state
- Registered owner information
- Insurance company
- If you are registering the same car you had last year, with the same license number, insurance, etc., you only need to check the appropriate box.
- Please take your time as you go through the system. Some of the boxes to check are very tiny.
- If you have a second car in the same household, you will have the option to enter additional cars after you register your first vehicle
- You do not make any payment through this system. You will get to the end and see that there is no charge. You should receive a temporary permit in your email if you successfully complete this step.
- Click here for detailed instructions with screen shots.

Monday through Friday, 9 a.m. to 4 p.m. pick up your decal and pay for second decals

- Come to the tables we have set up in the Reuter Center upper lobby.

- We will be able to determine that you have paid for your first decal and will issue the decal at that time. This year there is no need to print permits or wait for decals to arrive in the mail, and you do not need any documentation to pick up your decal.
- If you have registered a second vehicle under your name, you may pick up a second decal and pay \$40 per vehicle in cash (exact change, please) or check.
- We encourage you to pay for, obtain, and apply your decal as soon as possible, but UNC Asheville police will not be ticketing for decals through the first week of College for Seniors classes beginning Tuesday, September 10, 9 a.m. to 4 p.m. through Friday, September 20.