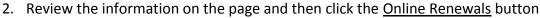
How to renew your parking permit online

1. Using your web browser, go to http://www.brooklinema.gov/975/Parking-Sticker-Online-Renewals



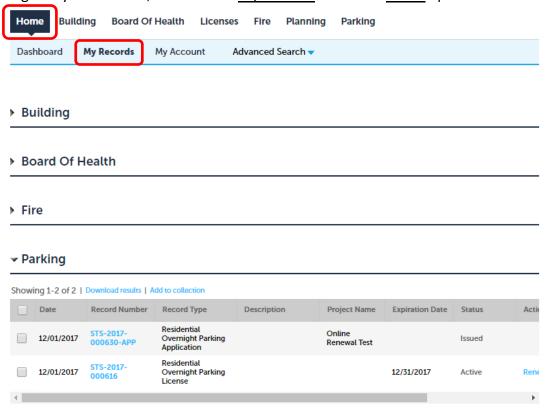


3. If you have not registered with the new online system yet, click the Register for an Account link.



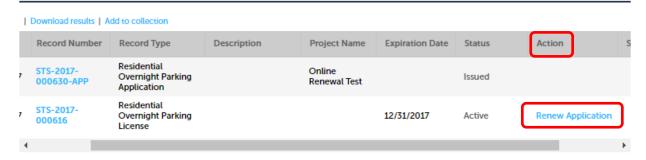
IMPORTANT: If you have renewed online in the past, you **MUST** use the same email address in order for our new system to locate your licenses for renewal. Please contact us prior to registering if you have not renewed online in the past, or are unsure of your email address in our records.

4. Log into your account, then choose My Records under the Home option:



5. In the <u>Parking</u> list, locate the license to renew and click <u>Renew Application</u> link under <u>Action</u>

Parking



6. Verify all information on Step 1 is accurate, then click the <u>Continue Application</u> button



7. Review Step 2, then click the Continue Application button

Permit Details



8. Select the appropriate fee type for your license and enter "1" under Qty. To see your total, click Recalculate. Once all appropriate fee items are selected, click Continue Application.

Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Fees Qty. Amount Residential On-Street Day (enter # years) Residential Overnight Lot (enter # quarters) TOTAL FEES: \$300.00 Note: This does not include additional inspection fees which may be assessed later. Continue Application > Continue Shopping >

9. Follow the prompts on the payment screen to complete your transaction.

