

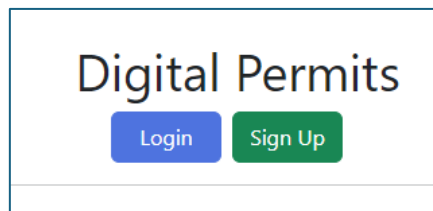
## Creating Permits in the Digital Permit System

### User Guide - Long Term Parking – Individual

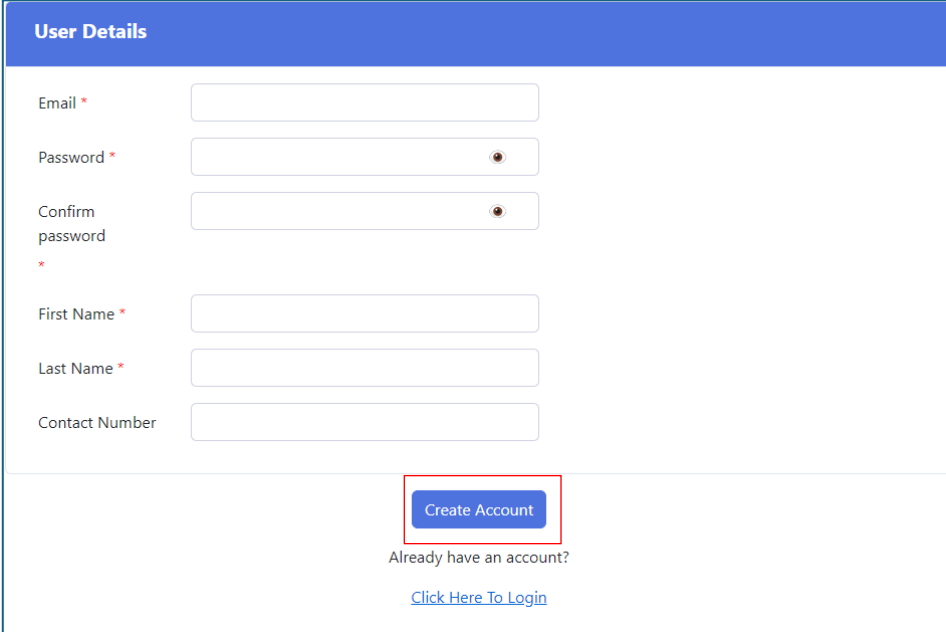
1. Click this link to access the Digital Permit System:

<https://fremantle.digitalpermit.com.au>

2. Use the Green Sign-up button if you do not have an account in the system. (For Subsequent visits use the Blue Login button.)



3. To create an account in the Digital Permit system simply follow this registration form. Fields with a red asterisk are mandatory.



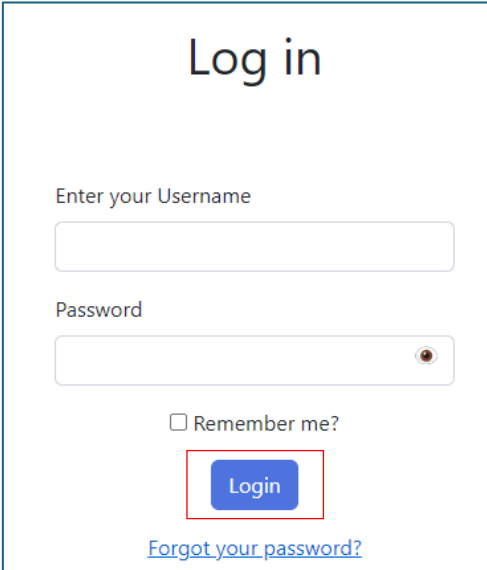
The image shows a registration form titled "User Details" in a blue header bar. The form contains several input fields with labels and red asterisks indicating mandatory fields:

- Email \*
- Password \*
- Confirm password \*
- First Name \*
- Last Name \*
- Contact Number

At the bottom of the form, there is a blue button labeled "Create Account" which is highlighted with a red rectangular box. Below the button, the text "Already have an account?" is displayed, followed by a blue hyperlink labeled "Click Here To Login".

4. You will receive a verification email to verify your account. Click on the *Click Here* hyperlink in the email or copy and paste the link in the email into a web browser to verify your email.

5. Once email verification is complete, choose *Click here to login*. Login into the digital permits system using your username (email) and your password you entered in the prior step.



Log in

Enter your Username

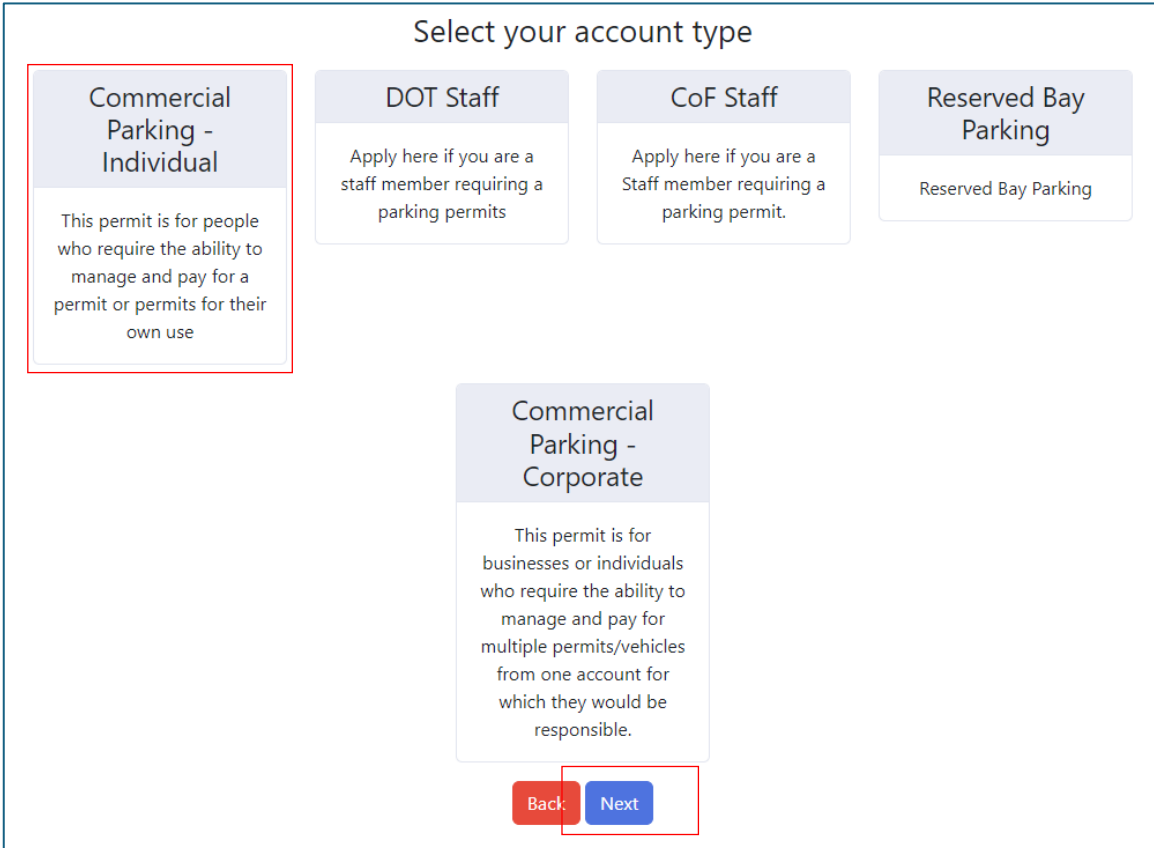
Password

Remember me?

Login

[Forgot your password?](#)

6. Select the [profile type](#) that best describes you and your need for a parking permit within the city, by clicking on it.



Select your account type

**Commercial Parking - Individual**

This permit is for people who require the ability to manage and pay for a permit or permits for their own use

**DOT Staff**

Apply here if you are a staff member requiring a parking permits

**CoF Staff**

Apply here if you are a Staff member requiring a parking permit.

**Reserved Bay Parking**

Reserved Bay Parking

**Commercial Parking - Corporate**

This permit is for businesses or individuals who require the ability to manage and pay for multiple permits/vehicles from one account for which they would be responsible.

Back Next

Example Account type selection screen

Once a profile type has been selected, click next.

7. Select the **type of permit** that you require. Ineligible permit types are not shown, including permits where maximum numbers have been reached by the account holder.

Arthur's Head. (Reserved Bay Only)-Carpark 41 30 Day (Mon-Sun)	Ellen St-Carpark 3 Weekly	Ellen St-Carpark 3 /Beach St-Carpark 12B /East St Jetty-Carpark18 /Marine Tce-Carpark 21/Fishing Boat Harbour - Carpark 31/ Queen Victoria St-Carpark 63 60 Day (Mon-Fri)	Ellen St-Carpark 3 /Beach St-Carpark 12B /East St Jetty-Carpark18 /Marine Tce-Carpark 21/Fishing Boat Harbour-Carpark 31/ Queen Victoria St-Carpark 63 30 Day (Mon-Sun)
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Parry St -Carpark 1 /Fremantle Oval-Carpark 10/Frematle Prison-Carpark 29 30 Day (Thur-Sun)	Periodic Parking - All Paid Street ex. Carpark 41 Monthly	Periodic Parking, All Paid Street exc. Carpark 2, 4,19, 24 & 41 Weekly	Periodic Parking- All Paid Street ex. Carpark 2,4,19 & 41 Monthly
Periodic Parking- All Paid Street ex. Carpark 41 Weekly	Periodic permit - Except CP 2,4,19,24,41 Weekly	Short Stay Accomodation - Visitor Annual	

Example Permit Selection Screen

Once a profile type has been selected, click next.

8. Then fill out the permit application form, fields marked with a red asterisk are mandatory.

**Commercial Parking - Individual Account Details**

This permit is for people who require the ability to manage and pay for a permit or permits for their own use

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**Parry St -Carpark 1 /Fremantle Oval-Carpark 10/Frematle Prison-Carpark 29 Permit Details**

30 Day (Mon-Fri)

Start Date \*

Parking Areas \*

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**Registration Details**

Registraton Number \*

State

Make

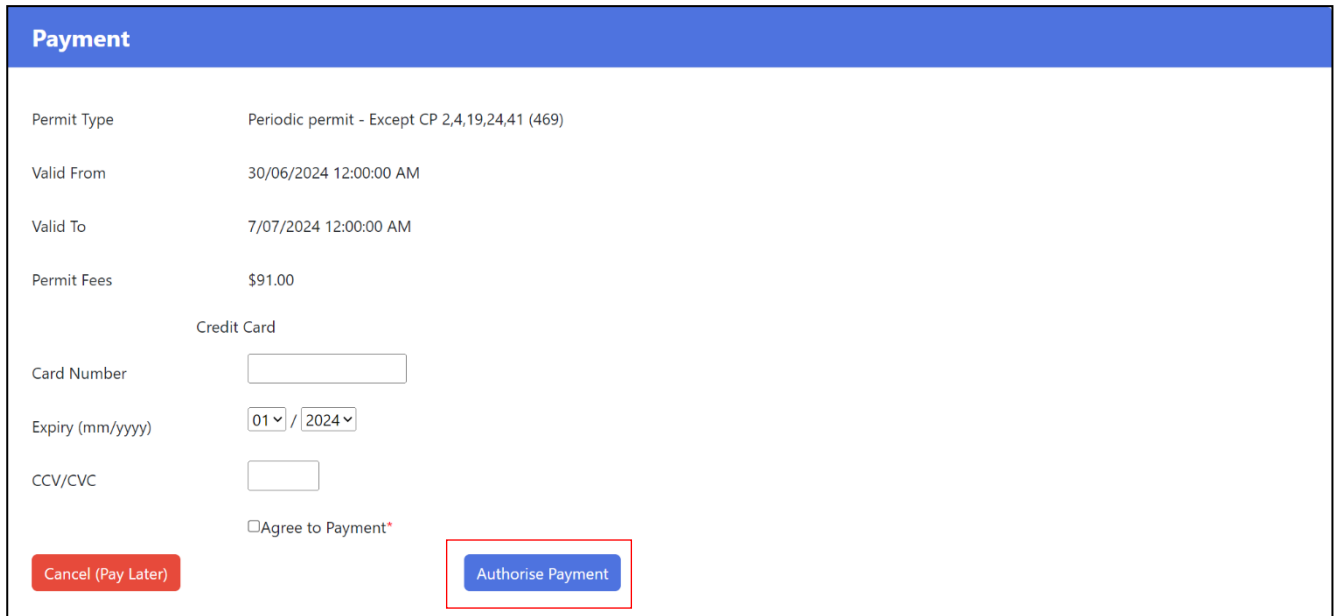
Model

I agree to [Terms & Conditions](#)

Example Permit Application Form

9. Once the application form has been filled out, please press submit so our parking team can review the application.

10. Please enter payment information into the payment form and click Authorize Payment.



The screenshot shows a 'Payment' form with the following fields and options:

- Permit Type: Periodic permit - Except CP 2,4,19,24,41 (469)
- Valid From: 30/06/2024 12:00:00 AM
- Valid To: 7/07/2024 12:00:00 AM
- Permit Fees: \$91.00
- Section: Credit Card
- Card Number:
- Expiry (mm/yyyy):  /
- CCV/CVC:
- Agree to Payment\*
- Buttons:  and  (highlighted with a red box)

11. You will receive a confirmation email indicating your permit application has been sent to the parking team for review.

12. Once the parking team has reviewed your application, you will receive an email message from the system outlining the outcome of your permit application.

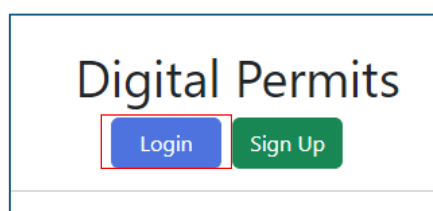
If you have any questions, please contact the Commercial Parking Team either by email [commercialparking@fremantle.wa.gov.au](mailto:commercialparking@fremantle.wa.gov.au) or by phone on 1300 693 736.

## User Guide – Adding an Additional Permit

1. Click this link to access the Digital Permit System:

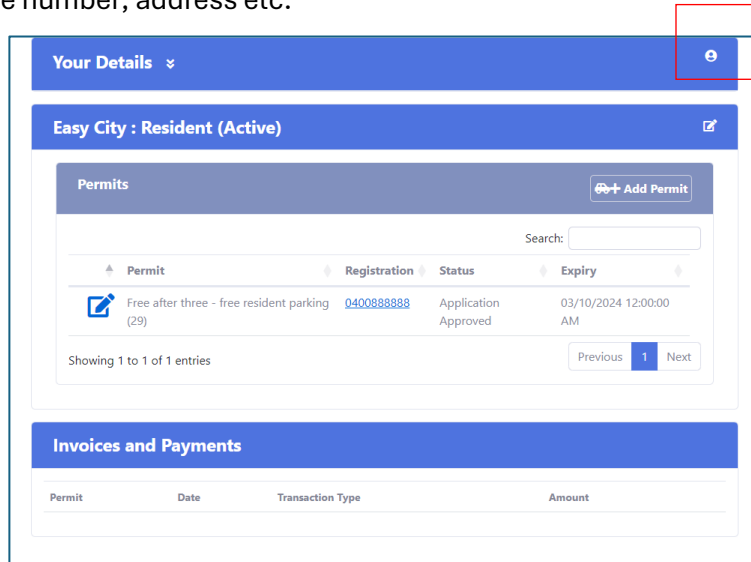
<https://fremantle.digitalpermit.com.au>

2. Press the Blue Login button.



3. Login to the Digital Permits Portal using your respective username (email) and password.

4. Upon login you will see your account details including any permits assigned to the account. The “Your Details” panel is collapsed by default. Expanding this area will reveal details such as the account number, status, phone number, address etc.



Clicking on the person icon on the top right-hand side facilitates:

- Change of password
- Editing favourite vehicles
- Editing user details
- Adding a profile

7. Add a profile to the account by clicking on the person icon and selecting “Add Profile”



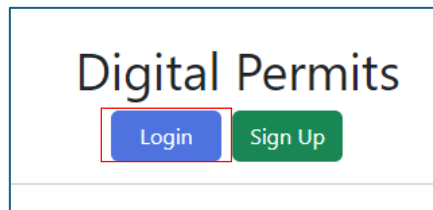
8. Please follow step 6 onwards from the above user guide to apply for an additional permit.

## User Guide – Changing Vehicle Registration

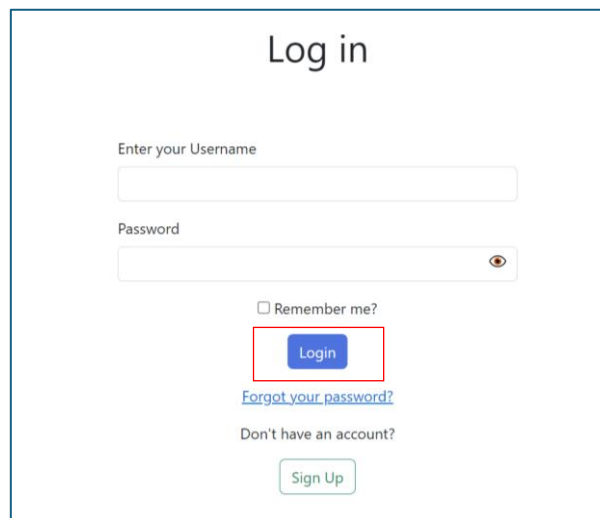
1. Click this link to access the Digital Permit System:

<https://fremantle.digitalpermit.com.au>

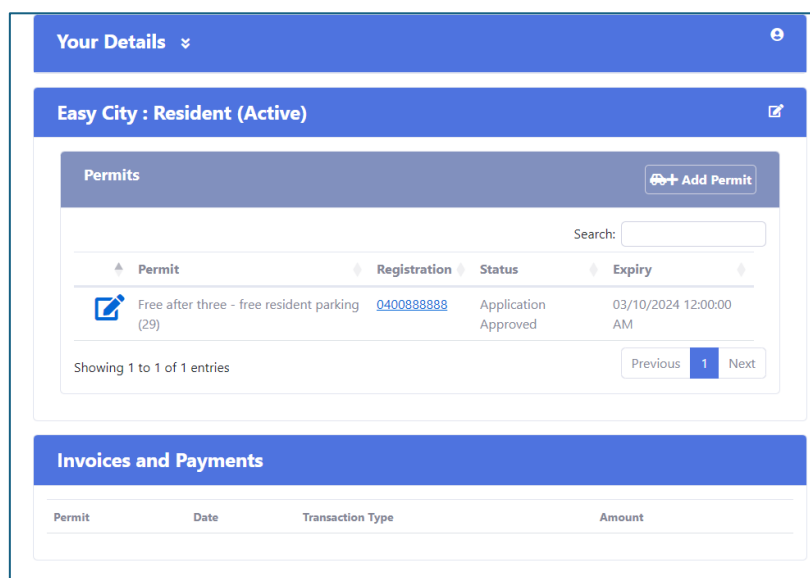
2. Press the Blue Login button.



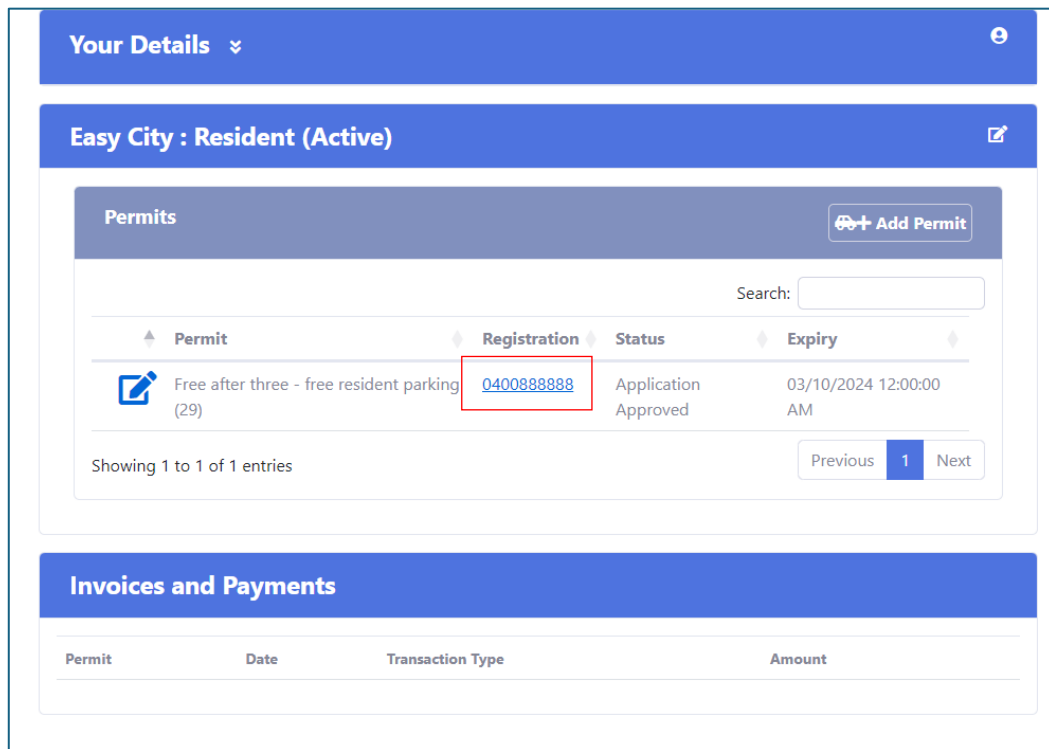
3. Login to the Digital Permits Portal using your respective username (email) and password. If you don't yet have a password/can't remember your password, follow the previous user guide to reset your password. Press login once required fields have been entered.



4. Upon login you will see your account details including any permits assigned to the account. The “Your Details” panel is collapsed by default. Expanding this area will reveal details such as the account number, status, phone number, address etc.



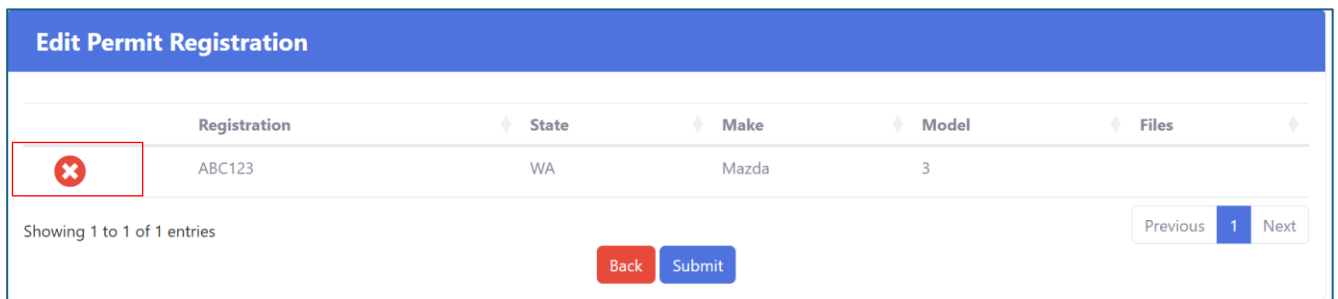
5. To modify the registration linked to the permit click the registration number.



The screenshot shows a user interface for 'Your Details'. Under the 'Easy City : Resident (Active)' section, there is a 'Permits' table. The first row of the table has a red box around the registration number '0400888888'. Below the table, there is an 'Invoices and Payments' section with a table header.

Permit	Date	Transaction Type	Amount
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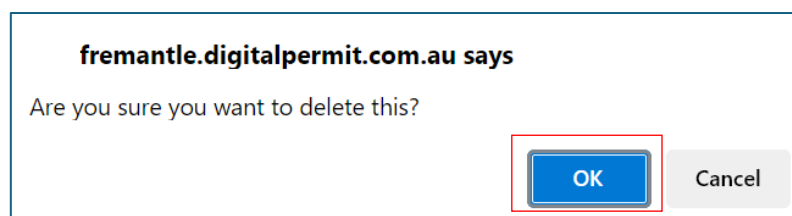
6. Remove the existing registration by clicking the red cross in the left column.



The screenshot shows the 'Edit Permit Registration' page. A table lists registration details. A red box highlights a red 'X' icon in the left column of the first row. Below the table are 'Back' and 'Submit' buttons.

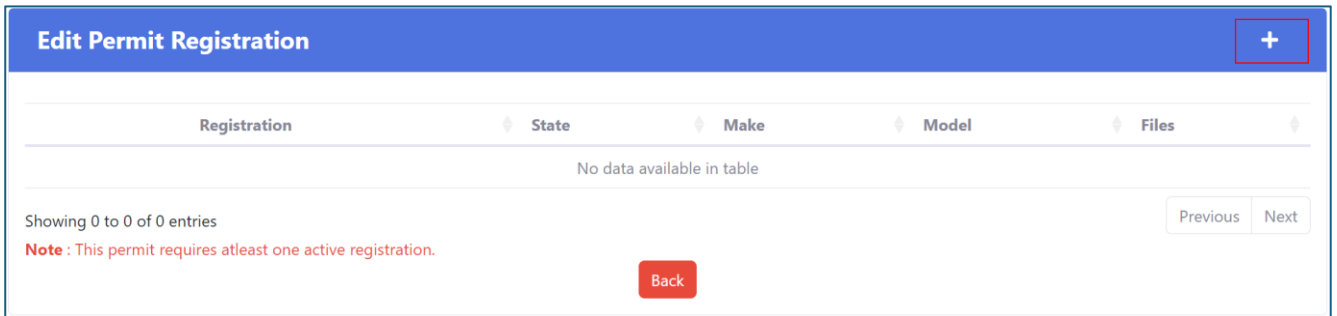
Registration	State	Make	Model	Files
ABC123	WA	Mazda	3	

7. A popup will ask for your confirmation, asking *Are you sure you want to delete this?* Press ok.



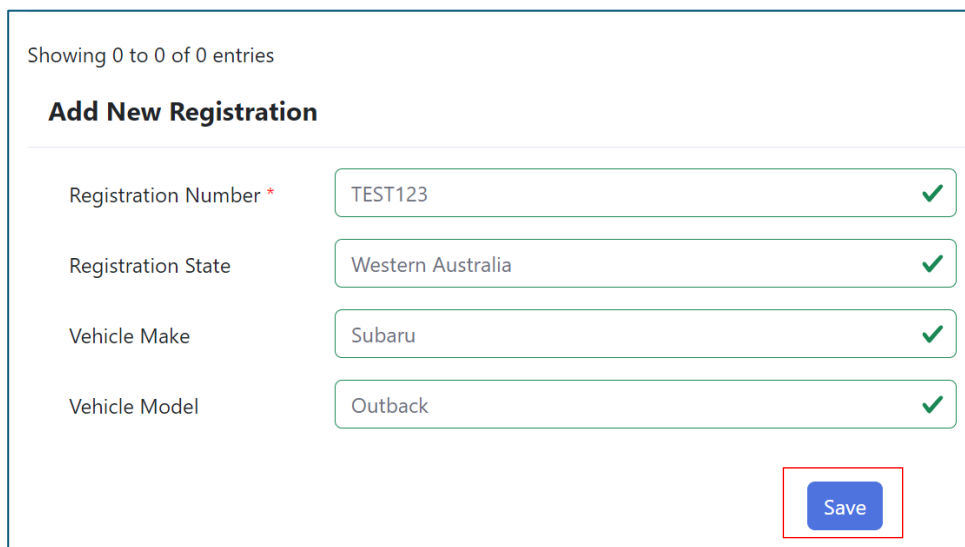
The screenshot shows a confirmation dialog box with the text 'fremantle.digitalpermit.com.au says Are you sure you want to delete this?'. There are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

8. Click the + icon in the top right corner to add your new registration number.



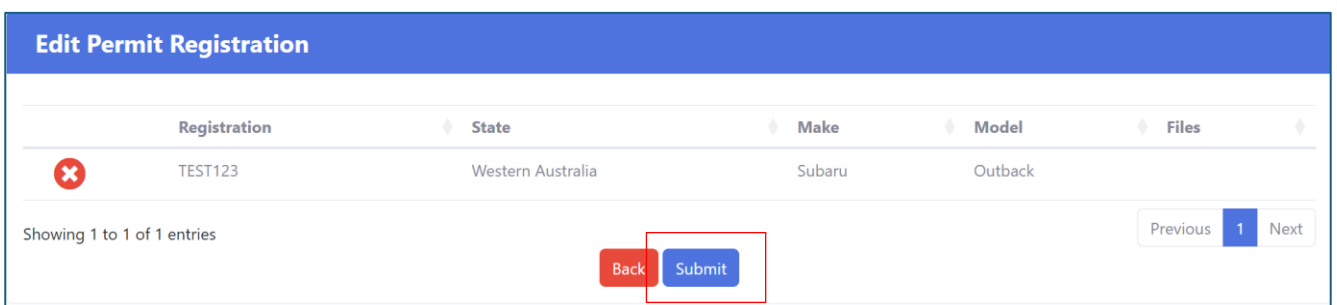
The screenshot shows the 'Edit Permit Registration' interface. At the top right, there is a red-bordered button with a white plus sign. Below it is a table with columns: Registration, State, Make, Model, and Files. The table is currently empty, displaying 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries' and includes 'Previous' and 'Next' navigation buttons. A red note states: 'Note : This permit requires atleast one active registration.' At the bottom center, there is a red 'Back' button.

9. Fill out the fields that the form prompts you to, ensuring that mandatory fields indicated by a red asterisk are filled out. Press save once all mandatory fields have been completed.



The screenshot shows the 'Add New Registration' form. It displays 'Showing 0 to 0 of 0 entries'. The form has four input fields, each with a green checkmark on the right: 'Registration Number \*' (value: TEST123), 'Registration State' (value: Western Australia), 'Vehicle Make' (value: Subaru), and 'Vehicle Model' (value: Outback). At the bottom right, there is a blue 'Save' button highlighted with a red border.

10. Please submit changes in vehicle registration by pressing the submit button. Changes will only take effect after the submit button has been pressed.



The screenshot shows the 'Edit Permit Registration' interface after saving. The table now contains one entry: 'TEST123' under the 'Registration' column, 'Western Australia' under 'State', 'Subaru' under 'Make', and 'Outback' under 'Model'. A red 'x' icon is visible in the first column of the table. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons. At the bottom center, there is a red 'Back' button and a blue 'Submit' button highlighted with a red border.