



CITY OF EASTON

PENNSYLVANIA

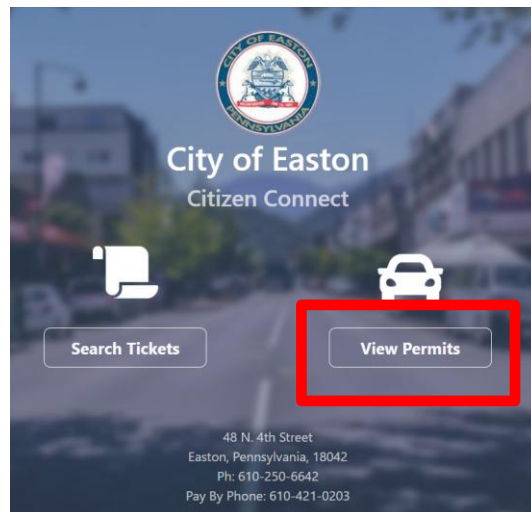
Downtown Residential Permit Signup / Registration

1. Open the link below.

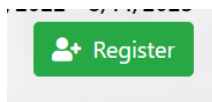
<https://www.tocite.net/cityofeastonpa/Portal>



2. Click on the View Permit button.



3. On the Permits page review the list of permits available and for the desired permit click on the Register button.



4. If you have an existing account enter your username and password and skip to step ...if this is the first time accessing the portal, click on the Create Account button.



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A login form titled "Sign In to Continue". It contains two input fields for "Email" and "Password". Below the password field are two links: "Remember Me" with a checkbox and "Forgot Your Password?". A blue "Sign In" button is positioned below these links. Below the button is a horizontal line with the text "New to Citizen Connect?". Underneath this line is a grey button with a plus icon and the text "Create Account". At the bottom, the word "or" is centered, followed by the text "Continue as Guest".

5. To create a new account, enter your email address and enter new password then click on the Create Account button.

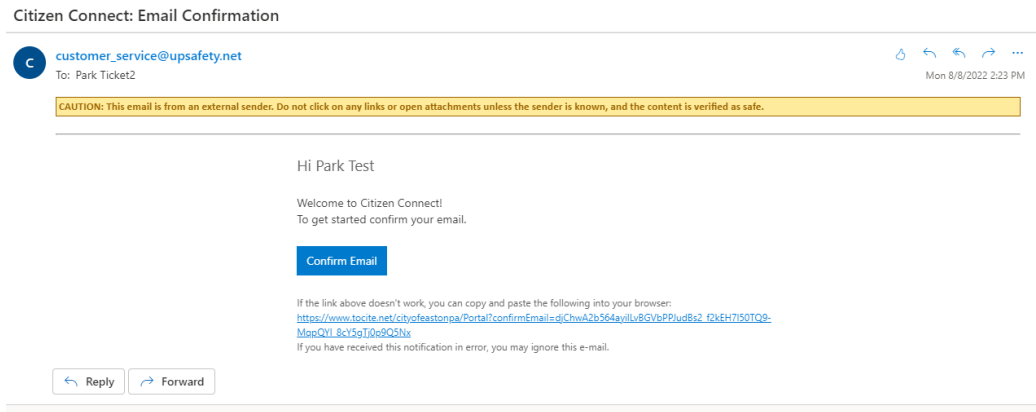
A registration form titled "Create Your Account" with a back arrow icon in the top left. It features four input fields: "First Name", "Last Name", "Email", and "Password". Below the password field is a note: "Password must be at least 8 characters and must include at least one upper case letter, one lower case letter, and one number." Below this note is a checkbox labeled "Send me an email alert when a Ticket is issued to one of my saved vehicles." At the bottom, a line of text states: "By clicking 'Create Account', you agree to our [privacy policy](#)." A blue "Create Account" button with a plus icon is at the very bottom.

6. A confirmation email will be sent to your email address so make sure to open your email inbox then open the specific email message and click on the Confirm Email button.



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7. To confirm your account, you will need to login using same credentials you setup in step 5 above.

A login form with a blue border. It has two input fields: "Email" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a link "Forgot Your Password?". There is a large blue button labeled "Sign In". Below the "Sign In" button is a link "New to Citizen Connect?". At the bottom is a button labeled "Create Account" with a user icon.

8. After you are logged in to the portal make sure to update your contact info, add your address, add vehicles and payment methods.



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A screenshot of the "Your Account" dashboard. At the top is a back arrow and the title "Your Account". Below is a "Your Info" section with fields for First Name (Park Test), Last Name (Ticket 2), Email (parkticket2@easton-pa.gov), and Mobile Phone ((xxx) xxx-xxxx). There are checkboxes for "Receive email alerts" and "Automatically Save Information", both of which are checked. A "Save" button is at the bottom right of this section. Below is a "Your Activity" section with three buttons: "View Your Tickets", "View Your Permits", and "View Transaction History". Below that is a "Your Vehicles" section with an "Add Vehicle" button. Then a "Your Addresses" section with an "Add Address" button. Finally, a "Your Payment Methods" section with an "Add Payment Method" button.

9. To purchase a permit, click on the View Permit button.

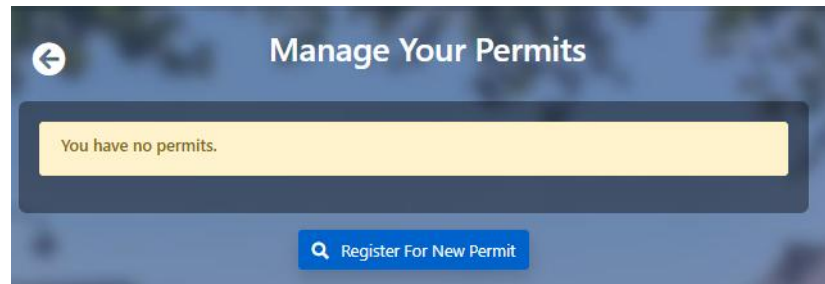
A close-up screenshot of the "Your Activity" section. It shows three blue buttons: "View Your Tickets", "View Your Permits", and "View Transaction History".

10. If you have no permits the below message will appear and to purchase a new permit, click on the Register For New Permit button.



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11. Next review the list of permits available and click on the Register button for the permit you wish to purchase.
12. Next select your address, associate a vehicle with a permit, and upload required files.

This is an Auto-Renew Permit [Learn More?](#)

Price: **\$1.00**

Effective from: **8/10/2022 12:00:00 AM** Effective to: **8/10/2022 3:50:00 PM**

Your Info

First Name: Last Name:

Email: Phone:

Address 1

Choose from your addresses -

Address: City:

State: Zip:

Address 2

Choose from your addresses -

Address: City:

State: Zip:

Vehicles [+ Add Vehicle To Permit](#)

Attachments

Allowed File Type(s): PDF, JPEG, JPG, BMP, PNG, TIF, TIFF, XLS, XLSX, DOC, DOCX

Vehicle Registration

Choose file

Driver License

Choose file

123 South Third Street, Easton, PA 18042



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13. Accept the Terms and Conditions and click on the Purchase Permit button.

A screenshot of a web application for purchasing a permit. On the left, a box titled "How do you want to pay" contains two buttons: "Online" (selected with a checkmark) and "In Person". To the right, a summary of costs is shown: "\$1.00 Permit Cost", "+ \$3.00 Service Charge", and "\$4.00 Total Due Today". Below this, there is a checkbox labeled "I have read, accepted, and am responsible for the Terms and Conditions". At the bottom right, there is a large blue button labeled "Purchase Permit" with a credit card icon.

14. Next select the payment method option and click on the Continue button.

A screenshot of a web application titled "Select Payment Method". It features a dropdown menu currently set to "Pay with Credit Card". Below the dropdown, it shows a "\$3.00 Service Charge" and two checked checkboxes: "Save For Future Payments" and "Renew Permit Automatically". A section below these checkboxes displays the following information: "Start of cycle: 8/10/2022 12:00:00 AM", "End of cycle: 8/10/2022 3:50:00 PM", "Next renewal date: 9/10/2022 12:00:00 AM", and "Renewal schedule: every 1 Month(s)". A yellow box contains the text: "By opting into Automatic Renewal, you agree to the [renewal terms and conditions.](#)". At the bottom right, there is a blue button labeled "Continue".

15. Once you have completed the permit sign up process it will be reviewed by the Parking Team and once approved you will receive a confirmation email which will indicate the permit is active.