



# CITY OF EASTON

## PENNSYLVANIA

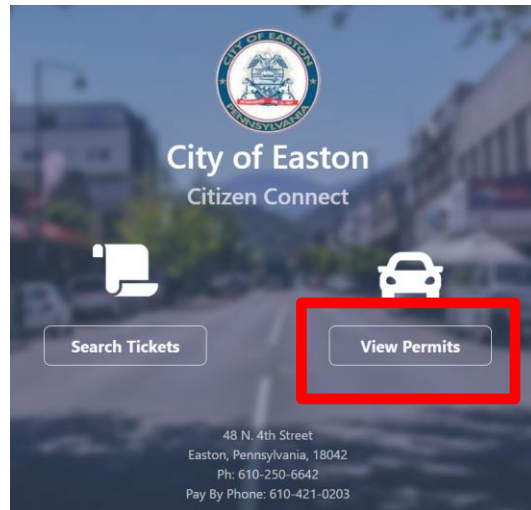
### Residential Permit Signup / Registration

1. Open the link below.

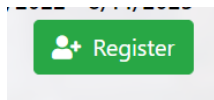
<https://www.tocite.net/cityofeastonpa/Portal>



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 the links. Below the button is a link "New to Citizen Connect?" which leads to a "Create Account" button (with a person icon). At the bottom, there is a link "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". It has a back arrow in the top left corner. The form contains 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, there is a blue "Create Account" button with a person icon. A small text line above the button reads: "By clicking 'Create Account', you agree to our [privacy policy](#)."

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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### Citizen Connect: Email Confirmation



customer\_service@upsafety.net

To: Park Ticket2



Mon 8/8/2022 2:23 PM

CAUTION: This email is from an external sender. Do not click on any links or open attachments unless the sender is known, and the content is verified as safe.

Hi Park Test

Welcome to Citizen Connect!  
To get started confirm your email.

[Confirm Email](#)

If the link above doesn't work, you can copy and paste the following into your browser:  
[https://www.tocle.net/CityofEastonpa/Portal/confirmEmail=djCma42b564ayilv8GVbPPud8s2\\_f2kEH750TQe-Mn0QYl\\_8c15gTj0e8Q2Nv](https://www.tocle.net/CityofEastonpa/Portal/confirmEmail=djCma42b564ayilv8GVbPPud8s2_f2kEH750TQe-Mn0QYl_8c15gTj0e8Q2Nv)  
If you have received this notification in error, you may ignore this e-mail.

[Reply](#)

[Forward](#)

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

A login form for Citizen Connect. It has a blue header bar. Below it, there are two input fields: "Email" and "Password". Below the "Password" field, there is a checkbox labeled "Remember Me" and a link labeled "Forgot Your Password?". Below these is a large blue button labeled "Sign In". Below the "Sign In" button, there is a link labeled "New to Citizen Connect?". At the bottom, there is a grey button labeled "Create Account" with a person 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 checked. A "Save" button is at the bottom right. Below this is a "Your Activity" section with three buttons: "View Your Tickets", "View Your Permits", and "View Transaction History". The next section is "Your Vehicles" with an "Add Vehicle" button. This is followed by "Your Addresses" with an "Add Address" button. The final section is "Your Payment Methods" with an "Add Payment Method" button.

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

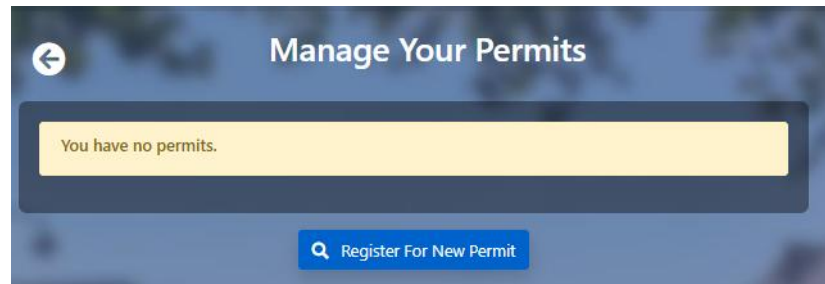
A close-up screenshot of the "Your Activity" section. It features three blue buttons: "View Your Tickets", "View Your Permits", and "View Transaction History".

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: Park Test Last Name: Ticket 2

Email: parkticket2@easton-pa.gov Phone: (xxx) xxx-xxxx

**Address 1**

Choose from your addresses -

Address: 123 S 3rd Street City: Easton

State: Pennsylvania Zip: 18042

**Address 2**

Choose from your addresses -

Address: City:

State: --Select-- 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 Browse

**Driver License**

Choose file Browse

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.