



CITY OF EASTON

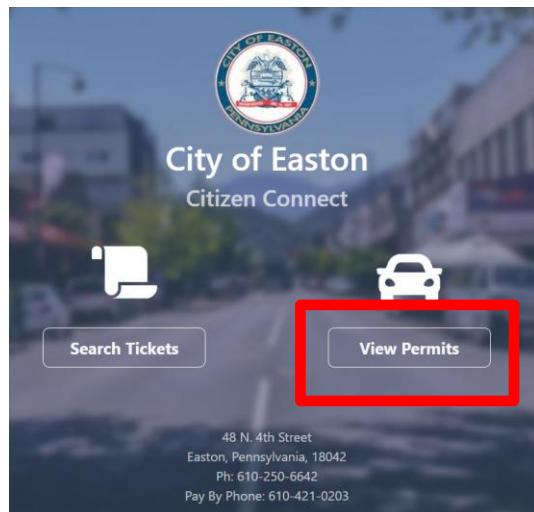
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Residential Permit Signup / Registration

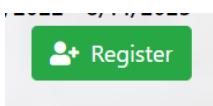
1. Open the link below.
<https://www.tocite.net/cityofeastonpa/Portal>



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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Sign In to Continue

Email

Password

Remember Me [Forgot Your Password?](#)

Sign In

New to Citizen Connect?

Create Account

or

Continue as Guest

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

Create Your Account

First Name Last Name

Email

Password

Re-enter Password

Password must be at least 8 characters and must include at least one upper case letter, one lower case letter, and one number.

Send me an email alert when a Ticket is issued to one of my saved vehicles.

By clicking "Create Account", you agree to our [privacy policy](#).

Create Account

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.



CITY OF EASTON

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Citizen Connect: Email Confirmation

 customer_service@upsafety.net      Mon 8/8/2022 2:23 PM

To: Park Ticket2

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.

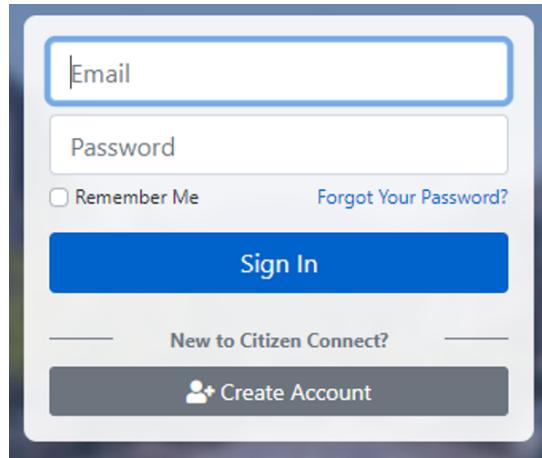
[Confirm Email](#)

If the link above doesn't work, you can copy and paste the following into your browser:
https://www.tocite.net/cityofeastonpa/Portal/ConfirmEmail=dChwA2b564aviluBGVbPPjubSz2_t2kEH750TQ9-MspQYI_8x5gTj0e9Q3Nx

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.



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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Your Account

Your Info

First Name: Park Test Last Name: Ticket 2

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

Receive email alerts ? Automatically Save Information ?

Save

Your Activity

View Your Tickets **View Your Permits**

View Transaction History

Your Vehicles

Add Vehicle

Your Addresses

Add Address

Your Payment Methods

Add Payment Method

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

Your Activity

View Your Tickets **View Your Permits**

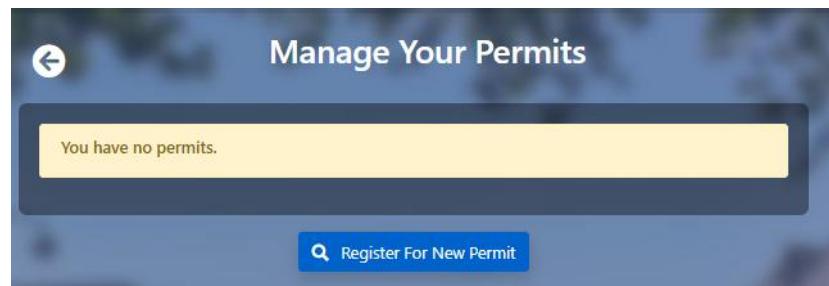
View Transaction History

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.



CITY OF EASTON

PENNSYLVANIA



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.

A screenshot of a "Register For New Permit" form. The top section shows a permit for \$1.00, valid from 8/10/2022 12:00:00 AM to 8/10/2022 3:50:00 PM. The "Your Info" section includes fields for First Name (Park Test), Last Name (Ticket 2), Email (parkticket2@easton-pa.gov), and Phone ((xxx) xxx-xxxx). The "Address 1" section is highlighted with a red box and contains a dropdown menu "Choose from your addresses". The "Address 2" section is below it. The "Vehicles" section is highlighted with a red box and contains a "Add Vehicle To Permit" button. The "Attachments" section is highlighted with a red box and includes a note about allowed file types (PDF, JPEG, JPG, BMP, PNG, TIF, TIFF, XLS, XLSX, DOC, DOCX) and fields for "Vehicle Registration" and "Driver License", both with "Choose file" and "Browse" buttons.

123 South Third Street, Easton, PA 18042



CITY OF EASTON

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

A screenshot of a web-based permit purchase interface. On the left, a dark box contains the text "How do you want to pay" with two buttons: "✓ Online" (highlighted in blue) and "In Person". To the right, a summary table shows the cost breakdown: \$1.00 Permit Cost, + \$3.00 Service Charge, and a total of \$4.00 Total Due Today. Below the table is a checkbox labeled "I have read, accepted, and am responsible for the [Terms and Conditions](#)". At the bottom right is a large blue button with the text "Purchase Permit" and a small icon.

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

A screenshot of a "Select Payment Method" page. At the top, it says "Select Payment Method". Below that is a dropdown menu set to "Pay with Credit Card". Underneath are two checked checkboxes: "Save For Future Payments" and "Renew Permit Automatically". Below these checkboxes are the following details: "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)". At the bottom, a yellow box contains the text "By opting into Automatic Renewal, you agree to the [renewal terms and conditions](#)." At the very bottom right is a blue "Continue" button.

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.