



CITY OF EASTON

PENNSYLVANIA

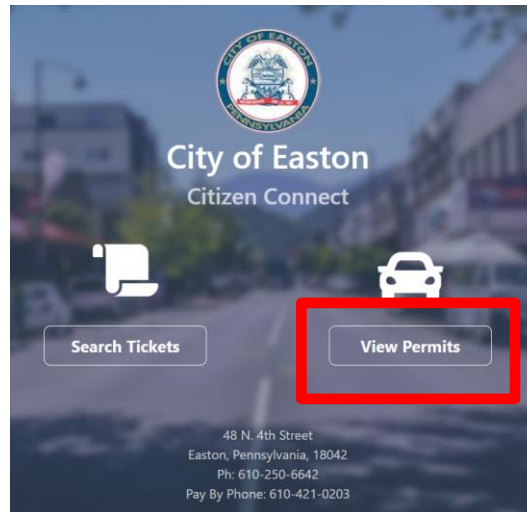
Permit Signup / Registration – City of Easton

1. Open the link below.

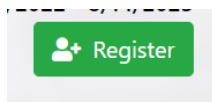
<https://www.tocite.net/cityofeastonpa/Portal>



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 screenshot of a "Sign In to Continue" form. It includes fields for "Email" and "Password", a "Remember Me" checkbox, a "Forgot Your Password?" link, a blue "Sign In" button, a "New to Citizen Connect?" section with a "Create Account" button, and a "Continue as Guest" option.

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

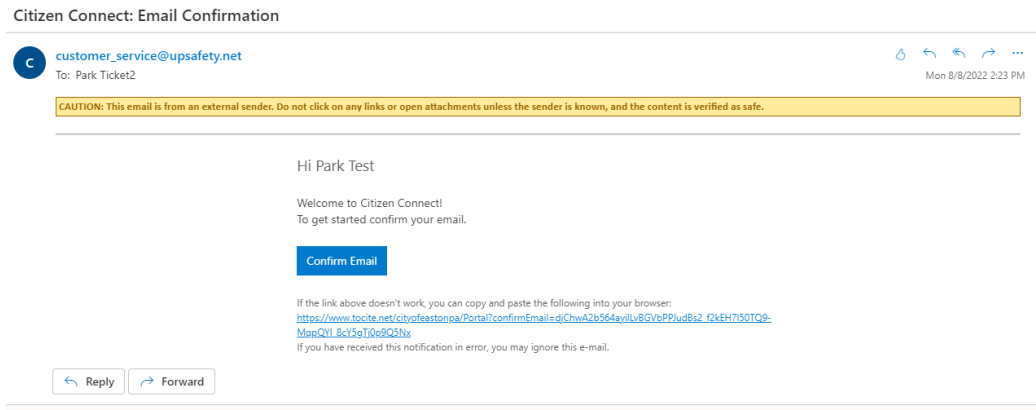
A screenshot of a "Create Your Account" form. It includes fields for "First Name", "Last Name", "Email", and "Password". Below the password field, there is a note: "Password must be at least 8 characters and must include at least one upper case letter, one lower case letter, and one number." and a checkbox for "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.

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 screenshot of the login interface for Citizen Connect. It features an 'Email' input field, a 'Password' input field, a 'Remember Me' checkbox, and a 'Forgot Your Password?' link. A prominent blue 'Sign In' button is centered below the fields. At the bottom, there is a section for 'New to Citizen Connect?' with a 'Create Account' button.

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 a mobile application interface titled "Your Account". The page is divided into several sections: "Your Info" with input fields for First Name (Park Test), Last Name (Ticket 2), Email (parkticket2@easton-pa.gov), and Mobile Phone ((xxx) xxx-xxxx), along with checkboxes for "Receive email alerts" and "Automatically Save Information"; "Your Activity" with buttons for "View Your Tickets", "View Your Permits", and "View Transaction History"; "Your Vehicles" with an "Add Vehicle" button; "Your Addresses" with an "Add Address" button; and "Your Payment Methods" with an "Add Payment Method" button.

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

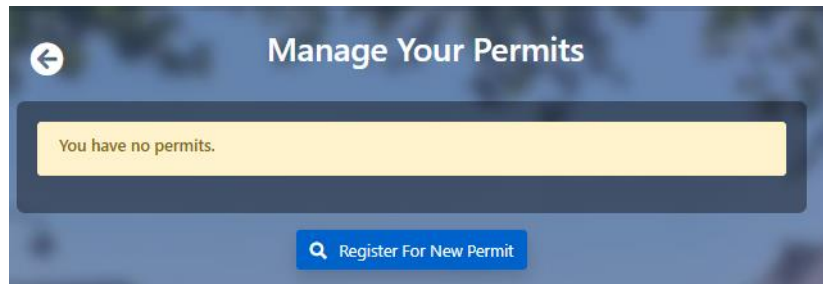
A close-up screenshot of the "Your Activity" section from the mobile app. It features three blue buttons: "View Your Tickets", "View Your Permits", and "View Transaction History".

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.

A screenshot of a permit registration form. At the top, it says "This is an Auto-Renew Permit [Learn More?](#)". Below that, it shows "Price: \$1.00", "Effective from: 8/10/2022 12:00:00 AM", and "Effective to: 8/10/2022 3:50:00 PM". The form is divided into sections: "Your Info" with fields for First Name (Park Test), Last Name (Ticket 2), Email (parkticket2@easton-pa.gov), and Phone ((xxx) xxx-xxxx); "Address 1" (highlighted with a red box) with a dropdown menu "Choose from your addresses" and fields for Address (123 S 3rd Street), City (Easton), State (Pennsylvania), and Zip (18042); "Address 2" with a dropdown menu "Choose from your addresses" and empty fields for Address, City, State, and Zip; "Vehicles" (highlighted with a red box) with a blue button "+ Add Vehicle To Permit"; and "Attachments" (highlighted with a red box) with a list of allowed file types (PDF, JPEG, JPG, BMP, PNG, TIF, TIFF, XLS, XLSX, DOC, DOCX) and two file upload fields: "Vehicle Registration" and "Driver License", each with a "Choose file" button and a "Browse" button.

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 interface for purchasing a permit. On the left, a box titled "How do you want to pay" has two buttons: "Online" (selected with a checkmark) and "In Person". On the right, a price breakdown shows "\$1.00 Permit Cost" and "+ \$3.00 Service Charge", totaling "\$4.00 Total Due Today". Below this is a checkbox labeled "I have read, accepted, and am responsible for the Terms and Conditions", which is currently unchecked. At the bottom right is a large blue button labeled "Purchase Permit".

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

A screenshot of a "Select Payment Method" screen. At the top, there is a dropdown menu currently set to "Pay with Credit Card". Below this, a "\$3.00 Service Charge" is listed. There are two checked checkboxes: "Save For Future Payments" and "Renew Permit Automatically". A section below provides cycle 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)". A yellow highlighted box contains the text: "By opting into Automatic Renewal, you agree to the [renewal terms and conditions.](#)". At the 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.