

How to order your guest permit –


Firstly, click on the link below –

<http://store.hope.ac.uk/product-catalogue/conferences-events/guest-parking-permits/guest-parking-permit>

The following page will appear –

[Home](#) > [Product Catalogue](#) > [Conferences & Events](#) > [Guest Parking Permits](#)

Guest Parking Permit



FREE OF CHARGE

- 1 + [Add to Basket](#)

Description

Once you have completed the free payment process you will receive an email titled 'Print @ Home - Guest Parking Permit' containing your Car Parking Permit.

If you don't have a log-in for the store, don't worry it takes 2 minutes to create one!

Detailed Description

Disclaimer

By way of purchasing this permit you agree:

- To adhere to the **University Car Parking Policy** and acknowledge that you have read and understand the Policy.
- It your responsibility to print the Parking Permit and clearly display it in the front windscreen of your vehicle. Furthermore, you understand that possession of a Parking Permit does not guarantee a parking space.
- Verbal or physical abuse towards any University staff enforcing this policy will not be tolerated and may lead to the withdrawal of the Parking Permit.

Car Parks will be regularly monitored and failure to abide by the University's car parking regulations may result in the issuing of a legally enforceable Parking Charge Notice (PCN) and/or the irrevocably withdrawal of a car parking permit.

Note-

In the event of a permit being lost, stolen or no longer fit for purpose you should refer back to your original email and reprint your permit or contact the Online Store Administrator at store@hope.ac.uk.

Please click the Add to Basket button.

Once you have clicked the Add to Basket tab, the following page will appear –

Questionnaire

Car Registration Number*

[Next](#)

Please enter your card details in the box above. Once you've entered the correct details click next


You will then be able to view your item –

Shopping Basket

Clear Basket

Continue Shopping

Proceed to Checkout

Item	Quantity	Unit Price	Total Cost
Product Catalogue			
 Guest Parking Permit Product code:PCCEGP17 View/Edit questionnaire(s)	- 1 + Remove	£0.00	£0.00
		Delivery	£0.00
		Total Before VAT	£0.00
		VAT	£0.00
		Total	£0.00

Continue Shopping

Proceed to Checkout

Once you are happy with everything, click the **'Proceed to Checkout'** tab

The following page will appear –

Login / Register

New Customer

Creating an account only takes a few moments and allows you to store your details for future visits.

▶ If this is your first visit [click here](#)

If you have never used our University Online Store then click the hyperlinked text which says 'Click Here'. This takes a couple of seconds.

Login

Email Address

Password

▶ [Forgotten password](#)


If you already have account please enter your details in the 'Login' section

Forgotten Your Password?


We will send password reset instructions to the email address associated with your account. Please type your email address below.

Email Address

Once you have successfully logged into the store, the following page will appear –


 **Payment Method**

Free Transaction

Please confirm your order on the next screen **Continue** 

Click 'Continue'

Then you will be required to confirm your order. Page will look like this, see below –


Your order is not complete until you Confirm Your Order **Confirm Your Order** 

By clicking 'Confirm Your Order' you confirm that you have read and agreed to our [Terms & Conditions](#)

Item	Quantity	Unit Price	Total Cost
Product Catalogue			
Guest Parking Permit Product code:PCCEGP17 View questionnaire(s)	1	£0.00	£0.00
		Delivery	£0.00
		Total Before VAT	£0.00
		VAT	£0.00
		Total	£0.00

Payment Information

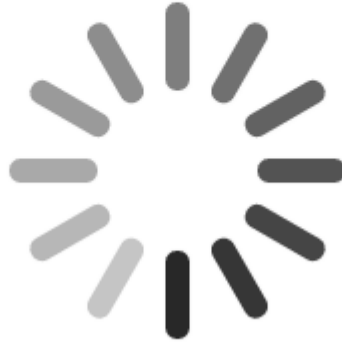
Free Transaction

Your order is not complete until you Confirm Your Order **Confirm Your Order** 

By clicking 'Confirm Your Order' you confirm that you have read and agreed to our [Terms & Conditions](#)



Please wait whilst we process your transaction



Your order is complete and you have now been logged out. Thank you Rebecca for shopping at the Liverpool Hope University Online Store.

Print

Order Number: LHU40809

Date: 19 Oct 2017

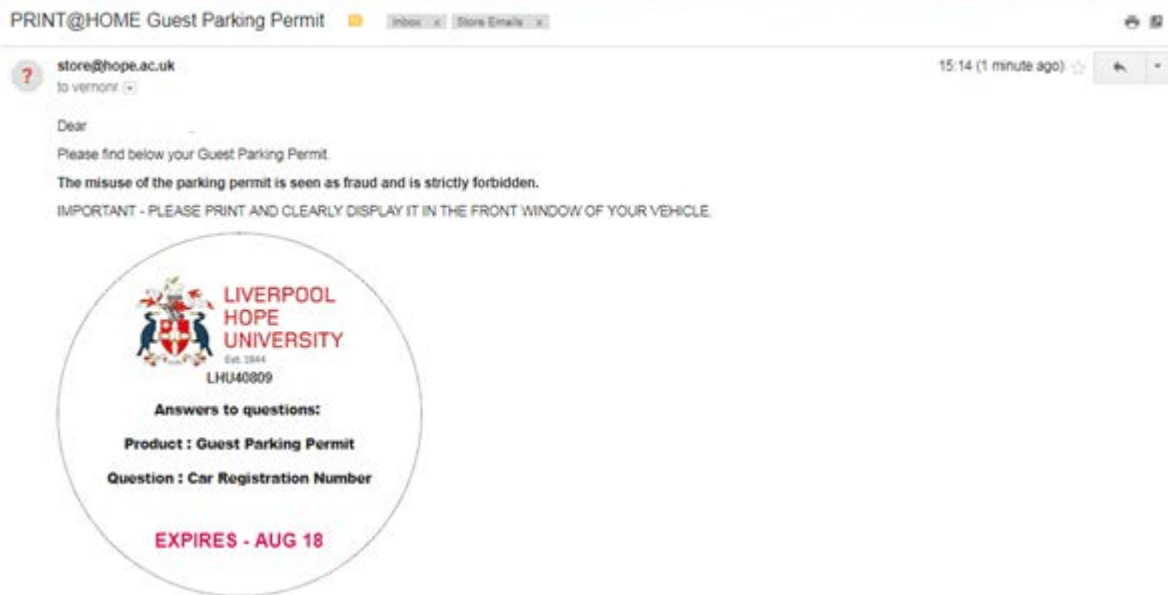
Item	Quantity	Unit Price	Total Cost
Product Catalogue			
Guest Parking Permit Product code:PCCEGP17	1	£0.00	£0.00
		Delivery	£0.00
		Total Before VAT	£0.00
		VAT	£0.00
		Total	£0.00

Payment Information

Free Transaction

Please log onto your email account you have registered to the Store.

The following Permit should appear. You must print this off yourself and display in your window when parked at Liverpool Hope University.



If you're having any issues, please contact the online store team on 0151 291 3833