


Student Parking ePermit Registration Guide

1. Navigate to <https://parking.douglascollege.ca>

Log-in **(2a)** to a current hangTag account (if you have used the service before) or create a new hangTag account **(2b)**.

Welcome to the Douglas College Parking Portal

If you are experiencing any issues signing in to your hangTag account, please contact hangTag Customer Support: 1.844.309.1028



2a Sign in to hangTag™ account

Your account username / email to sign in

Sign In [Forgot Password?](#)

If you don't have a hangTag™ Account

2b

[+ Create Account](#)

2. Complete your Douglas College Profile by selecting the “Edit” button to the right. For *Organization*, select “Student.” Accept the terms and conditions and click “save.”

My Account

Douglas College Profile Edit

Contact Email	Contact Phone
First Name	Last Name
Organization	Employee ID#


hangTag™ Account Edit

Username
Mobile Phone

3. Enter up to four (4) licence plates. **NOTE:** Only one vehicle may park at any campus at one time. Failure to accurately enter your licence plate information will result in tickets being issued.

Vehicles 4 of 4

License Plate	State/Prov	
123ABC	British Columbia (BC)	⊗
13223	California (CA)	⊗
12332	British Columbia (BC)	⊗
122	California (CA)	⊗

 No more vehicles allowed.

4. Enter your payment details under the *Credit Cards* section, then select “Buy ePermits.”
Note: you will be required to enter your payment details in order to proceed with the registration process.

My Account My ePermits (0) Buy ePermits Admin Center

My Account

Douglas College Profile

Contact Email Contact Phone [Edit](#)

First Name Last Name

Organization Employee ID#


hangTag™ Account

Username [Edit](#)

Mobile Phone

Vehicles 4 of 4

License Plate	State/Prov	
123ABC	British Columbia (BC)	⊗
13223	California (CA)	⊗
12332	British Columbia (BC)	⊗
122	California (CA)	⊗

 No more vehicles allowed.

Credit Cards

[+ New Card](#)

Type Number

No Credit Cards have been added.

[Buy ePermits >](#)

[Buy ePermits >](#)

Douglas College™ 2020. All rights reserved.
hangTag™ Terms and Conditions
Terms and Conditions

impark
part of HEEP PROTECTO services

DOUGLAS

5. The system will prompt you to select your main campus. This is the campus you are based out of most of the time. Your selection will affect the ePermits available to you.

Select Location

Select your home or primary location below to view available ePermits

Coquitlam Campus
1250 Pinetree Way, Coquitlam, BC V3B 7X3

New Westminster Campus
700 Victoria St, New Westminster, BC V3M 1C9

6. Select an ePermit. **Only permits you are eligible for will be visible.** Read the descriptions of the ePermits carefully. Eligibility requirements for Student Permits are:

- Students must be registered in a minimum of 6 credits.
- To purchase an ePermit valid at both campus, students must be registered in a minimum of 6 credits at both campuses. If you are eligible to park at both campuses, you will be offered the “Both Campuses” option as seen in the image below.
- Students must have all tuition fees paid in full, have an active fee deferral or have a special save on their tuition account.
- VOAC students attending Campus 5 days per week are also eligible. Parking passes are non-refundable.

New Westminster Campus

700 Victoria St, New Westminster, BC V3M 1C9

Filters: ePermit Group

Available Permits (2)

Both Campuses - Fall 2021 (Review T&C at bottom of page) \$180.00 one time

Eligibility Requirements must be met - further info in T&C - Student parking in Camarvon Parkade at New Westminster, Surface Lot & Town Centre Park Lot A & E at Coquitlam - September 1, 2021 - December 31, 2021

Start Date: 2021/09/01 | End Date: 2021/12/31

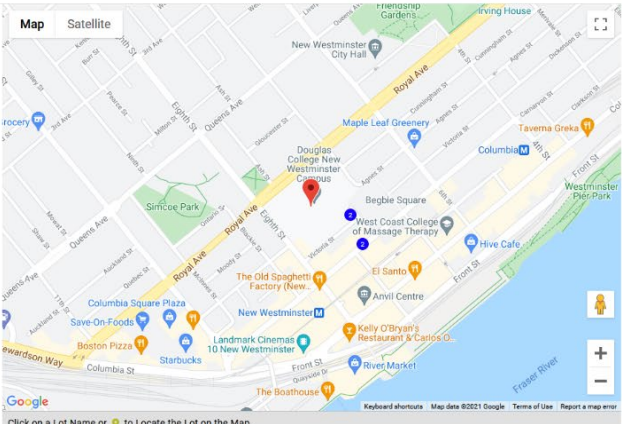
Show Lots > Purchase

New West Campus - Fall 2021 (Review T&C at bottom of page) \$180.00 one time

Eligibility Requirements must be met - further info in T&C - Student parking in Camarvon Parkade at New Westminster Campus - September 1, 2021 - December 31, 2021

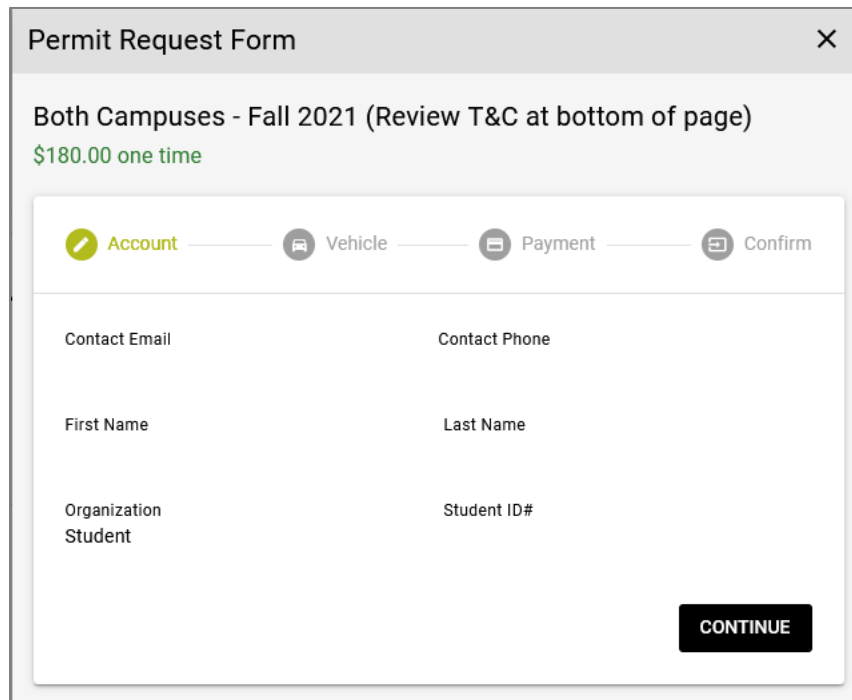
Start Date: 2021/09/01 | End Date: 2021/12/31

Show Lots > Purchase



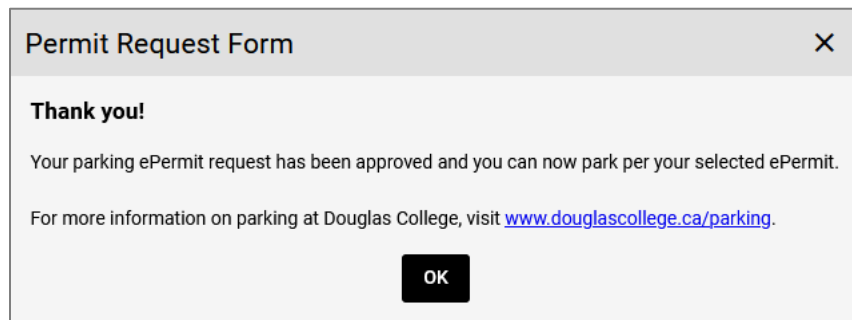
Click on a Lot Name or pin to Locate the Lot on the Map.

7. Continue through the ePermit selection menus and verify your information.



The screenshot shows a 'Permit Request Form' window with a close button (X) in the top right corner. The main heading is 'Both Campuses - Fall 2021 (Review T&C at bottom of page)' followed by the price '\$180.00 one time' in green text. Below this is a progress bar with four steps: 'Account' (highlighted with a green checkmark), 'Vehicle', 'Payment', and 'Confirm'. The form contains several input fields: 'Contact Email', 'Contact Phone', 'First Name', 'Last Name', 'Organization Student', and 'Student ID#'. A black 'CONTINUE' button is located at the bottom right of the form.

8. If the request was successful, you will see the following screen and can now park on campus.



The screenshot shows a 'Permit Request Form' window with a close button (X) in the top right corner. The main heading is 'Thank you!' followed by the text 'Your parking ePermit request has been approved and you can now park per your selected ePermit.' Below this is a link: 'For more information on parking at Douglas College, visit www.douglascollege.ca/parking.' A black 'OK' button is located at the bottom center of the form.

9. If your request was unsuccessful, it may be placed in a queue for Facilities staff to manually verify your eligibility. **NOTE:** Passes are issued on a first come, first served basis, and are not guaranteed while your request is in the queue. If there are questions or concerns with any part of the process, please contact parking@douglascollege.ca for more information.