STAFF AUTHORISED PERMITS – 2025
(*Approved University Executive staff only*)
To apply for a 2025 parking permit:

1. Sign in to an existing ePermit account or create an account at https://epermits-anu.orikan.tech/ssp entering your SSO email account and password.
2. If you have not used ePermit before, you will need to create an account. Please use your university ID email address e.g. u100000@anu.edu.au or a00000@anu.edu.au to create your account. If you don't do so you will not be able to create an account.
3. Select '*Apply for a Permit'.*
4. Select the permit group i.e. Authorised Permit and from the drop-down menu select the permit type

   o **Non-reserved permit – PD (post-tax)***

   o **Non-reserved permit – PD (pre-tax)***

   o **Non-reserved permit** *You will be required to select an end date i.e. 30 June 2025, 30 November 2025 or 31 December 2025 – if* *you choose a different permit duration your application will be denied*

   o **Reserved permit – PD (post-tax)***

   o **Reserved permit – PD (pre-tax)***

   *Payment for these permits is by payroll deduction.

   N.B. Reserved authorised permits are for staff parking in bays where their vehicle registration number is displayed on a sign.

5. If you aren't paying by payroll deduction please contact the call centre choosing option 1 and your payment will be processed over the phone.
6. Your personal details will be automatically populated by SSO.
7. Add your vehicle details. Up to three registration/licence plate numbers** may be entered. It is the permit holder's responsibility to ensure the details entered are correct.
8. Read and agree to the Conditions then select 'Submit'.
9. **Permits are not valid until payment has been processed and your permit has been activated.**

The Call Centre will activate your permit within 24 hours. If your permit status does not appear as 'Granted' please contact them on the number below.

Using your parking permit

Your account details (including car registration details) can be managed by logging in to your ePermit account online and selecting My Current Permit and Manage Vehicle(s).

**You may have up to three cars registered on your permit, only one vehicle may be parked on campus at any given time.

Permits are for the sole use of the permit holder.

You can update your vehicle registration details via your ePermit account.

To cancel your permit, log in to your account select My Current Permit and 'withdraw'. If a refund is due please contact the call centre and select option 1. NB permits paid for by payroll deduction will not be refunded as they are paid in arrears.

If you have any questions please don't hesitate to contact the call centre on (02)61250179.