

How to Register for On Street Parking

Click on the following link to go to the online portal

<https://whitby.gtechna.net/permit-portal/>

- This link will take you to the following page. Click the button on the right-hand side that says “Sign up”

The screenshot shows the top navigation bar with a yellow 'Sign Up' button and a 'Login' link. Below the navigation bar, the page title is 'Short Term On-Street Parking Registration'. The main content area contains a paragraph explaining the program, a 'How to register' section with instructions, and a list of required information for registration.

Short Term On-Street Parking Registration

If you need an exemption to the three hour on-street parking limit, or the 2 a.m. to 6 a.m. overnight parking restriction between November 1 and April 15, you may register for the short term on-street parking program. Learn more about our [parking options](#) and [parking ticket information](#) within the Town of Whitby.

How to register

Please ensure you review the terms and conditions prior to registering your vehicle for on-street parking. Vehicles must be currently plated and in good working condition to be eligible to register. You will not receive a physical permit for the vehicle.

In your registration, you will need to provide:


- Your name, daytime phone number, and home address
- License plate, make, and colour of each vehicle parking on street
- Reasons why vehicles will be parked on street
- Description of the type of trailer if applicable (including camper trailer, pop-up trailer, open landscaping trailer, closed landscaping trailer) along with the width and length of the trailer
- Beginning and end dates the vehicles are expected to be parked on street

- You will then be taken to the Create an account screen with a form to complete. Please make sure to select resident as the profile type. Once form is filled click on the create button.

The screenshot shows the 'Create an account' form with the following fields and options:

- Email* (text input)
- Confirm Email* (text input)
- Password* (text input)
- Confirm Password* (text input)
- Your password should be minimum 8 characters long, which should contain at least 1 upper case character, 1 lower case character, 1 digit and 1 special character
- First Name* (text input)
- Last Name* (text input)
- Company Name (text input)
- Select Profile Type: RESIDENT (dropdown menu)
- Civic No* (text input)
- Suffix (text input)
- Please choose Street* (dropdown menu)
- Apt/Unit # (text input)
- City* (dropdown menu, currently showing Whitby)
- ZIP Code* (text input)
- State* (dropdown menu, currently showing Ontario)
- Country* (dropdown menu, currently showing Canada)
- Primary Phone (text input)
- Home Phone (text input)
- CREATE (blue button)

- Next you will click on add vehicle

 Vehicles ADD VEHICLE

Status	Plate	Visitor plate	Attachment	Year	Make	Type	Registration Expiry Date
No records found.							

▶ TOTAL RECORDS 0 □ COLUMNS

- Fill out the Vehicle information and then click save

Vehicles ×

Vehicle owner/driver

Plate*

* The plate field only accepts alphanumeric characters such as (a, b ,c, 1, 2, 3)

State*

Make*

Type*

Color*

Year*

SAVE CLOSE

- After adding your vehicle Accept the terms and click submit

The screenshot shows a permit registration interface. At the top left is a blue button labeled "ADD PERMIT". Below it is a table with the following columns: Delete, Qty, Description, and Price. The table contains one row with a quantity of 1 and a description of "MMMMMMMMM(OH) - Car". To the right of the table, there are summary statistics: "Sub Total: 0.00" and "Total: 0.00". Below these is a checkbox for "Accept Terms*" and a "View" link. At the bottom right is a green button labeled "SUBMIT". At the bottom center, there is a small text string: "/// powered by gtechna Inc. Copyright©2016-2023.All rights reserved."

- Now click add permit

The screenshot shows a vehicle registration interface. At the top, there is a text prompt: "Your existing list of vehicles are below. Click the Add Vehicle button to add vehicles or click Permits to view your existing permits or purchase additional once." Below this is a section titled "Register your Vehicles" with a sub-label "Vehicles" and a blue button labeled "ADD VEHICLE". Underneath is a table with the following columns: Status, Plate, Visitor Vehicle, Make, Type, Color, Year, and Delete. The table contains one row with a status of "Under Review", a plate of "MMMM(OH)", a make of "BMW", a type of "Bus", a color of "Mauve", and a year of "2014". At the bottom left of the interface is a blue button labeled "ADD PERMIT".

- You will then Click the drop-down under Permit Vehicle and select the car you want to register
- Under Parking Location, make sure your address is selected in the drop-down
- Under permit make sure it says resident visitor pass
- Select your start date for the permit
- You will need to upload proof of residence. Drivers License or Household bill.
- Click Add to Cart

Add Permit



i Vehicle Added. **x**

Permit vehicle(s)*

MMMMMM(ON) ▾

ADD VEHICLE

Parking Location*

Garden St ▾

Permit*

Resident Visitor Pass ▾

Start Date*

02/22/2024



Remaining permits that can be issued for this period : 12

End Date

02/28/2024

Additional proof required

Residence Proof *

Choose File NO FILE CHOSEN

Does this document have an expiration date?

Yes

No

Expiration Date


ADD TO CART

CLOSE

- Once you have added to the cart, you will Click the small box to accept the terms and then click buy. The amount will come up as \$0.00.

Permit Shopping Cart

Parking permit orders of your vehicles. Please note the cart will be emptied once you log out.

Delete	Qty	Description	Price
	1	Resident Visitor Pass - (02/22/2024 - 02/28/2024) - Garden St - MMMMMM(ON) Date: 02/22/2024 00:00 - 02/28/2024 23:59	\$0.00
			Sub Total \$0.00
			Total: \$0.00
			Accept Terms* <input type="checkbox"/> View

BUY

- You will then have to confirm payment (there is no fee for On Street Parking), click “yes”

Confirm Payment

You will be purchasing permits for vehicle plates

MMMMMM(ON) - 02/22/2024

Once your permit has been approved by a staff member a confirmation e-mail will be sent to your registered email address.

Please allow for up to 72 hours for a staff member to review your permit. Parking without an approved permit will result in your vehicle being ticketed.

By pressing the “Yes” button you accept the [Terms & Conditions](#)

Are you sure wants to continue ?

YES

NO

It will be sent to Transportation Services for review and approval.