Pay as You Go permits

If you have been approved for Pay as You Go parking, it is important that you ensure there are funds in place for the parking session before you park.

Once approved, you will receive an automated email from the system. When you login to the permit management system, there will be an option visible to Manage Your Credit.

University of Surrey Parking Permit Management		Manage credit	w
🔏 Home	Dashboard		

When you press this button, you will see a screen detailing your history of credit in your account.

University of Surrey Park	king Permit Managem		£0	Manage credit	Welcome Stuart Cole 🔅	
Account Credit						
Account credit is used for pay as	you go permits.					
£ ACCOUNT CREDIT HISTORY			£ CUF Credi	£ CURRENT ACCOUNT CREDIT		
Message	Date	Credit change		£0	+ Add Credit	

From here, click to Add Credit and you will see a simple screen to choose the amount to be added, as well as the card details to be used. The amount can be more than the recommended amount if you wish to change it.

Add account	credit	х	۲ ۱
Address line 1*			
Address line 2			
Town/City*			
Postcode*			
Credit to add*	£ 35.00		
Cardholder Name*			
Payment Card*	Card number	MM/YY CVC	
		Add Account Credit	

Once the payment is successful, the credit is shown in your account

ccount Credit	mits		
£ ACCOUNT CREDIT HISTORY			£ CURRENT ACCOUNT CREDIT
Message	Date	Credit change	£35.00
Account credit added - £35.00	2020-01-17 12:58:38	+£35.00	

Payment being taken

The Pay as You Go permit is designed to use your credit as you use the facilities. The installed Automatic Number Plate Recognition cameras will see you enter and exit the car park. If the areas are applicable for Pay as You Go Parking, the system will note the time you have been onsite and take payment for the parking from

the credit you have available. You will receive an email to let you know the funds have been taken from your account, and the resulting balance that is available.

You can leave and re-enter any of the main permit holder car parks on Stag Hill, Manor Park and Kate Granger on the same day and you will only be charged a maximum of £1.75.

You may return and top up your account when you like, but be aware that if you try to park without funds the message you receive will inform you that you need to top up within 24 hours, or a parking charge notice will be issued for non-payment of parking.