

ARMS ONLINE PARKING REGISTRATION STEP BY STEP INSTRUCTIONS

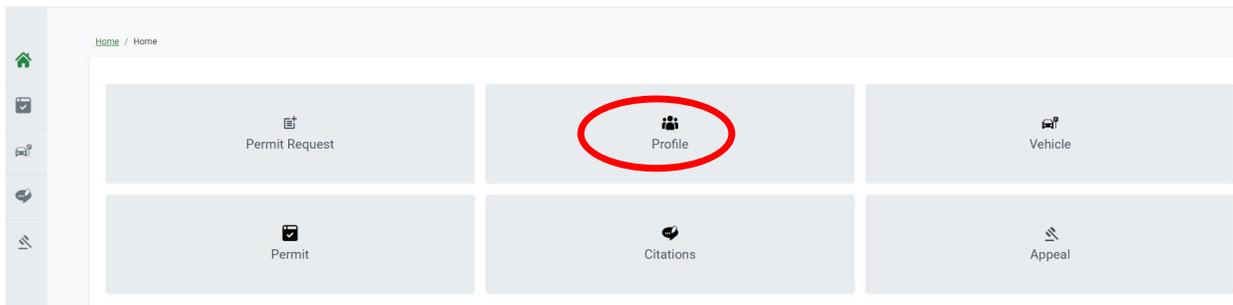
Go to parking.arms.app

NEW EMPLOYEES If you cannot logon on, it is most likely because you need to be set up in the parking application. Email kirving@bowdoin.edu with **FIRST AND LAST NAME**, **BOWDOIN ID#**, and **DATE OF BIRTH**, then I will set you up and confirm when ready.

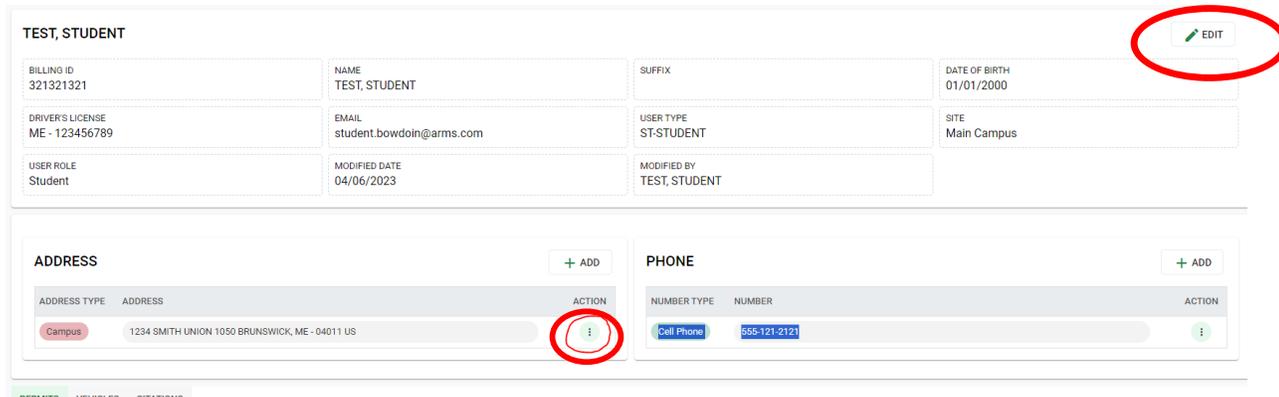
1. Login with your **Bowdoin email account**



2. Select **PASSWORD AUTHENTICATOR** option
3. Click **PROFILE**



4. Verify your information, edit if needed.
5. **IMPORTANT - ADDRESS**: click on the 3 dots



4. Edit the **Address Type** select **EMPLOYEE DEPARTMENT**, for **STREET** number: enter **00**, for **Street NAME**: – type your **DEPARTMENT NAME**, **Suite #**: **ROOM NUMBER**, **City** enter **BRUNSWICK**, **State** **ME**, **Zip** **04011**

5. **IMPORTANT STEP** -Make sure the check boxes at the bottom are checked for **IS MAILING** and **IS PRIMARY**

EDIT ADDRESS ✕

IS MAILING **IS PRIMARY** **IS FOREIGN ADDRESS**

ADDRESS TYPE * **STREET NUMBER ***

EMPLOYEE DEPARTMENT **00**

STREET NAME * **SUITE NUMBER**

SECURITY **005**

CITY * **STATE ***

BRUNSWICK **ME**

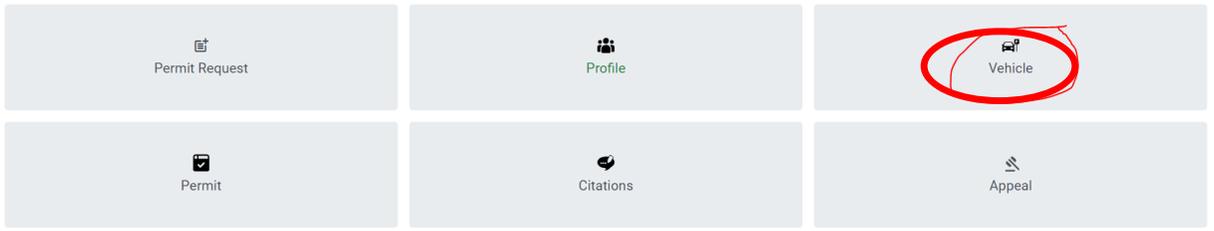
ZIPCODE *

04011

UPDATE

6. Click the **HOME** icon 

7. Select **VEHICLE**



8. If your vehicle is listed click on the box, if you need to **ADD** a vehicle click the **+NEW** button

a. If you get this message **"vehicle already in system"** email **PLATE #** to <mailto:kirving@bowdoin.edu>.

b. If **vehicle model is not listed**, select one of the options and email correct info to <mailto:kirving@bowdoin.edu>

Vehicle List
[Home](#) / [Vehicles](#)

Search **+ NEW** FILTER LIST VIEW DETAIL VIEW

<input type="checkbox"/>	LICENSE PLATE#	STATE	DATE EXPIRES	YEAR	MAKE	MODEL	STYLE	TYPE	COLOR MAJOR	ACTION
<input type="checkbox"/>	555678	CA		2020	SUBARU	Crosstrek		Sports Utility Vehicle	GOLD	

9. Enter all the **yellow highlighted** fields below

Vehicle Detail

[Home](#) / [Vehicles](#) / Vehicle Detail

ADD VEHICLE X CANCEL SAVE

LICENSE PLATE# * STATE * DATE EXPIRES YEAR MAKE * MODEL *

STYLE TYPE COLOR MAJOR COLOR MINOR

VIN# * SPECIAL FEATURES

INSURANCE POLICY# INSURANCE COMPANY INSURANCE PHONE

INSURANCE AGENT INSURANCE ADDRESS



10. Click the **HOME** icon

11. Select **PERMIT REQUEST**

[Home](#) / Home

Permit Request

Profile

Vehicle

Permit

Citations

Appeal

12. **Verify Address**, hit **NEXT**

PERMIT REQUEST



1 Confirm Shipping Address

2 Select Vehicle and Permit Type

3 Summary

4 Permit

Please, review and confirm that the mailing address below appears as it should on a shipping label.

STUDENT TEST
1234 SMITH UNION 1050,
BRUNSWICK, ME - 04011

Click Next, if the address is correct, or Go to [Profile](#) if changes are to be made.

Next

13. **Select the vehicle** you are registering by clicking the corresponding box

14. **Select permit type: EMPLOYEE 2023-24**

PERMIT REQUEST



1 Confirm Shipping Address

2 Select Vehicle and Permit Type

3 Summary

4 Permit

Please select the vehicle(s) you may bring onto campus. If the vehicle(s) are not available for selection in the list, please [click here](#) to add vehicle.

<input checked="" type="checkbox"/>	LICENSE	STATE	YEAR	MAKE	MODEL	COLOR
<input checked="" type="checkbox"/>	555678	CA	2020	SUBARU	Crosstrek	GOLD

Permit Type:

User Type:

Issue Amount:

Additional Amount: \$0.00

Total Amount:

Back

Next

- 15. Hit **NEXT**
- 16. **VERIFY** the next screen

17.

PERMIT REQUEST

Confirm Shipping Address Select Vehicle and Permit Type **3 Summary** 4 Permit

Name & Contact Info: Mailing Address Info:

Billing ID: 321321321 Name: TEST, STUDENT Address: 1234 SMITH UNION 1050, BRUNSWICK, ME - 04011

DOB(mm/dd/yyyy): 01/01/2000 Email: student.bowdoin@arms.com

Cell Phone: (555) 121 -2121

LICENSE	YEAR	MAKE	MODEL	COLOR
555678	2020	SUBARU	Crosstrek	GOLD

Permit Type: PUR-PURPLE PERMIT YR User Type: ST - STUDENT

Issue Amount: \$150.00 Additional Amount: \$0.00

Total Amount: \$150.00

- 18. Hit **SUBMIT**
- 19. You should receive confirmation with the Permit number.

Person: TEST, STUDENT

Permit Type: PUR-PURPLE PERMIT YR

Permit number: 22PUR0008

Valid from: 08/21/2023

to:

Vehicle: 555678

If you have any problems, contact Kelly Irving 725-3458 or by email kirving@bowdoin.edu