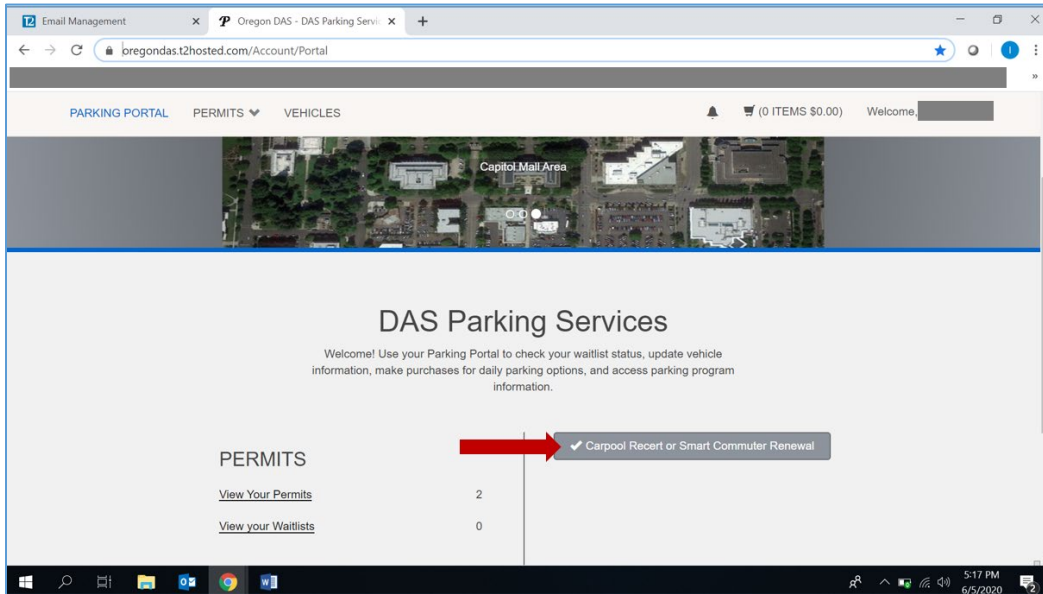
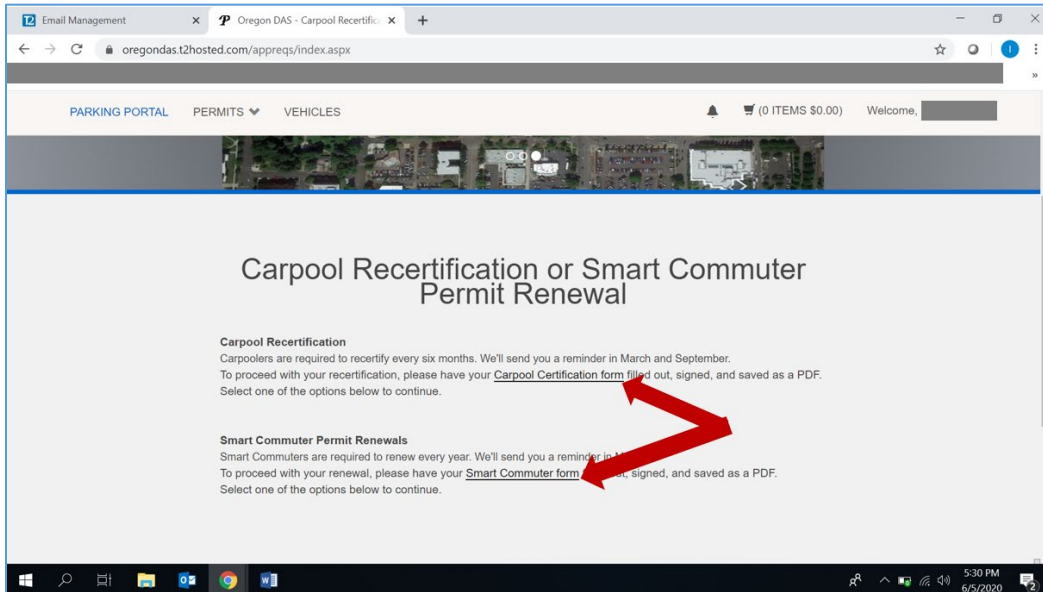


Instructions for Carpool Recertification or Smart Commuter Permit Renewal

1. **Log in** to the [customer portal](#).
 - a. If you need assistance logging in, please refer to the [log in instructions](#).
2. Click the **Carpool Recert or Smart Commuter Renewal** button.



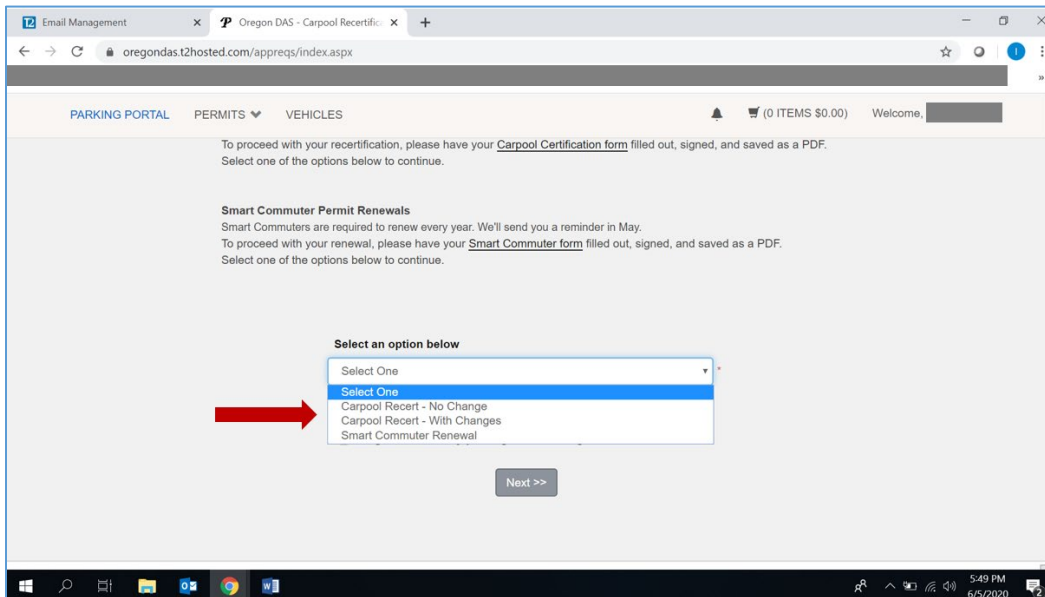
3. Click the link to the appropriate **form**.



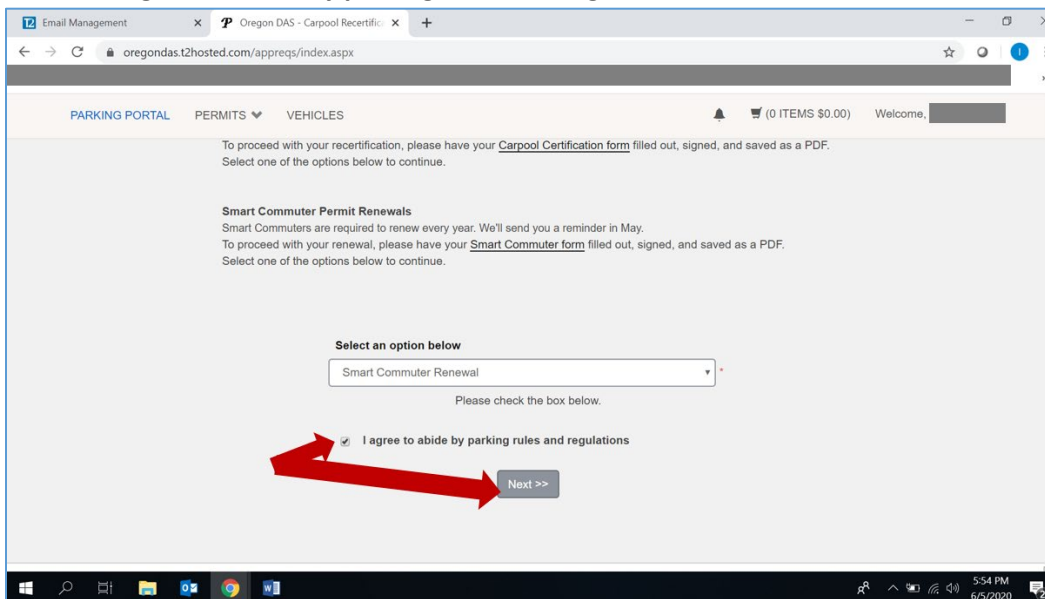
4. **Save the form** to your computer. If necessary, print the form to allow all parties to fill out their information and provide signatures.
5. When the form is complete, scan and save it to your computer for upload later.

Instructions for Carpool Recertification or Smart Commuter Permit Renewal

6. **Log back in** to the [customer portal](#) and click the **Carpool Recert** or **Smart Commuter Renewal** button.
7. **Select the appropriate option** from the drop-down list.

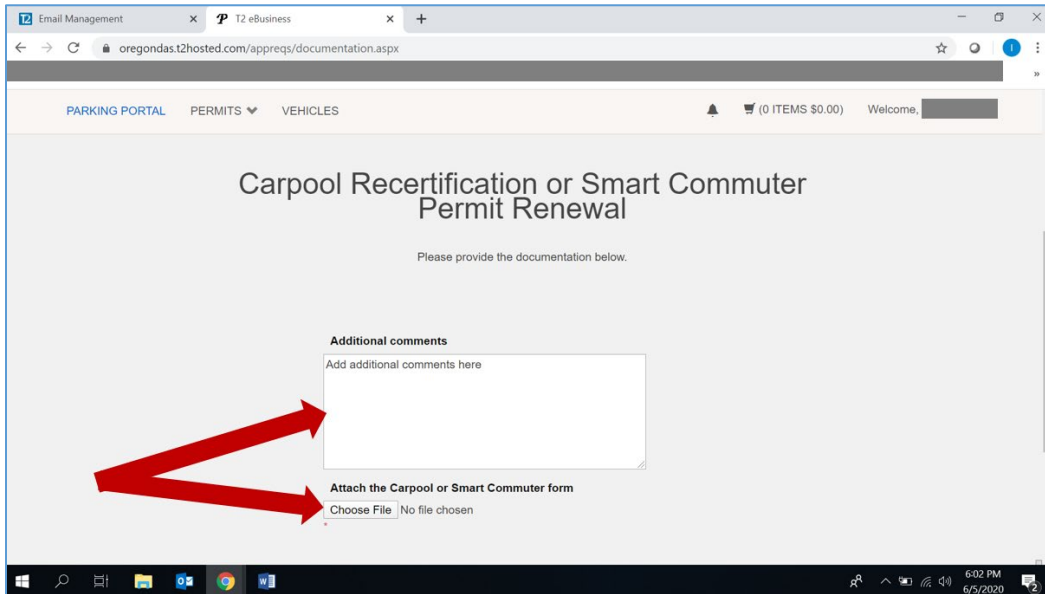


8. Click the **I agree to abide by parking rules and regulations** box, then click the **Next** button.

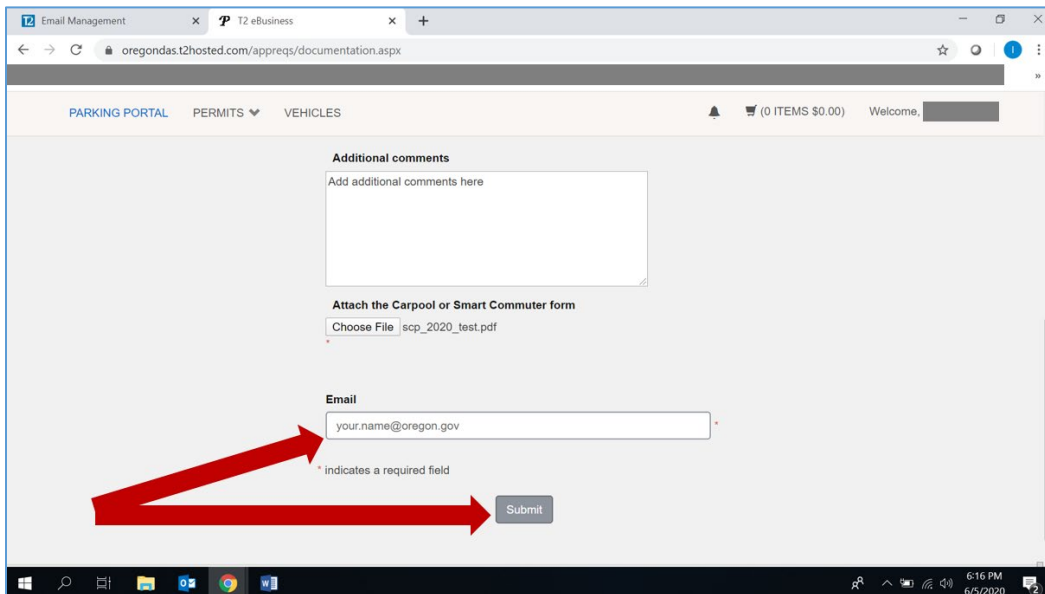


Instructions for Carpool Recertification or Smart Commuter Permit Renewal

9. Add any **Additional comments**, then click the **Choose File** (or **Browse**) button to attach the completed form you scanned and saved to your computer.



10. Confirm your **Email address** is correct, then click the **Submit** button.



11. Check your email for confirmation that you submitted the form.