



PASO ROBLES POLICE DEPARTMENT
PARKING SERVICES

These instructions are for purchasing an individual employee annual permit:

Individual employee permit:

1. Visit the following website:
<https://weboffice.mdc.dmz.caleaccess.com/calepermitcustomerportal/prcity> to login
2. Once logged in, click the green **+Request Permit** button
3. The parking zone should be already selected as Paso Robles. Click **Next**.
4. Under Type, select **Employee**
5. Under package, select **Employee Annual** to pay for the remainder of the year
6. Enter your **license plate**
7. Click **Save and Continue** then click **Confirm**
8. If you have setup a payment method, click on the select card button next to the card
OR
If you would prefer a one-time purchase, click on the select card button next to Direct Payment
9. Press **Pay Now**
10. Enter the required payment information and click **Perform Payment**.

To setup a new payment method or make changes to an existing payment method, from the home screen, click on the Welcome button at the top right of your screen and click on Payment Options

If you need to make changes to your vehicle at any time, you can login to the permit portal and click on Permits, and View to make changes.