



**PASO ROBLES POLICE DEPARTMENT
PARKING SERVICES**

These instructions are for purchasing an annual business bulk permit for users with multiple vehicles.

Bulk 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 **Business (Bulk)**
5. Under package, select **Business Annual** to pay for the remainder of the year
6. Enter the **number of permits** you need. (I recommend requesting the maximum number you might need. You pay for only what you need.)
7. Click **Save and Continue** then click **Confirm**.
8. Select the number of permits you need or click Select All.
9. Enter each license plate under the column header License Plate.
10. 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
11. Press **Pay Now**
12. 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 vehicles at any time, you can login to the permit portal and click on **Bulk Permits**, and **View** to make changes.