

# PARKING PERMIT INSTRUCTIONS

*Parking Permits are being issued at your community.* Please follow the instructions below to avoid being in violation. If you have any questions, contact your management company or us via emailing [permit@oversii.com](mailto:permit@oversii.com), by phone 866-506-5759.

## ORDER NEW PERMIT:

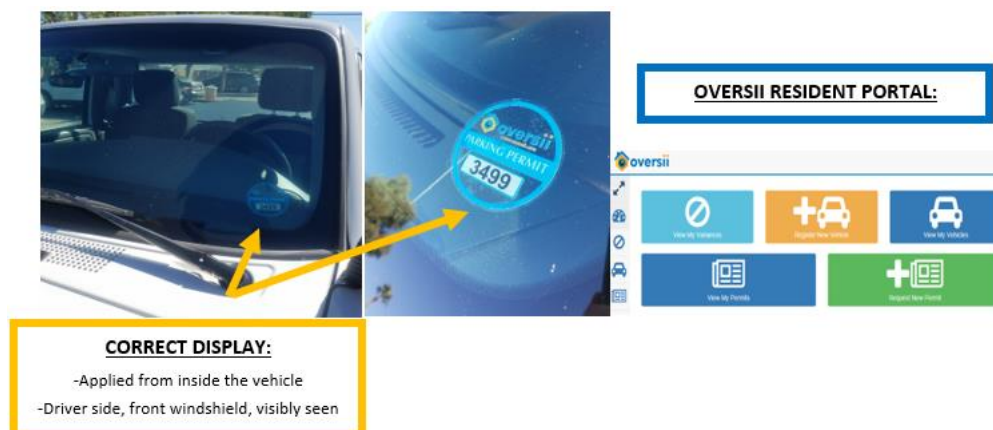
- STEP 1:** Go to [www.oversii.com](http://www.oversii.com), hover over “RESIDENTS / VISITORS”, click on “Vehicle Registration / Permits”.
- STEP 2:** You will need to setup an account prior to applying for a permit. Input the required info in the data field boxes. You will need to verify your email as well for security purposes.
- STEP 3:** Once your email is verified, login and click “REQUEST NEW PERMIT” and input the requested info in the data fields. Fill out the required info in the data fields and click “SUBMIT”.
- STEP 4:** When this permit application is submitted, this information is sent to the community manager/board at your community for approval or denial. APPLYING FOR A PERMIT DOES NOT GUARANTEE APPROVAL. Average response time (via email) of an approval/denial update is 2-3 business day, however, this is not guaranteed. While review is in process, please abide by the parking rules and regulations.
- STEP 5:** If approved, you may be required to submit payment before a permit is issued (\$40.00 renewable annually). Once completed, the permit will be placed in the mail within 48 hours and is subject to delivery by the USPS. If payment is required, permits will not be issued without payment. If denied, you will receive a reason why.

**\*Note, permits ARE NOT interchangeable, they can only be linked to 1 vehicle at a time If a permit is active, properly displayed on the vehicle, but not on the vehicle linked in the system, it is considered inactive and the vehicle will be cited.**

## ORDER REPLACEMENT PERMIT/CHANGE VEHICLE LINKED TO AN EXISTING PERMIT:

- STEP 1:** If your permit was lost/stolen/damaged, email [permit@oversii.com](mailto:permit@oversii.com) with your First Name, Last Name, Community Name, Address, and Permit #. There will be a \$40.00 fee for a replacement permit. Please abide by the parking rules until a new permit is received and applied to the vehicle. There is no charge to change a vehicle linked to an existing permit.

## DISPLAY INSTRUCTIONS (see below):



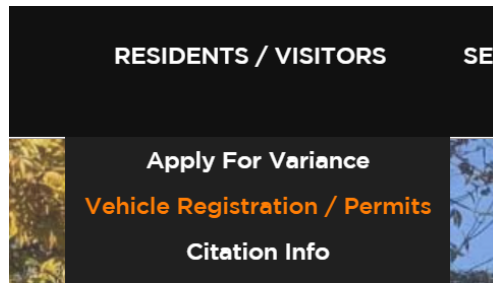
# VEHICLE REGISTRATION INSTRUCTIONS

**Vehicle registration is strongly recommended at your community. There are many benefits to this, mainly it is to identify vehicles that belong in the community, increasing safety.** Please follow the instructions below to register your vehicle. If you have any questions, contact Cheryl Miller with CCMC by email [cmiller@ccmnet.com](mailto:cmiller@ccmnet.com) or phone 480-892-2267.

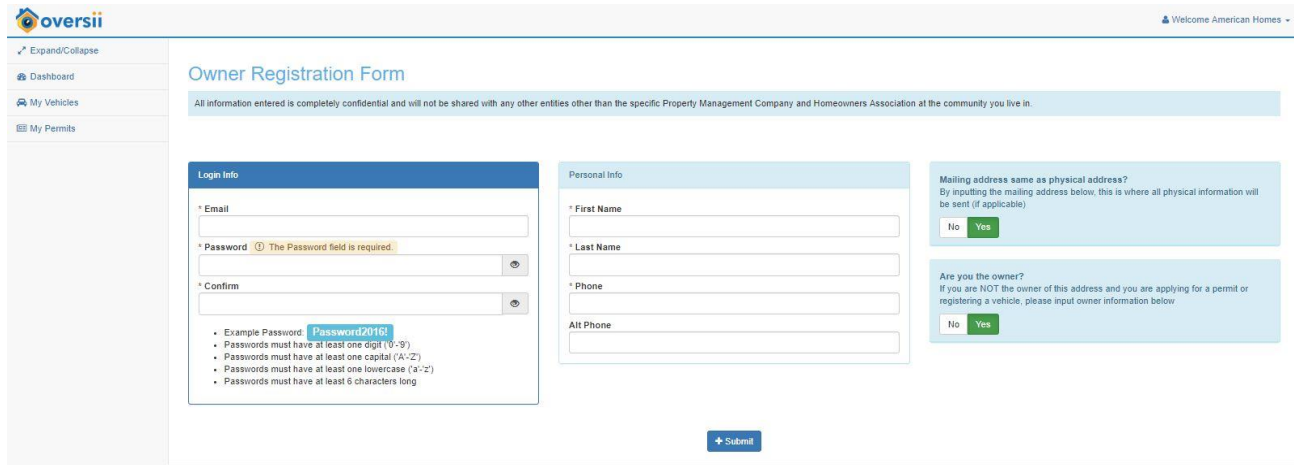
**\*THERE IS NO CHARGE TO REGISTER VEHICLES.**

## TO REGISTER VEHICLE/S

**STEP 1:** Go to [www.oversii.com](http://www.oversii.com), hover over “RESIDENTS / VISITORS”, click on “Vehicle Registration / Permits”



**STEP 2:** You will need to setup an account prior to registering your vehicle. Input the required info in the data field boxes. You will receive a verification email with a link to verify your email for security purposes.



**STEP 3:** Once your email is verified, login and click “REGISTER NEW VEHICLE” and then click “ADD NEW VEHICLE” and input the requested info in the data fields. Fill out the required info in the data fields and click “CREATE”.

