Visit the website using any browser [https://nau.pmreserve.com/](https://nau.pmreserve.com/)

First screen:  Must enter time and minutes (only on the hour or half hour)

Second screen:
Access code will be given by department. After entering code **must** click update.
Third screen: After choosing the number of permits click add to cart.

Fourth screen: User can check out as guest: choose either sign in or guest checkout.
Last screen has required information:
Billing information – if order for guest, use department mailing information
Vehicle information – Please ensure accurate license plate information. **NOTE: Please do not leave spaces in between characters on license plate.**

After entering information and clicking complete purchase this is the screen: