

South Orange Parking Authority

SOPA ONLINE PERMIT PURCHASE INSTRUCTIONS



STEP #1: LOGIN BY ENTERING YOUR REGISTERED EMAIL & PASSWORD.

Login

Email
johndoe123@gmail.com

Password
.....

Remember Me

[Forgot Password?](#)

Login

[Not Enrolled, Sign Up Now?](#)



STEP #2: CLICK HERE TO BEGIN A PURCHASE



 **Click to Purchase**

Search Permit #, Order #, Plate #, ID #, Type

ALL

 ACTIVE

 EXPIRED

 PENDING

 REJECTED

Permit #	Permit Type	Start Date	Expiration Date	Status	Actions
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No Data to Display

0 Total



STEP #3: SELECT THE PERMIT CATEGORY THAT MEETS YOUR NEEDS.

Select Permit Type

- ▶ Business
- ▶ Commuter
- ▶ Secondary Commuter
- ▶ Residents
- ▶ Randolph Place
- ▶ Scooter Shelter

Your Selection

Please select permit to proceed.

Description

STEP #4: SELECT YOUR DESIRED PERMIT TYPE.

STEP #5: SELECT THE PERMIT START DATE

Select Permit Type

- ▼ Business
 - Monthly**
 - Quarterly
 - Semi Annual
 - Annual
- ▶ Commuter
- ▶ Secondary Commuter
- ▶ Residents
- ▶ Randolph Place
- ▶ Scooter Shelter

Your Selection

Business > Monthly

Select Duration*
1 Months

Start Date* 12/16/2020 Expiration Date* 12/31/2020

Select Qty (No. of Permits)*
1

Unit Price: \$40.00

Total: \$40.00

This permit request will be sent to the Parking Authority first for review.
Once approved, you may park your vehicle.

I accept the Terms & Conditions.

Cancel

Next

Description

This permit request will be sent to the Parking Authority first for review.

Once approved you may only park in designated business permit lots.

Not valid at meters or in pay station lots.

Business

- Proof of Employment
- Current Pay Stub
- Letter from the Employer on Business Letterhead
- Driver's License (Photo ID)
- Vehicle Registration – Leased vehicles need a valid insurance ID card

Park in Designated Lots - Irvington Ave, Library, Firehouse, Riverside, Scotland Rd., SO Ave.

Read Signage

STEP #6: ACCEPT THE TERMS & CONDITIONS

STEP #7: CLICK "NEXT" TO CONTINUE

STEP #8: ENTER THE PERMIT HOLDER DRIVER'S LICENSE DETAILS.

Enter Driver License Detail(s) of Permit Holder

To process a Business >> Monthly parking permit request we will need your permit holder's driver license details. We are going to match the details with the driver license that you will upload.

Driver's License Number*	Driver's License Expiration Date*	Date Of Birth
D0123456789	12/31/2021	12/24/1990
First Name*	Last Name*	Middle Initial
John	Doe	
Address Line 1*	Address Line 2	Apt#
1234 Main Street		
City*	State*	Zip Code*
South Orange	New Jersey	07079

Summary

Note	Permit Type	Price
	Business >> Monthly 12/16/2020 thru 12/31/2020 More Info	\$40.00
	Total	\$40.00

This permit request will be sent to the Parking Authority first for review. Once approved, you may park your vehicle.

Upload Clear Image of Driver's License (Front Side)

*

Browse

STEP #9: CLICK BROWSE TO UPLOAD AN IMAGE OF THE FRONT SIDE OF YOUR DRIVER'S LICENSE.

Upload Clear Image of Driver's License (Back Side)

Browse

Required Additional Information for Permit Holder *

Back

Cancel **Next**



Enter Driver License Detail(s) of P

To process a Business >> Monthly parking permit license that you will upload.

Driver's License Number*
D0123456789

First Name*
John

Address Line 1*
1234 Main Street

City*
South Orange

Upload Clear Image of Driver's License (Front Side

* ⓘ

Browse

Required Additional Information for Permit Holder *

Back

Cancel Next

Front Side Document



No Document

Documents

STEP #10: CLICK HERE TO LOCATE THE IMAGE FROM YOUR DOCUMENT LIBRARY.

STEP #11: ONCE THE IMAGE IS SELECTED, CLICK UPLOAD TO CONTINUE.



Browse

Permit Holders Vehicles Documents

STEP #12: ENTER THE PERMIT HOLDER VEHICLE DETAILS FROM THE VEHICLE REGISTRATION.

Enter Vehicle Detail(s) of Permit Holder

To process a Business >> Monthly parking permit request we will need your valid vehicle registration details. We are going to match the details with the vehicle registration that you will upload.

Vehicle Identification Number*	Plate #*	Vehicle Registration Expiration Date*	
VIN1234567890	A12BCD	3/31/2023	
Make*	Model*	Year*	Color*
Honda	Civic	2020	Black

Enter Vehicle Owner Details: Same as Permit Holder Details Company Owned

First Name*	Last Name*	Middle Initial
John	Doe	
Address Line 1*	Address Line 2	Apt#
1234 Main Street		
City*	State*	Zip Code*
South Orange	New Jersey	07079

Summary

Note	Permit Type	Price
	Business >> Monthly 12/16/2020 thru 12/31/2020 More Info	\$40.00
	Total	\$40.00

This permit request will be sent to the Parking Authority first for review. Once approved, you may park your vehicle.

Upload a Clear Image Of Vehicle Registration. *

Browse

STEP #13: CLICK BROWSE TO UPLOAD AN IMAGE OF THE VEHICLE REGISTRATION. (SAME PROCESS AS DRIVER'S LICENSE)

Required Additional Information for Permit Holder *

Is this vehicle being leased?

Yes No

STEP #14: IF THIS IS A LEASED VEHICLE SELECT 'YES', IF IT IS NOT. SELECT 'NO'.

Back

Cancel

Add Another Vehicle

Next

STEP #15: IF YOU ARE ADDING AN ADDITIONAL VEHICLE TO THIS PERMIT, CLICK "ADD ANOTHER VEHICLE" AND REPEAT STEPS 12 – 14, OTHERWISE CLICK 'NEXT'.

NOTE: DEPENDING ON THE PERMIT TYPE, RESIDENCY STATUS, AND VEHICLE INFORMATION, ADDITIONAL DOCUMENTS MAY BE REQUIRED.

Permit Holders Vehicles Documents

Document Required

To process Business >> Monthly parking permit request we need following documents;
Valid Driver License, Valid Vehicle Registration and Application Form. Also need Letter from Employer or Pay Stub.

General

Application Form

Browse

Browse

Browse

STEP #16: CLICK BROWSE TO UPLOAD THE REQUIRED DOCUMENT(S).

Employer Letter

Payroll Stub

Back

Cancel

Next

STEP #17: AFTER UPLOADING THE REQUIRED DOCUMENT(S) CLICK 'NEXT' TO CONTINUE.

Summary

Note	Permit Type	Price
	Business >> Monthly 12/16/2020 thru 12/31/2020 More Info	\$40.00
	Total	\$40.00

This permit request will be sent to the Parking Authority first for review. Once approved, you may park your vehicle.



Purchase Details

Payment Details

Receipt

TO EDIT OR REMOVE A PERMIT LISTED IN YOUR SHOPPING CART, CLICK ON THE EDIT OR REMOVE ICONS

Purchase Details

No.	Note	Purchase Date	Permit #	Plate #	Permit Type	Permit Validity	Unit Price	Late Fee	Service Fee	Extended	Action
1		12/16/2020	BM12162000000002	A12BCD	Business >> Monthly	12/16/2020 through 12/31/2020	\$40.00	\$0.00	\$0.00	\$40.00	
										Total	\$40.00

This permit request will be sent to the Parking Authority first for review. Once approved, you may park your vehicle.

IF YOU NEED TO PURCHASE ANOTHER PERMIT, CLICK "CONTINUE SHOPPING"

Continue Shopping

Go To Checkout

STEP #18: IF YOU ARE FINISHED WITH YOUR PURCHASE, CLICK "GO TO CHECKOUT"

Purchase Details Payment Details **Receipt**

**STEP #19: ENTER YOUR PAYMENT DETAILS
(CREDIT OR DEBIT CARD)**

Purchase Date: 12/16/2020

Pay With

Credit Card

Amount Due: \$40.00

Payment Detail

Card Number*

MM/YY*

CVV*

Name On Card*

Billing Address

Select From Records:

Address Line 1*

Address Line 2

Apt#

City*

State*

Zip Code*

Confirm & Pay

Back

Summary

Note	Permit Type	Price
	Business >> Monthly 12/16/2020 thru 12/31/2020 More Info	\$40.00
	Total	\$40.00

This permit request will be sent to the Parking Authority first for review. Once approved, you may park your vehicle.

**STEP #20: CLICK "CONFIRM & PAY" TO
COMPLETE YOUR PERMIT PURCHASE.**

PLEASE NOTE:

YOUR ONLINE PERMIT ORDER HAS BEEN PROCESSED AND WILL BE REVIEWED BY THE PARKING AUTHORITY. ONCE REVIEWED, YOU WILL RECEIVE AN EMAIL NOTIFICATION INFORMING YOU IF YOUR PERMIT PURCHASE HAS BEEN APPROVED OR REJECTED.

YOU ARE NOT AUTHORIZED TO PARK UNTIL YOU RECEIVE YOUR APPROVAL NOTIFICATION

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE SOUTH ORANGE PARKING AUTHORITY

SOUTH ORANGE PARKING AUTHORITY

OFFICE PHONE: (973) 378-7715 ext. 2037

EMAIL: SOPA@SOUTHORANGE.ORG

OFFICE HOURS: 8:30 AM - 4:30 PM, MONDAY - FRIDAY