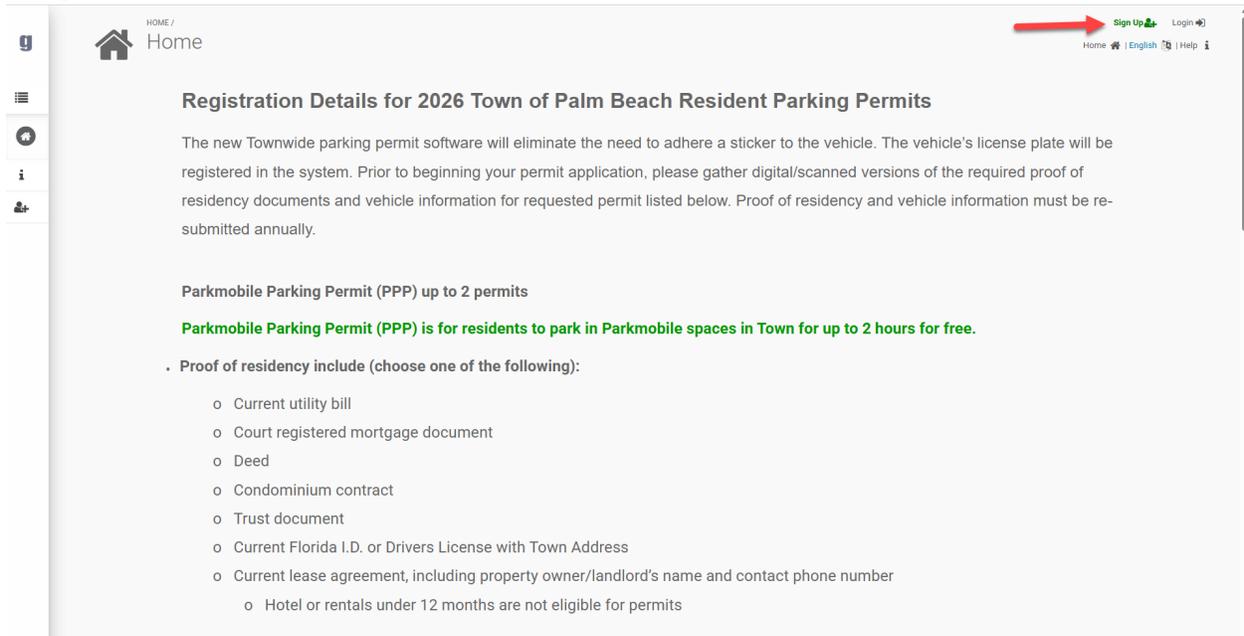


Instructions for ordering Parkmobile Parking Permits (PPP)

[CLICK HERE to get started](#)

1. When clicking above you will see the screen below. Please read the instructions and gather one document for proof of residency and one document for each vehicle (max 2) that you will be registering. Then click on the “Sign Up” icon in the top right corner of the webpage.



The screenshot shows a webpage titled "Registration Details for 2026 Town of Palm Beach Resident Parking Permits". The page includes a navigation menu on the left with icons for Home, Sign Up, and Help. The main content area contains the following text:

Registration Details for 2026 Town of Palm Beach Resident Parking Permits

The new Townwide parking permit software will eliminate the need to adhere a sticker to the vehicle. The vehicle's license plate will be registered in the system. Prior to beginning your permit application, please gather digital/scanned versions of the required proof of residency documents and vehicle information for requested permit listed below. Proof of residency and vehicle information must be re-submitted annually.

Parkmobile Parking Permit (PPP) up to 2 permits

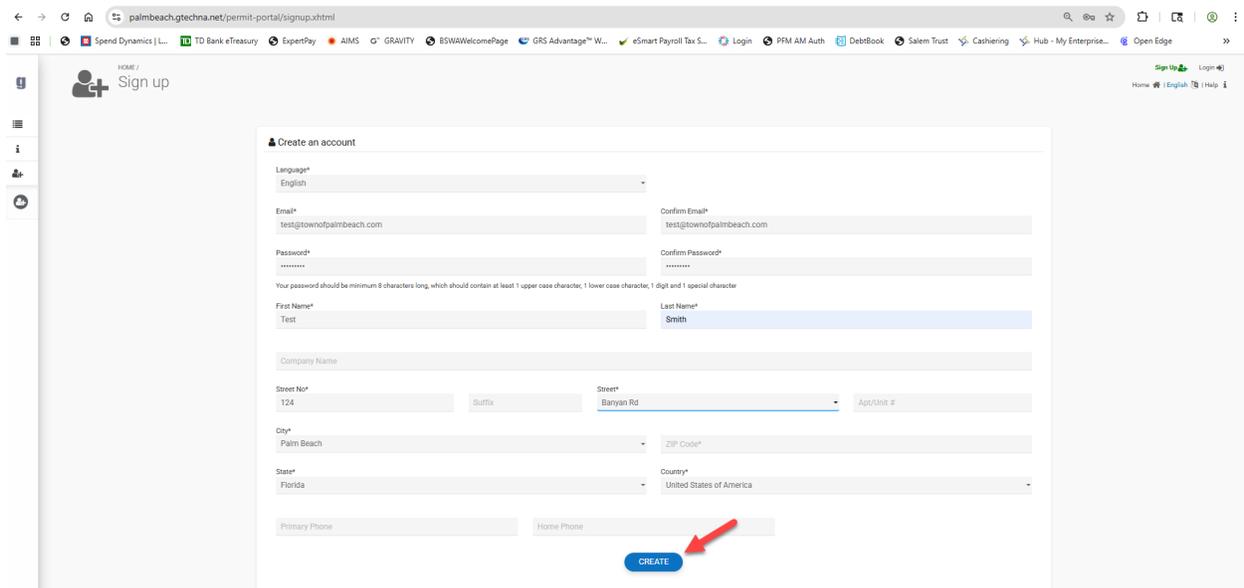
Parkmobile Parking Permit (PPP) is for residents to park in Parkmobile spaces in Town for up to 2 hours for free.

Proof of residency include (choose one of the following):

- o Current utility bill
- o Court registered mortgage document
- o Deed
- o Condominium contract
- o Trust document
- o Current Florida I.D. or Drivers License with Town Address
- o Current lease agreement, including property owner/landlord's name and contact phone number
 - o Hotel or rentals under 12 months are not eligible for permits

A red arrow in the top right corner of the screenshot points to the "Sign Up" button.

2. After clicking “Sign up” you will land on this page and enter all your information (fields with an asterisk (*) are required), then click Create. Based on your address the system will determine which permits you are eligible for, Parkmobile Parking Permits (PPP) or Residential Parking Permits (RPP)

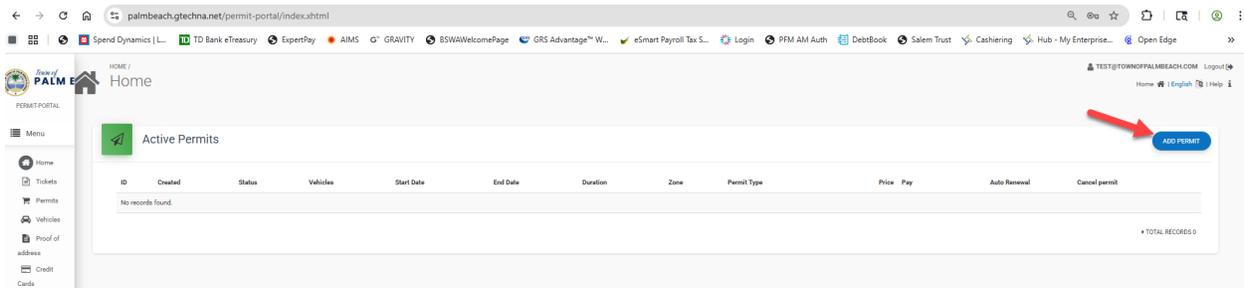


The screenshot shows a browser window displaying the "Create an account" form. The form includes the following fields:

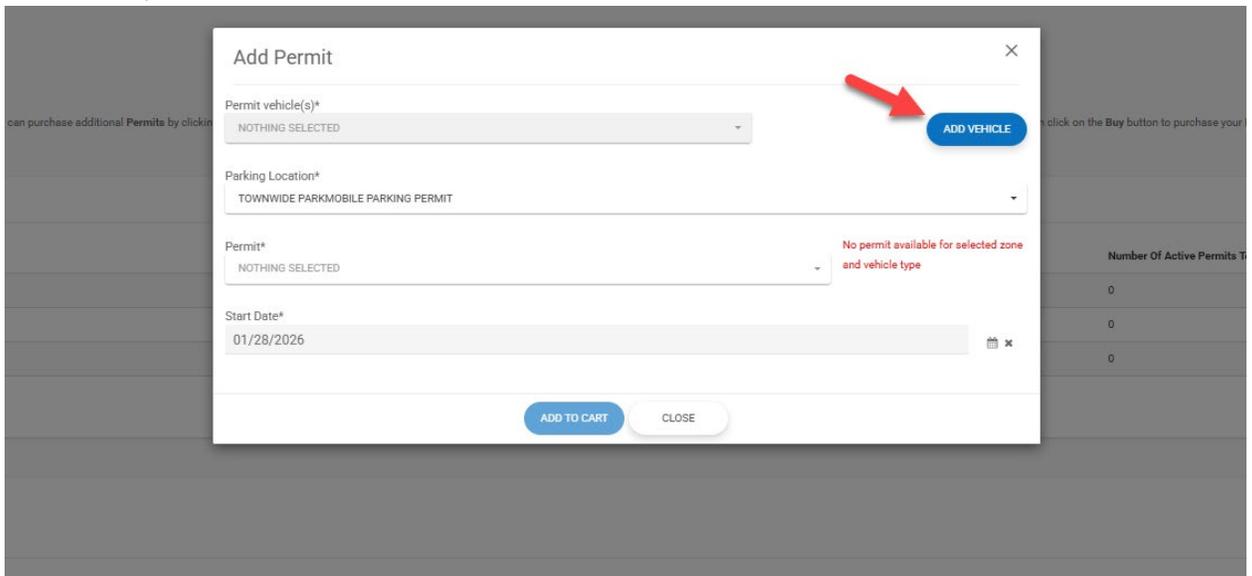
- Language* (English)
- Email* (test@townofpalmbeach.com) and Confirm Email* (test@townofpalmbeach.com)
- Password* (.....) and Confirm Password* (.....)
- First Name* (Test) and Last Name* (Smith)
- Company Name
- Street No* (124), Suffix, Street* (Banyan Rd), and Apt/Unit #
- City* (Palm Beach) and ZIP Code*
- State* (Florida) and Country* (United States of America)
- Primary Phone and Home Phone

A red arrow points to the "CREATE" button at the bottom of the form.

3. From this screen you will click the blue “Add Permit” button.



4. From this screen you will need to click the blue “Add Vehicle” button (once a vehicle is added the red text saying “No permit available for selected zone and vehicle type will disappear”)



- Then you will enter the vehicle information for the vehicle you are registering for the permits and click the blue “Save” button at the bottom. The vehicle does not need to be a Florida plate to be permitted in the system.

Vehicles ✕

Is this a visitor vehicle?
 Yes No

Vehicle owner/driver
Vehicle owner/driver

Plate*
PLATE*

* The plate field only accepts alphanumeric characters such as (a, b, c, 1, 2, 3).
Actual license plate information is not needed for the visitor hangtags; You will need to enter a unique identifier for each visitor hangtag. Please use the following format:
VIS + last 5 of your phone number + number of permit requested (ex: VIS434561, VIS434562, VIS434563, VIS434564)

State*
Florida

Make*
Please choose

Type*
Please choose

Color*
Please choose

Year*
Please choose

SAVE CLOSE

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6. The Parking location will default to Parkmobile Parking Permit (PPP) Zone and the permit type will default to Parkmobile Parking Permit. If you are eligible for Residential Parking Permits (RPP) your defaults will be different and you should look at the instructions for ordering RPP permits located on the Help tab of the website.

The screenshot shows a web form titled "Add Permit" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Permit vehicle(s)*:** A dropdown menu showing "FL894D (FL)" and an "ADD VEHICLE" button.
- Parking Location*:** A dropdown menu showing "TOWNWIDE PARKMOBILE PARKING PERMIT".
- Permit*:** A dropdown menu showing "TOWNWIDE PARKMOBILE PARKING PERMIT".
- Start Date*:** A date field showing "02/11/2026" with a trash icon and an asterisk.
- Remaining permits that can be issued for this period : 2**
- End Date:** A date field showing "12/31/2026".
- Vehicle Registration *:** A section with the instruction "You must upload the Vehicle Registration once for each vehicle." It includes a dropdown for "FL894D (FL)", a "Choose File" button, and the text "NO FILE CHOSEN". Below this are radio buttons for "Does this document have an expiration date?" with "Yes" selected and "No" unselected. An "Expiration Date" field shows "02/10/2027" with a trash icon and an asterisk.
- Additional proof required:** A section with a "Proof of Residency*" dropdown, a "Choose File" button, and the text "NO FILE CHOSEN". Below this are radio buttons for "Does this document have an expiration date?" with "Yes" selected and "No" unselected. An "Expiration Date" field shows "02/10/2027" with a trash icon and an asterisk.
- Footer:** A note "Select the attachment expiration date. If your document does not have one, select 'no' from the radio button above." and two buttons: "ADD TO CART" (highlighted in blue) and "CLOSE".

Red arrows and text annotations are overlaid on the form:

- An arrow points to the "Choose File" button for Vehicle Registration with the text: "Click Choose File to add your vehicle documentation".
- An arrow points to the "Choose File" button for Proof of Residency with the text: "Click Choose File to add your Proof of Residency".
- An arrow points to the "ADD TO CART" button with the text: "After all documentation has been added click 'Add to Cart'".

- From this screen if you'd like to add more permits based on the availability described on the top of the screen, click the blue "Add Permit" button on the bottom right corner.

The screenshot displays the 'Buy Permits' interface. At the top, there is a navigation bar with the title 'Buy Permits' and a user profile 'JJONES@TOWNOFPALMBEACH.COM'. Below the navigation bar, a message states: 'Your current list of existing Parking Permits(Permits) are below. You can purchase additional Permits by clicking on the "Add Permit" button. Additional Permits and their cost will be displayed in the order below along with a summary total. Once you have added all of the Permits you can click on the Bag button to purchase your Permits. The total will be charged to the credit card registered with your account after the permit is approved.'

The main content area is divided into three sections:

- Permits with limitation:** A table with columns: Permit Type, Limits, Preconditions, and Number Of Active Permits Today.
- Permit Shopping Cart:** A table with columns: Delete, Qty, Description, and Price. It shows one item: Residential Parking Permit - (01/28/2025 - 12/31/2025) - 200 Clilean Ave - FL2345(PL) for \$50.00. The total is \$52.00, including a \$2.00 Convenience Fee. There is an 'ADD CREDIT CARD' button and a 'BUY' button.
- Permits:** A table with columns: Menu, ID, Created, Status, Vehicles, Start Date, End Date, Duration, Zone, Permit Type, Price, Pay, and Auto Renewal. It currently shows 'No records found.'

A red arrow points to the 'ADD PERMIT' button located in the bottom right corner of the 'Permits' section.

- If you'd like to add another Parkmobile Parking Permit (PPP) for another vehicle, repeat steps 4, 5 and 6. The proof of residency will autopopulate in step 5, but new vehicle documentation will be needed.

- Once all the permits you would like to purchase are in your cart. Click the orange “Add Credit Card” button.

HOME / Buy Permits

jjones@TOWNOFFPALMBEACH.COM Logout

Home English Help

Your current list of existing Parking Permits(Permits) are below. You can purchase additional Permits by clicking on the "Add Permit" button. Additional Permits and their cost will be displayed in the order below along with a summary total. Once you have added all the Permits you can click on the Buy button to purchase your Permits. The total will be charged to the credit card registered with your account after the permit is approved.

Permit Type	Limits	Preconditions	Number Of Active Permits Today
Residential Parking Permit	Maximum 2 permit(s) per 1 year(s).		0
Townwide Parkmobile Parking Permit	Maximum 2 permit(s) per 1 year(s).		0
RPP Visitor	Maximum 4 permit(s) per 1 year(s).		0

Permit Shopping Cart

Parking permit orders of your vehicles. Please note the cart will be emptied once you log out.

Delete	Qty	Description	Price
	1	Residential Parking Permit - (01/28/2026 - 12/31/2026) - 200 Chilean Ave - FL2345(FL) Date: 01/28/2026 00:00 - 12/31/2026 23:59	\$50.00
	1	Townwide Parkmobile Parking Permit - (01/28/2026 - 12/31/2026) - Townwide Parkmobile Parking Permit - FL2345(FL) Date: 01/28/2026 00:00 - 12/31/2026 23:59	\$50.00
	1	RPP Visitor - (01/28/2026 - 12/31/2026) - 200 Chilean Ave - (Visitor) - VIS123452(FL) Date: 01/28/2026 00:00 - 12/31/2026 23:59	\$50.00
	1	RPP Visitor - (01/28/2026 - 12/31/2026) - 200 Chilean Ave - (Visitor) - VIS23451(FL) Date: 01/28/2026 00:00 - 12/31/2026 23:59	\$50.00

Sub Total \$200.00
Convenience Fee \$8.00
Total: \$208.00

Accept Terms View

ADD CREDIT CARD BUY

You do not have a valid credit card on file. Please add a credit card by visiting the "Credit Cards" menu and following the required steps. You will be able to purchase permits after you have a valid credit card on file.

Permits **ADD PERMIT**

- Enter credit card information on the screen below and click the green “Continue” button when all required fields are filled (Your credit card will not be charged until the permits are reviewed and approved by Town Staff).

Town of PALM BEACH Permit Portal

Payment details

Permit

[Cancel and return](#)

Credit Card

* Card Number:

* Expires End:

Valid From:

Card Security Code:

What is this?

CONTINUE

Valid from is only needed if there is a valid from date on your card

11. After entering credit card details, Select Accept Terms and then click the green “Buy” button.

HOME / Buy Permits

Your current list of existing Parking Permits/Permits are below. You can purchase additional Permits by clicking on the "Add Permit" button. Additional Permits and their cost will be displayed in the order below along with a summary total. Once you have added all the Permits you can click on the Buy button to purchase your Permits. The total will be charged to the credit card registered with your account after the permit is approved.

Permit Type	Limits	Prerequisites	Number Of Active Permits Today
Townwide Parkmobile Parking Permit	Maximum 2 permit(s) per 1 year(s).		0
Residential Parking Permit	Maximum 2 permit(s) per 1 year(s).		0
RPP Visitor	Maximum 4 permit(s) per 1 year(s).		0

Permit Shopping Cart

Parking permit orders of your vehicles. Please note the cart will be emptied once you log out.

Delete	Qty	Description	Price
	1	Townwide Parkmobile Parking Permit - (02/11/2026 - 12/31/2026) - Townwide Parkmobile Parking Permit - FL6940(FL) Date: 02/11/2026 00:00 - 12/31/2026 23:59	\$50.00

Sub Total \$50.00
Convenience Fee \$2.00
Total: \$52.00

Accept Terms* View

BUY

12. At this step if the permits you wish to order are in your cart select the green “Yes” button, if you would like to add more permits, click the red “No” button and continue from previous steps.

Confirm Payment

Thank you for submitting your request for parking permits. As soon as the application has been reviewed you will receive an email with further information. No other action is needed from you at this time. Please monitor your email, you should receive a response within 3-5 business days.
By pressing the "Yes" button you accept the [Terms & Conditions](#)

Are you sure wants to continue ?

YES **NO**

PERMIT PORTAL (Test Mode)

Menu: Home, Tickets, Permits, Vehicles, Proof of address, Credit Cards, Invoice History, Account Settings, Help

Permits

Parking permits of your vehicles.

Menu	ID	Created	Status	Vehicles	Start Date	End Date	Duration	Zone	Permit Type	Price	Pay	Auto Renewal
No records found.												

Sub Total \$50.00
Total: \$50.00
Accept Terms* View
BUY

ADD PERMIT

TOTAL RECORDS 0

13. After selecting “Yes” above, you will see the below screen with all your pending permits listed under Permits. Once the permits have been reviewed by staff the status will change to “Approved” or “Rejected.” You will receive an email when the permits are submitted and when the status changes alerting you that the permits are ready to use or that more information/documentation is needed.

The screenshot displays the 'Buy Permits' page in the Palm Beach Permit Portal. The page includes a navigation menu on the left with options like Home, Tickets, Permits, Vehicles, Proof of address, Credit Cards, Invoice History, and Account Settings. The main content area features a success message: 'Permit request has been successfully submitted to back office. You will be notified via email after your permit has been reviewed.' Below this, there is a section titled 'Permits with limitation' containing a table with three rows: Residential Parking Permit, Townwide ParkMobile, and RPP Visitor. The 'Permits' section below shows a table with one record for a Townwide ParkMobile permit, which is currently 'Under Review'.

Permit Type	Limits	Preconditions	Number Of Active Permits Today
Residential Parking Permit	Maximum 2 permit(s) per 1 year(s).		0
Townwide ParkMobile	Maximum 2 permit(s) per 1 year(s).		0
RPP Visitor	Maximum 4 permit(s) per 1 year(s).		0

Menu	ID	Created	Status	Vehicles	Start Date	End Date	Duration	Zone	Permit Type	Price	Pay	Auto Renewal
	S1	01/23/2026	Under Review	PALMBE(FL)	01/23/2026	12/31/2026	11 Month(s) 9 Day(s)	Townwide	Townwide ParkMobile	\$50.00		

TOTAL RECORDS 1