

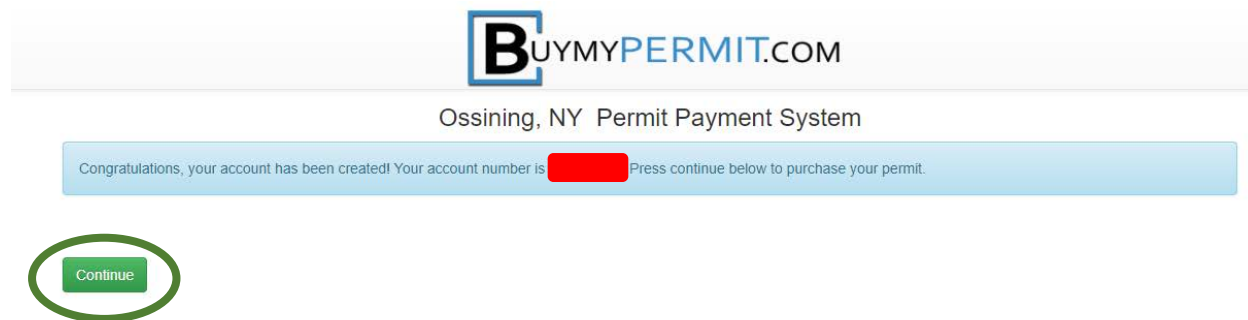
How to Buy Municipal Parking Lot Permits Online

1. Go to <https://www.buymypermit.com/ossining/>
2. Select *Create a New Account* (all first time users of the online system must select this).



The screenshot shows the BuyMyPermit.com website interface. At the top, the logo "BUYMYPERMIT.COM" is displayed. Below it, the text "Ossining, NY Permit System" is visible. A paragraph of text explains the service: "BuyMyPermit.com allows you the convenience of purchasing your Ossining, NY parking permit over a secure web site. Once payments are processed through BuyMyPermit.com, records at the Ossining, NY will be updated accordingly and your parking permit request will be submitted for processing. Please note that a processing fee of 3.5% (minimum \$2.00) will be charged for each permit purchased thru BuyMyPermit.com." Below this, a smaller line of text states: "In order to offer this service, you must agree to the following user agreement." A light blue box contains the instruction: "If you are interested in purchasing a Muni Lot Permit, please begin by selecting 'Create A New Account'". Below this box are three buttons: "Create a New Account", "Purchase Permit", and "Renew Permit". The "Create a New Account" button is circled in red.

3. Fill out the information to create a new account. Once all the information is filled out click *Continue*.
4. Write down the account number created for future municipal lot permit purchases. Once done click *Continue* to purchase your permit.



The screenshot shows the BuyMyPermit.com website interface. At the top, the logo "BUYMYPERMIT.COM" is displayed. Below it, the text "Ossining, NY Permit Payment System" is visible. A light blue box contains the message: "Congratulations, your account has been created! Your account number is [REDACTED] Press continue below to purchase your permit." Below this box is a green button labeled "Continue", which is circled in green.

5. Verify that the account, mailing, and contact information is correct.

Account Information

Account Number
Name

Address

Apt / Suite

City

State

Zip

My Mailing Information is the same

Mailing Information

Name:

Street Address

City

State

Zip Code

Contact Information

Contact Name

Cell Phone (required)

Home Phone

Office Phone

E-Mail

Confirm E-Mail

6. Under Lots/Streets select *Muni Muni*

Under Permit Description select which muni permit you are purchasing:

Select the Lot and Permit you would like to purchase:

Lot / Street:

Permit Description:

Daytime permits run from 8 AM to 6 PM. Nighttime permits run from 6 PM to 8 AM

12DAY 12 Month Day	\$275
12NGT 12 Month Night	\$70
3DAY 3 Month Day	\$85
6NGT 6 Month Night	\$45

Note: You are only allowed to purchase one municipal permit at a time

7. Fill out your vehicle information (information can be found on your car registration) and click *Continue*.

Vehicle #1

State:

Plate #:

Make:

Color:

Vehicle Type:

Reg. Exp. Date(MM/DD/YYYY)



Note: One municipal permit is tied to one license plate number only

8. Review your purchase and click *Continue*.

Review the information and proceed as instructed below:

Lot / Street:	MUNI MUNI
Permit Description:	12DAY 12 MONTH DAY
Issuance Period:	ANNUAL
Issue Date:	01/01/2021
Expiration Date:	12/31/2021
Permit Amount:	\$ 275.00
Processing Fee:	\$ 9.62
Total Amount Due:	\$ 284.62




9. Upload a copy of your car registration and click *Pay by credit card*.

A copy of your current registration is required to issue a permit. Please ensure you provide a copy of the registration for each vehicle you would like included on the permit. Failure to do so, may result in a vehicle being excluded from the parking permit.

Only the following file types can be uploaded: gif, jpg, bmp, tif, doc, docx, pdf, txt. Each file cannot exceed 5MB.

+ Add files...

	11Time Stamp.jpg Uploaded Successfully	17.38 KB	Delete
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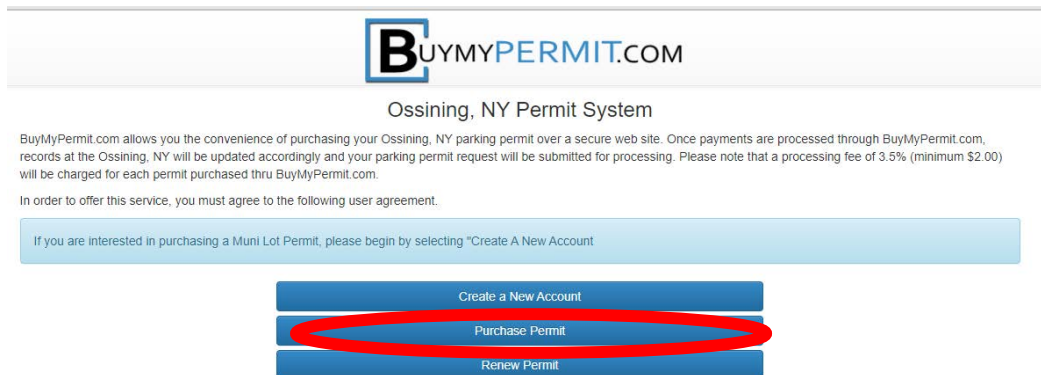
Pay By Credit Card

Cancel

Site created by Parking Ticket Payment, LLC. | [Contact Us](#) | [Privacy Policy](#)

10. Input your credit card information and click *Continue*. You have now purchased your municipal permit online! 😊

11. If you need to purchase more municipal permits go back to the home page (<https://www.buymypermit.com/ossining/>) and click *Purchase Permit*.



12. Input your account number and last name. Click continue and repeat steps 5 to 10.

To access this system and purchase your parking permit, you must provide current and valid information. If you do not have access to this information you will need to contact Ossining, NY directly. Enter the required information below, then press the 'Continue' button.

Account Number

PLEASE ENTER YOUR ACCOUNT NUMBER

Last Name

PLEASE ENTER YOUR LAST NAME

Continue

Cancel