

eTRAKit Northgate Parking Garage Contract Instructions

Please call 979-764-3778 at any time if you have questions.

Please follow these steps in order to purchase or renew your parking contract:

- 1) Setup a **Public User** Account (Not Registered) with the link at the top of the page. Follow the instructions provided.
- 2) Log In to your account
- 3) Under My Dashboard, select “**Apply for a New License**”
- 4) Select “Unreserved Parking Space License” as **Type**
- 5) Select the appropriate **Subtype** (Monthly Daytime, 6-mo 24-hr, etc). Leave Attachments blank
- 6) Enter the License Holder’s name under “**Licensee Name**”
- 7) Indicate your need for an **access card** by clicking on the drop down arrow, then yes or no and entering 1 if you need a card or 0 if you already have a card. **You can’t have more than 1 card per parking license.**
- 8) Add vehicle information under **License Info**
- 9) On **Contract Acknowledged**: Click yes that you have read the contract on our website.
- 10) Leave Attachments blank
- 11) Select Next Step
- 12) Under License Address:
 - a. **SKIP** “Enter all or part of the address and press search”
 - b. Type your name under **Print Name As**
 - c. Enter your **email address**
 - d. Enter your **phone number**
 - e. Enter **fax** if applicable
 - f. Enter an **emergency contact number**
- 13) Under **Mailing Address**: Enter your current local address
- 14) **Owner Information**: Enter your permanent address, if applicable
- 15) **SKIP Licensee Information**
- 16) Select Next Step
- 17) Review all information for accuracy
- 18) Verify fees and type of contract you are purchasing and add to shopping cart or pay now
- 19) Follow Instructions for payment processing
- 20) Bring a copy of your receipt and a photo ID to 1101 Texas Ave (new City Hall on the 3rd floor), College Station, Texas 77840 to pick up your access card, if applicable.

Monthly License Holders:

You will receive an email reminder approximately 7 days prior to your license expiration date to allow you to renew your license. Monthly payments can be made by calling 979-764-3778, credit card through [eTrakit](#), click on “Pay Fees” under Licenses, and by **c r e d i t c a r d**, check or cash delivered in person at City Hall located at 1101 Texas Ave, third floor.

When you scan your parking card to enter and exit the garage, please notice that the screen will tell you when your parking card will expire.