

Parking Permit Account Creation Guide

- 1- Open the following link:

<https://weboffice.mdc.dmz.caleaccess.com/calepermitcustomerportal/hinsdale/Account/Login>

- 2- Click "Register New User"



Email address (Username) *

User Name



Password



Login

[Forgot Password](#)

[Register New User](#)

3- Enter your email address and your desired password


Register New User

Login Credentials

Email address (Username) *

Password *

Confirm Password *


 

Password Complexity Description Be at least 8 characters in length, Contain at least 1 lowercase and 1 uppercase letter, Contain at least 1 special character (!@#\$\$%^*), Contain at least 1 number (0–9)


- 4- Enter your email address, phone number, and first and last name. Check the box next to email or SMS for your preferred form of notifications (Email is suggested).

Notification Settings


Email Same as the username

user@sample.com 


SMS

+1234567890 

First Name

Sample 

Last Name

User 

- 5- Check the box agreeing to the terms and conditions and click “Register”

Terms and conditions

I have read and accept the terms and conditions *

[View](#)

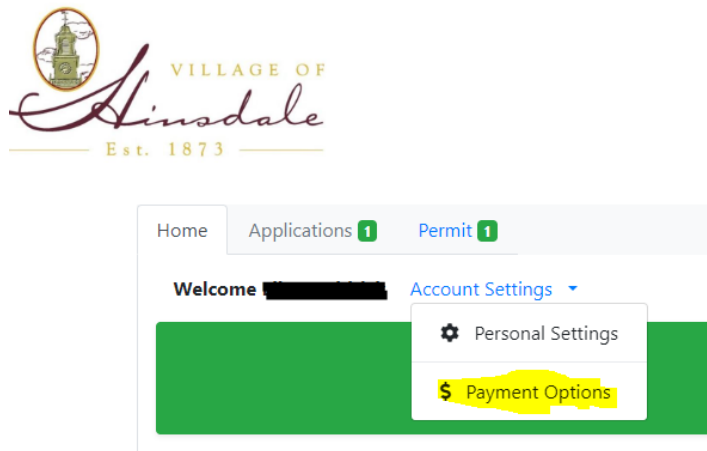
Register

Cancel

- 6- You will receive an email from CaleWebOffice@calesystems.com with a link. Click the link to activate your account.

****There is currently an issue with our system receiving emails from permit applicants using @sbcglobal and @att email addresses. If you could please add CaleWebOffice@calesystems.com to your contacts you should receive email notifications going forward***

Once logged in, select Account Settings and Payment Options from the dropdown menu:



Enter payment information. **Make sure to enter your name as it is listed on your credit card.**



Enter Card Information

Card Holder Name

Card Number

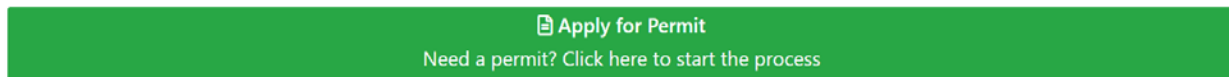
Expiration Month

Expiration Year

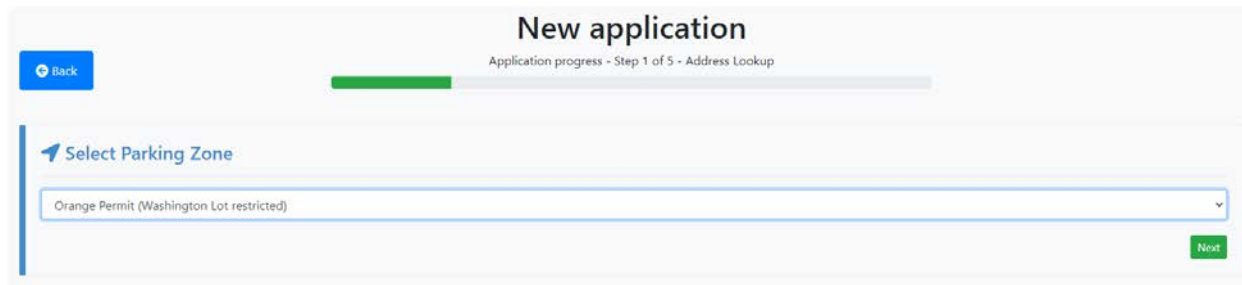


Once Payment has been added, return to the home screen.

Click Apply for Permit:



Select the parking zone from the dropdown menu:



New application
Application progress - Step 1 of 5 - Address Lookup

Back

Select Parking Zone

Orange Permit (Washington Lot restricted)

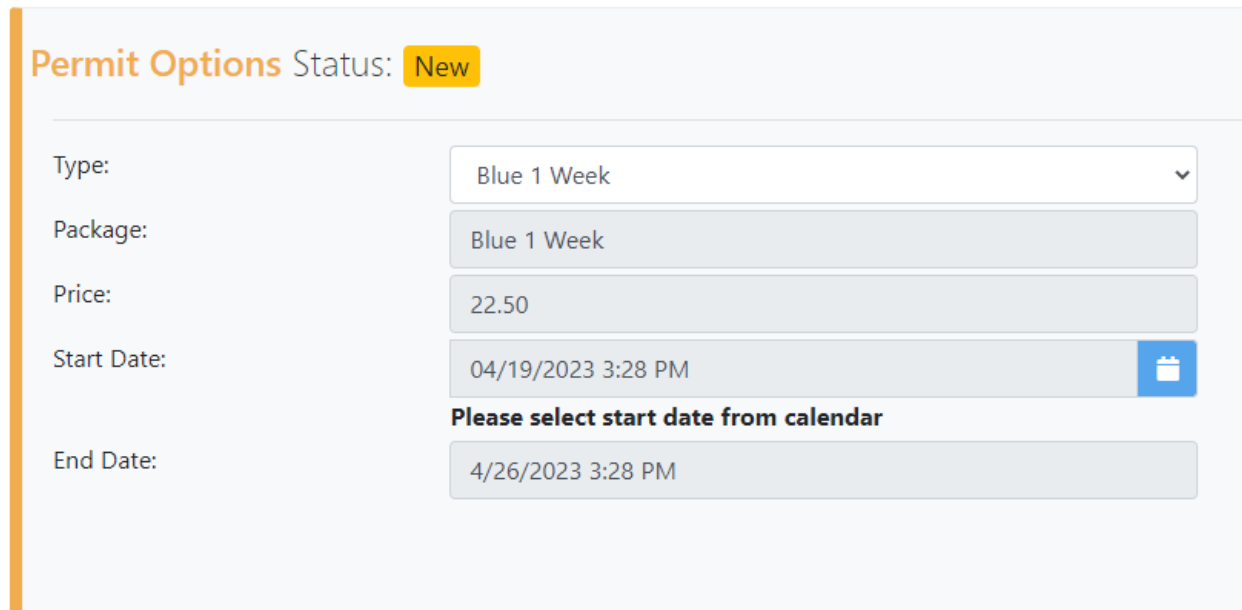
Next

Click Next

Select the Type of pass you're looking for (if there is more than 1 option)

Confirm the package and price

Set the start date and time (click the blue calendar option in the start date field)




Permit Options Status: **New**

Type: Blue 1 Week

Package: Blue 1 Week

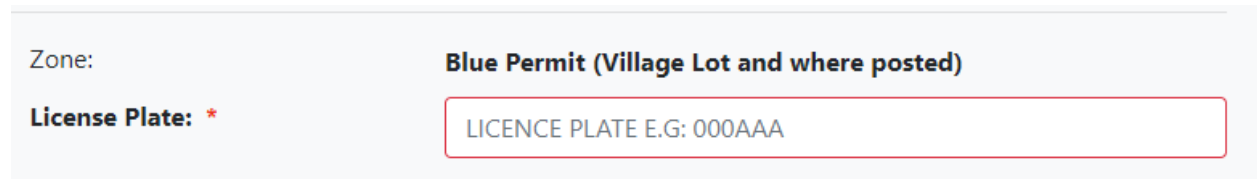
Price: 22.50

Start Date: 04/19/2023 3:28 PM 

Please select start date from calendar

End Date: 4/26/2023 3:28 PM

Enter License Plate number:



Zone: **Blue Permit (Village Lot and where posted)**

License Plate: * LICENCE PLATE E.G: 000AAA

Click Save And Continue

Confirm all the information on the payment screen is correct. If correct, click green Pay Now

Information Status: **Payment Pending**

Start Date:	4/19/2023 3:31 PM	Permit Type	Blue 1 Week
Expiration Date:	4/26/2023 3:31 PM	Tariff Name	Blue 1 Week
License Plate	12345		
Zone	Blue Permit (Village Lot and where posted)		

Payment

Payment Option: Card

Card Name	Masked PAN	Expiration	Select Card
	██████████	██/██	<input checked="" type="radio"/>
Direct Payment			<input type="radio"/>

[Payment Options](#)

Total: 22.50

[Click to cancel payment](#) [Pay Now](#)

If payment is accepted, you should receive Payment Accepted status with the permit number

Permit: 10548

[Back](#)

Information Status: **Payment Accepted**

Start Date:	4/25/2023 7:00 AM	Permit Type	Blue 6 Month
Expiration Date:	10/22/2023 7:00 AM	Tariff Name	Blue 6 Month
License Plate	WST412		
Zone	Blue Permit (Village Lot and where posted)		