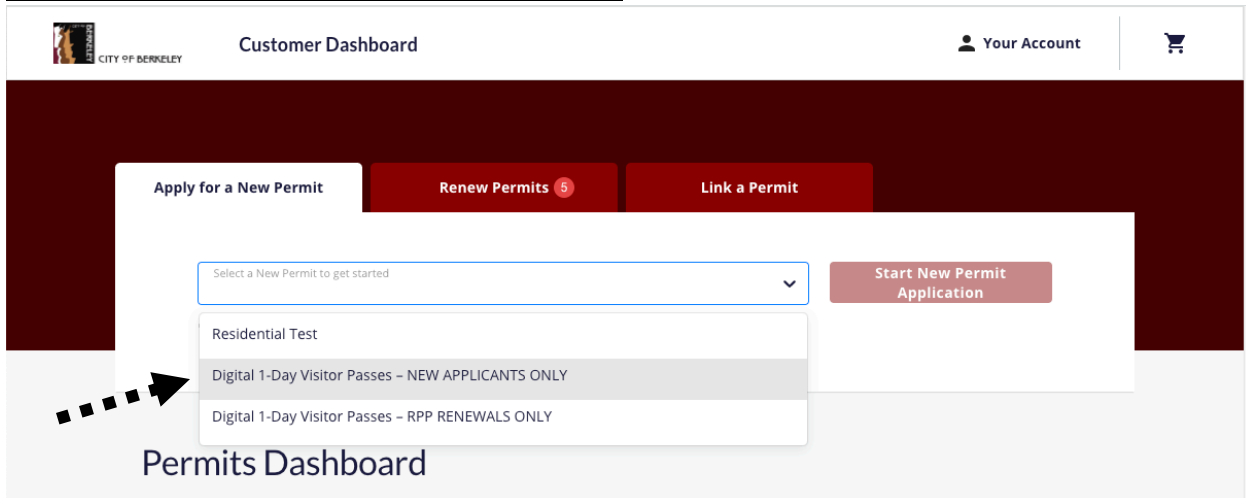




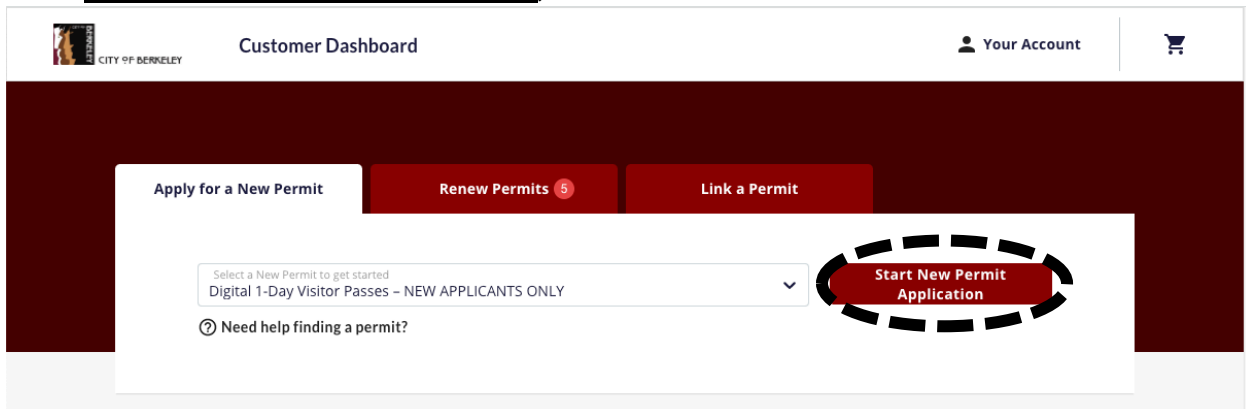
How to Apply for Digital 1-Day Visitor Passes (p. 1-5)
How to Activate and Manage Digital 1-Day Visitor Passes (p. 6-9)

How to Apply for Digital 1-Day Visitor Passes

1. To create an account and/or log in to your account, go to: <https://berkeley.cmrpay.com/>.
2. Click the first tab **Apply for a New Permit**. From the dropdown menu, select **Digital 1-Day Visitor Passes – NEW APPLICANTS ONLY**.



3. Click **Start New Permit Application**, circled below.



4. In the **Residential Address** screen, **type your Berkeley residential address in the box and select the address in the system that matches yours.** If you are in a multi-unit building, please search for your address plus your unit number. (Please note that our address database does not include “Apt” or “Unit”, just the unit number.)

Once you have selected your exact address, click **Start Applying.**

*If your address does not appear as an option, please email RPP@cityofberkeley.info for more information. Please note: not all addresses are eligible for RPP annual or visitor passes.

5. In the **Select a Permit** screen, review your permit zone and click **Select.**

6. In the **Define Cycle** screen, review the effective dates of the passes and click **Next.**

7. In the **Provide Information** screen, enter your first and last name and click **Next**.

The screenshot displays a web form titled "Provide Information". Under the heading "Permit Holder Details", there are three input fields: "Residential Address" with the value "123 Oak Ave", "First Name" with the value "George", and "Last Name" with the value "Berkeley". A red "Next" button is located below these fields. To the right of the form is a grey sidebar titled "Permit Details" containing the following information: Price: \$3.00, Valid Dates: Jul 1, 2021 - Jun 30, 2022, and Permit: Test Zone A. Dashed arrows point from the left towards the "First Name" and "Last Name" fields, and a dashed oval highlights the "Next" button.

Provide Information

Permit Holder Details

Residential Address
123 Oak Ave

First Name
George

Last Name
Berkeley

Next

Permit Details

Price
\$3.00

Valid Dates
Jul 1, 2021 - Jun 30, 2022

Permit
Test Zone A

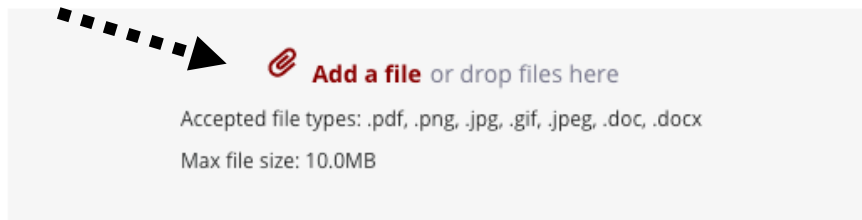
8. You will need to submit photos or scans of documents that will verify your identity and residency in Berkeley. Examples of Proof of Residency documents are provided in the online application. If you need help with digitizing your documents, visit <https://bit.ly/3sjeQmr> to learn how to create a Portable Document File (PDF) of a document with your iPhone or Android device OR <https://bit.ly/3v4ssUz> to learn how to use your home scanner to create a PDF.

You may drag your documents from your desktop to the to the box that says **Add a File**, or click in the box to manually select a file to upload. When you have uploaded your documents, click **Review**.

Verification Docs

Government Issued Photo ID

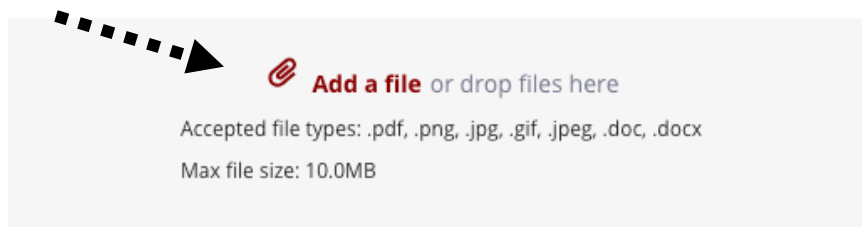
1 file(s) required per vehicle.



Proof of Residency

1 file(s) required per vehicle.

Documents accepted as proof of Berkeley residency: California Driver's License, California Identification Card, CA Vehicle Registration, Signed Lease/Rental Agreement, Bank/Mortgage Statement, Property Tax Statement, PG&E Bill, Telephone (landline) Bill, Major Credit Card Bill, Cable or Internet Bill, EBMUD (Water) Bill, City of Berkeley bills (Refuse, Fire Alarm, Fire Inspections, etc.)



9. Select the quantity of passes you would like to purchase by clicking on the menu that says **Booklet Quantity**. You may select 5, 10, 15, or 20 digital passes. Once you have chosen the number of passes to order, click **Next**.

The screenshot shows a 'Select Quantity' form on the left and a 'Permit Details' sidebar on the right. The form has a dropdown menu for 'Booklet Quantity' with '15' selected. Below the dropdown are 'Back' and 'Next' buttons, with 'Next' circled in red. The sidebar shows 'Permit Details' for 'Test Zone A' from 'Jul 1, 2021 - Jun 30, 2022'. Under 'Price', it lists 'Booklet cost (15)' as '\$45.00' and a 'Subtotal' of '\$45.00'.

10. Review the **Application Summary** and if all information is correct, click **Add to Cart**.

11. The **Shopping Cart** panel will open on the right side of your screen. If you are ready to complete your application, click **Check Out**.

The screenshot shows a 'Your Cart' panel with a red 'X' icon at the top right. Below the title is the text 'Items Charged Upon Approval'. A single item is listed: 'Digital 1-Day Visitor Passes - NEW APPLICANTS ONLY' for 'Test Zone A' at a price of '\$45.00'. At the bottom, a 'Total Due' of '\$45.00' is shown. A large red 'Check Out' button is circled in red, with an 'Add Additional Items To Cart' button below it.

12. On the **Secure Check Out** page, **enter your Billing Address and Payment Information (Visa or Mastercard ONLY)**. Then click **Place Order**. This submits your application for review. Your card will not be charged at this time.

13. Staff will then review your application. **Your card will only be charged after your application is reviewed and approved.** You will receive email updates when your application has been received and after a successful payment.

14. Once you receive your email notices of permit application approval and payment, you will be able to start using your Digital 1-Day Visitor Passes.

How to Activate and Manage Your Digital 1-Day Visitor Passes

FY 2022 Digital 1-Day Visitor Passes may be used on or after **July 1, 2021** and are valid July 1, 2021-June 30, 2022.

Managing your passes

Log in to the Portal at <https://berkeley.cmrpay.com>. Scroll to your Digital 1-Day Visitor Passes permit and click **Manage Passes**.

Test Zone A Digital 1-Day Visitor Passes – NEW APPLICANTS ONLY (Q705QJ14)

Status	Available	Active	Expired
ACTIVE Expires Jun 30, 2022	15 Passes	0 Passes	0 Passes

Manage Passes

In the **Manage Permits** screen, you will see a running total of the amount of passes **available** for use, currently **active**, and **expired**. You may have a maximum of five (5) passes active at one time.

Manage Permits

- Manage Passes
- Pass History
- Permit Details
- Permit Holder
- Payment History

Manage Passes

Pass History

Available	Active	Expired
15	0	5

Only 5 passes may be active at one time. Passes are valid immediately once active. You can view your active and expired pass details in **Pass History**.

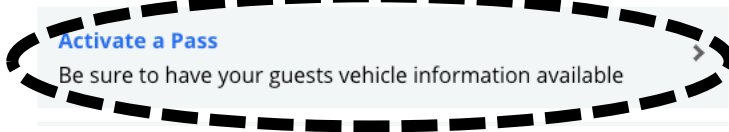
[Activate a Pass](#)
Be sure to have your guests vehicle information available >

[Add Additional Passes](#)
Quickly order guest passes without applying >

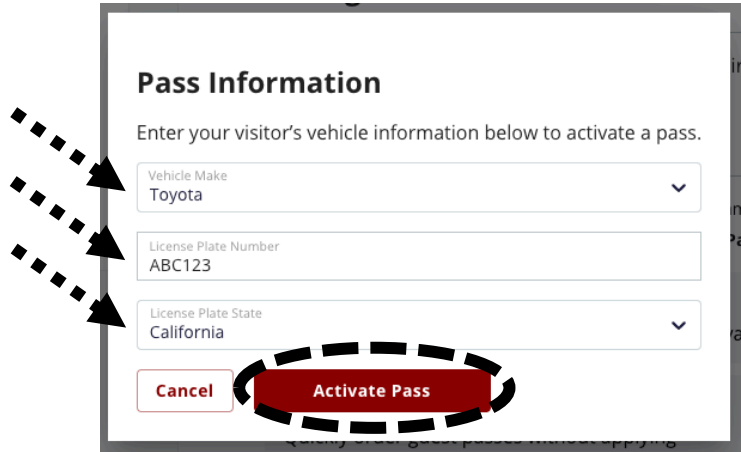
To activate a visitor pass

In the **Manage Permits** screen, click **Activate a Pass**.

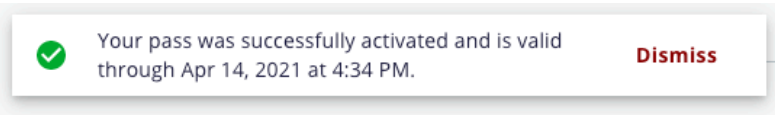
Only 5 passes may be active at one time. Passes are valid immediately once active. You can view your active and expired pass details in **Pass History**.



Enter the visitor's vehicle make, license plate number, and state. Click **Activate Pass**.

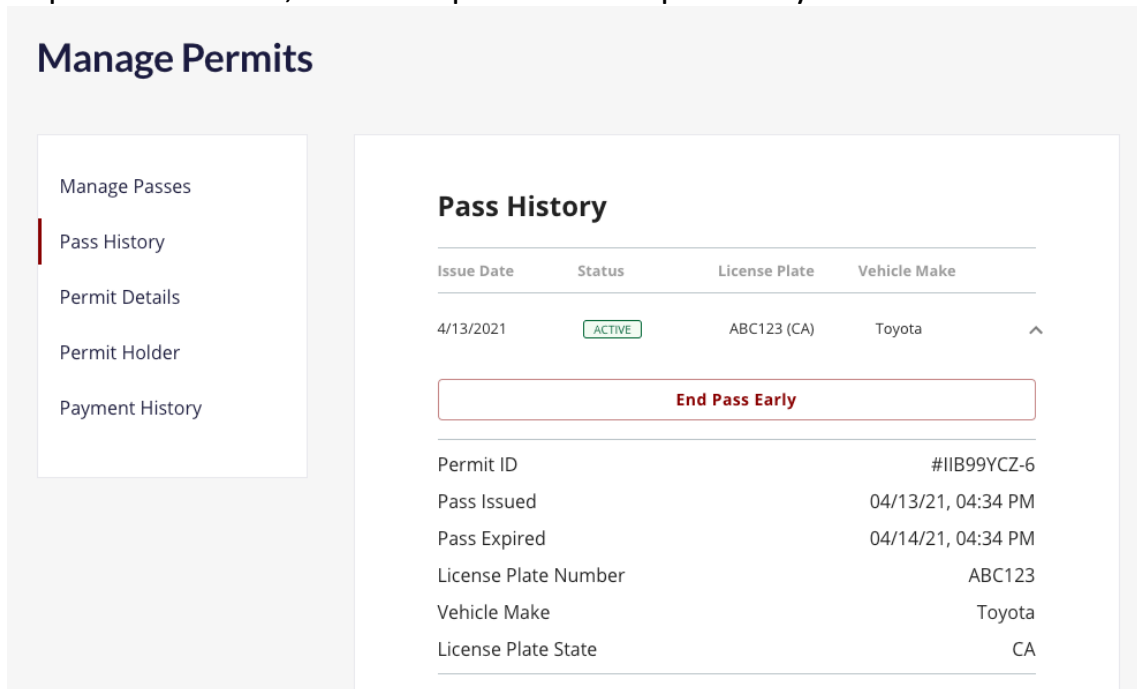
A screenshot of a form titled "Pass Information". The form contains three input fields: "Vehicle Make" with a dropdown menu showing "Toyota", "License Plate Number" with the text "ABC123", and "License Plate State" with a dropdown menu showing "California". Below the fields are two buttons: "Cancel" and "Activate Pass". The "Activate Pass" button is highlighted with a dashed black oval. Three dashed arrows point from the left towards the form fields.

The visitor pass is valid immediately and lasts for 24 hours from the time of activation. A notification will pop up on the left side of the screen confirming the activation and listing the expiration date and time.



Checking visitor pass history

In the **Manage Permits** screen, click **Pass History** on the left side of the screen to view current or past activations, or end a specific visitor pass early.



The screenshot displays the 'Manage Permits' interface. On the left is a sidebar menu with options: 'Manage Passes', 'Pass History' (highlighted with a red vertical bar), 'Permit Details', 'Permit Holder', and 'Payment History'. The main content area is titled 'Pass History' and contains a table with the following data:

Issue Date	Status	License Plate	Vehicle Make
4/13/2021	ACTIVE	ABC123 (CA)	Toyota

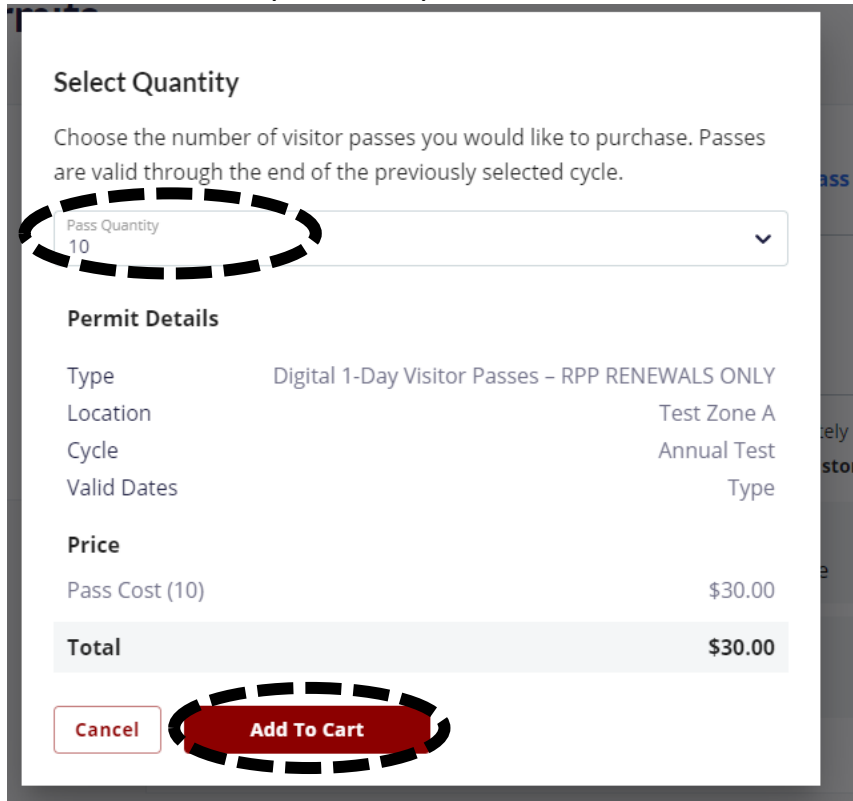
Below the table is a red-bordered button labeled 'End Pass Early'. Underneath the button is a list of details for the selected pass:

- Permit ID: #IIB99YCZ-6
- Pass Issued: 04/13/21, 04:34 PM
- Pass Expired: 04/14/21, 04:34 PM
- License Plate Number: ABC123
- Vehicle Make: Toyota
- License Plate State: CA

Purchasing more visitor passes

Customers who initially purchase fewer than 20 passes may purchase additional passes in quantities of five (5), up to a total of 20 over the course of the fiscal year.

To do so, click **Add Additional Passes**. Click the **Pass Quantity** box to select the number of additional visitor passes to purchase.



Select Quantity

Choose the number of visitor passes you would like to purchase. Passes are valid through the end of the previously selected cycle.

Pass Quantity
10

Permit Details

Type	Digital 1-Day Visitor Passes – RPP RENEWALS ONLY
Location	Test Zone A
Cycle	Annual Test
Valid Dates	Type

Price

Pass Cost (10)	\$30.00
Total	\$30.00

Cancel Add To Cart

Then click **Add To Cart**, and complete the standard check out and payment process as described in the application process above (p. 5). **This time, your purchase will be processed immediately.**