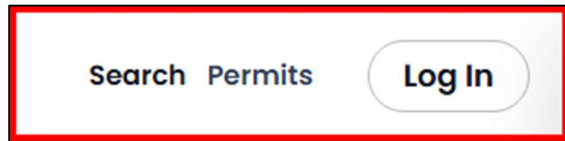


How to Access the City's New Parking Permit Portal

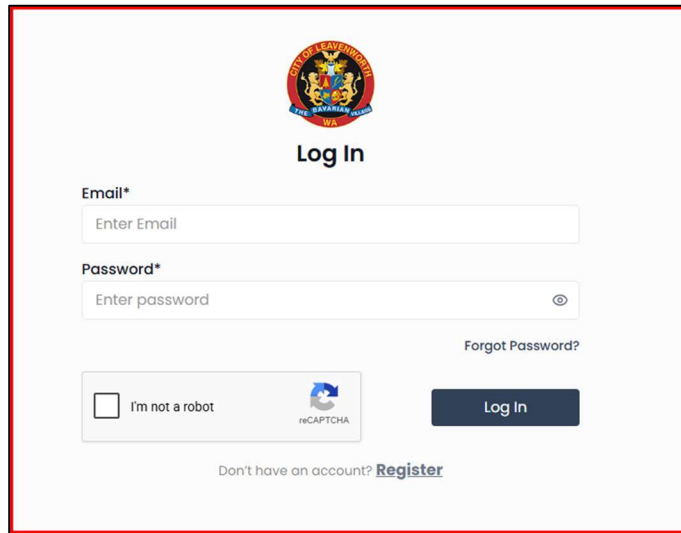
To get started, click the link below to **REGISTER** your online parking permit account with Park Loyalty. Click [HERE](#) to access the new parking portal.

CLICK ON **Log In**



Search Permits Log In

Then CLICK ON **Register**




Log In

Email*
Enter Email

Password*
Enter password 

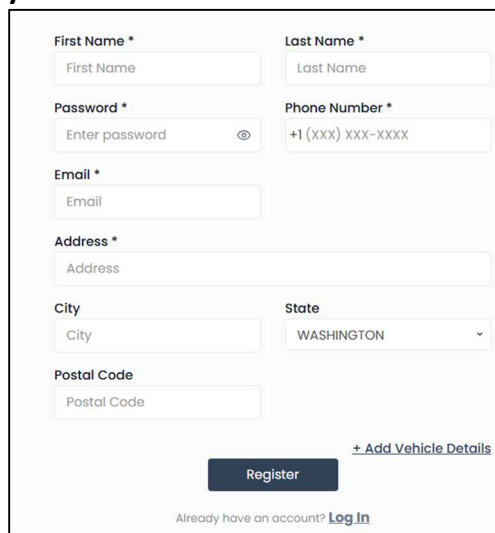
[Forgot Password?](#)

☐ I'm not a robot 

[Log In](#)

Don't have an account? [Register](#)

If you are an existing account holder, use the email address of your existing account with the City of Leavenworth. **For new users, complete the required information fields to [REGISTER](#) your account.**



First Name *
First Name

Last Name *
Last Name

Password *
Enter password 

Phone Number *
+1 (xxx) xxx-xxxx

Email *
Email

Address *
Address

City
City

State
WASHINGTON

Postal Code
Postal Code

[+ Add Vehicle Details](#)

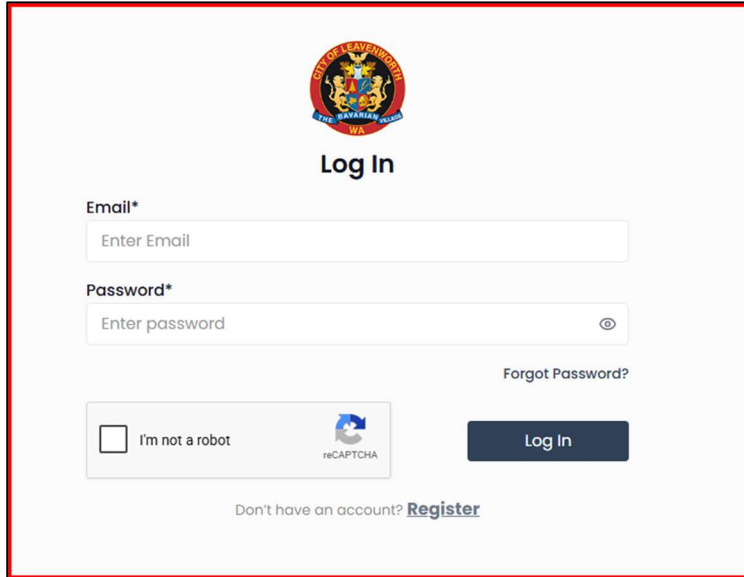
[Register](#)

Already have an account? [Log In](#)

[Home](#) | [Payment Portal](#)
[Login](#) | [Payment Portal](#)
[Register](#) | [Payment Portal](#)

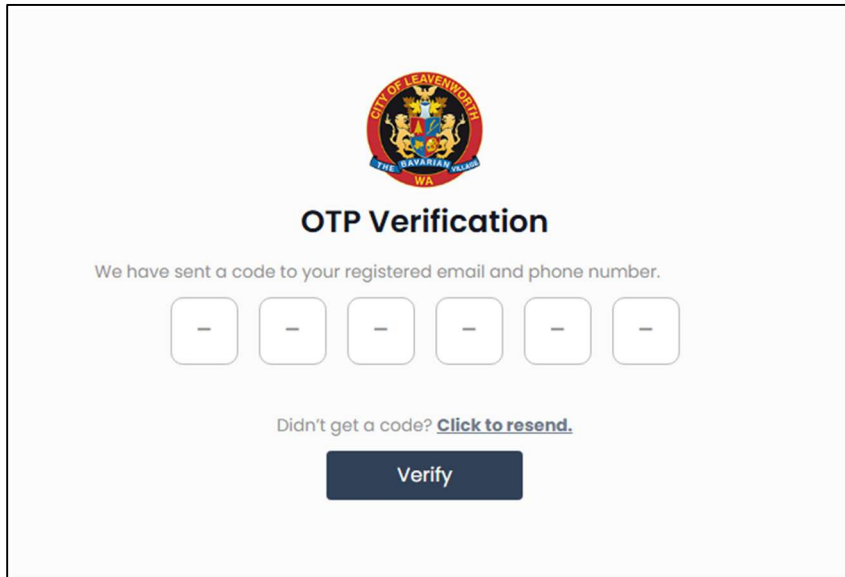
CLICK ON [“Register”](#) to complete your registration – this will create your account and redirect you to the [Login Page](#).

On the Login page, enter your email address and newly created password. CLICK ON [“Log In”](#).

The screenshot shows the 'Log In' page for the City of Leavenworth. At the top is the city's seal, which features a shield with a sun, a river, and a plow, surrounded by the text 'CITY OF LEAVENWORTH' and 'THE SAVORIAN VALLEY WA'. Below the seal is the heading 'Log In'. There are two input fields: 'Email*' with a placeholder 'Enter Email' and 'Password*' with a placeholder 'Enter password' and an eye icon for toggling visibility. To the right of the password field is a link 'Forgot Password?'. Below the email field is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. A dark blue 'Log In' button is positioned to the right of the checkbox. At the bottom, there is a link 'Don't have an account? [Register](#)'.

For your safety, you will receive a One-Time Password (OTP) verification code to your email and phone. If you don't see the OTP email, check your spam folder.

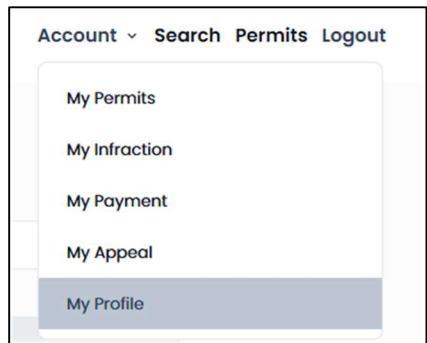
Once you receive the OTP, ENTER IT on the screen when prompted and CLICK ON [“Verify”](#).

The screenshot shows the 'OTP Verification' page for the City of Leavenworth. At the top is the city's seal, identical to the one in the previous screenshot. Below the seal is the heading 'OTP Verification'. Underneath is the text 'We have sent a code to your registered email and phone number.' followed by six empty input boxes for the OTP code. Below the boxes is a link 'Didn't get a code? [Click to resend.](#)'. At the bottom is a dark blue 'Verify' button.

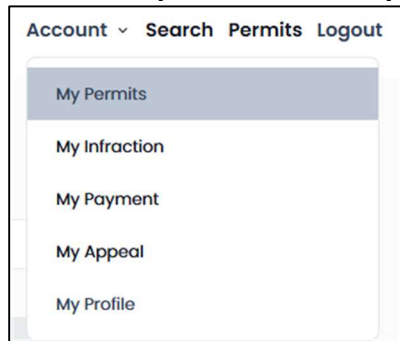
You should now be successfully LOGGED into your new City of Leavenworth account in the Parking Permit Portal.

[Home](#) | [Payment Portal](#)
[Login](#) | [Payment Portal](#)
[Register](#) | [Payment Portal](#)

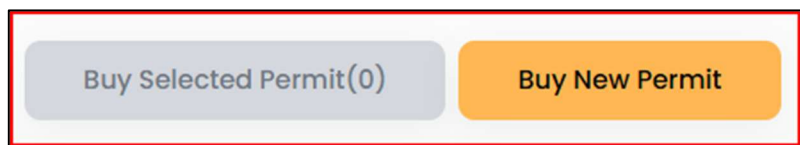
CLICK ON the **“Account”** section on the top menu items. Click on **“My Profile”** to verify your account information is accurate and up to date.



Click on **"My Permits"** or **"Buy New Permit"** button to buy a new permit.



or



If you have a legacy permit with the City of Leavenworth, you can also CLICK ON the checkbox next to the desired permit to BUY AGAIN.

A screenshot of a web application page titled 'Monthly Permit - Private'. At the top, there is a checkbox labeled 'Select all eligible Permit'. Below the title, there is a location pin icon and the text 'Blewett Lot'. A green 'SUCCESS' button is visible in the top right corner. The page is divided into two main sections: 'VEHICLE INFORMATION' and 'PAYMENT HISTORY'. The 'VEHICLE INFORMATION' section contains a table with columns: PLATE NO, STATE, MAKE, MODEL, YEAR, COLOR, END DATE, and HANG TAG ID. The 'PAYMENT HISTORY' section contains a message: 'No payment history available.' At the bottom, there is a 'Buy Again' button.

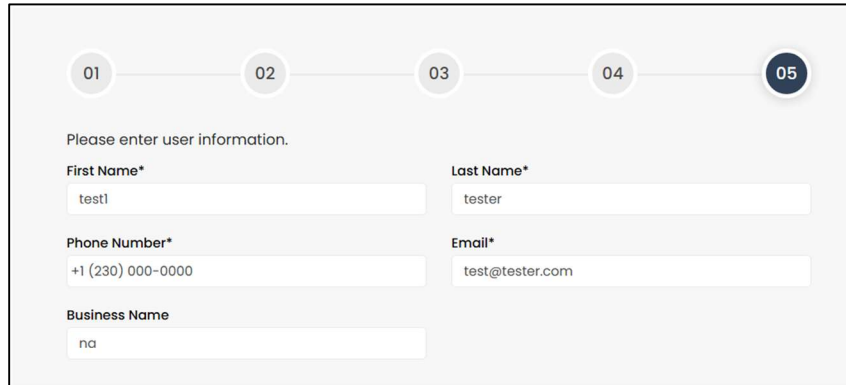
PLATE NO	STATE	MAKE	MODEL	YEAR	COLOR	END DATE	HANG TAG ID
BYU7791	WASHINGTON	-	-	-	-	08/31/2026 11:59 PM	B2
CC58094	WASHINGTON	-	-	-	-	08/31/2026 11:59 PM	-
CFL3991	WASHINGTON	-	-	-	-	08/31/2026 11:59 PM	-

A screenshot of the 'Monthly Permit - Private' page. The 'OFF STREET' checkbox is now checked, indicated by a blue checkmark. The location pin icon and 'Blewett Lot' text are still present.

CLICK ON the **“Buy Again”** button (bottom left corner).

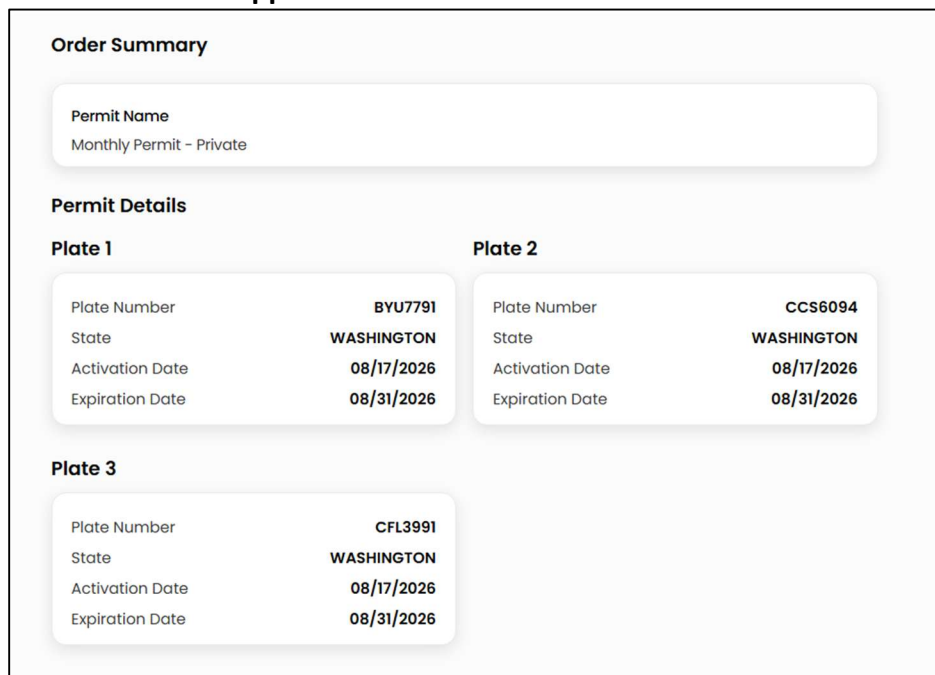


After you select **“Buy Again”**, the system will automatically load any previous account information (if applicable). Follow the prompts to complete your permit purchase, and update or add any required information fields marked with an asterisk (*).

A form with a progress bar at the top showing five steps: 01, 02, 03, 04, and 05. Step 05 is highlighted with a dark blue circle. Below the progress bar, the text "Please enter user information." is displayed. The form contains five input fields: "First Name*" with the value "test1", "Last Name*" with the value "tester", "Phone Number*" with the value "+1 (230) 000-0000", "Email*" with the value "test@tester.com", and "Business Name" with the value "na".

Step	01	02	03	04	05
Please enter user information.					
First Name*		Last Name*			
test1		tester			
Phone Number*		Email*			
+1 (230) 000-0000		test@tester.com			
Business Name					
na					

Once complete **and payment is made** (if applicable), you will receive a summary of your transaction and confirmation of your permit request, indicating that it was received and is **under review for approval**.

A summary page titled "Order Summary". It contains a "Permit Name" section with the value "Monthly Permit - Private". Below this is a "Permit Details" section. It lists three plates: "Plate 1", "Plate 2", and "Plate 3". Each plate has a table with four rows: "Plate Number", "State", "Activation Date", and "Expiration Date".

Order Summary	
Permit Name	
Monthly Permit - Private	
Permit Details	
Plate 1	
Plate Number	BYU7791
State	WASHINGTON
Activation Date	08/17/2026
Expiration Date	08/31/2026
Plate 2	
Plate Number	CCS6094
State	WASHINGTON
Activation Date	08/17/2026
Expiration Date	08/31/2026
Plate 3	
Plate Number	CFL3991
State	WASHINGTON
Activation Date	08/17/2026
Expiration Date	08/31/2026

Your credit card will NOT be charged until the permit has been approved.

If you have any questions regarding this process or need assistance, please contact the Parking Department at tapp@cityofleavenworth.com or call (509) 888-0812.