Requesting Departmental Permits

Step 1: Select the link https://rochester.t2hosted.com/cmn/auth_ext.aspx
Step 2: Select the Department Login button and Sign In using the login and password provided in the email. On your initial sign in, you will be asked to change your password.
Step 3: Select the Internal Permits button.

EXAMPLE

Step 4: Follow directions at the top of the screen and populate all fields. (Example at Left)
Step 5: Select the Submit button. A green banner will pop up, letting you know your request has been recorded.
Step 6: Select Log out.

NOTE: If the Requested By field shows an ERROR, please log out and log back in. This is a known bug that we are actively working on to resolve.

A confirmation email will be sent if your request for permit(s) has been approved. After approval follow the process below.

Purchasing Approved Permits

Step 1: Open the approved email. Read the email carefully and select the approved key link to purchase the permit(s).
Step 2: Select the Department Login button and sign in.
Step 3: Purchase a Permit page appears – Select Next.
Step 4: Select Quantity (you have the option to purchase one at a time or purchase all of them at one time), and Select Next.
Step 5: Verify the email address on this page. Update if necessary and then select Pay Now.
Step 6: Payment Information page; Select Pay Now to complete transaction.
Step 7: Payment Receipt page – For department, business or reserved space permits: Disregard the print permit link. You will be notified by Parking when your permits will be ready for pickup.
Step 8: Select Log out