

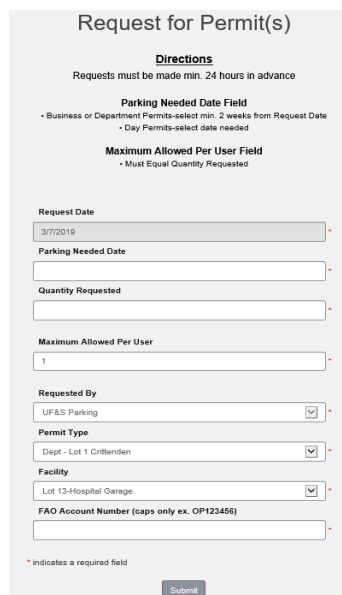
Requesting Departmental Permits

Step 1: Select the link https://rochester.t2hosted.com/cm/aut_ext.aspx

Step 2: Select the **Department Login** button and **Sign In** using your userid and password that you received via email. *On your initial sign in, you will be asked to change your password.*

Step 3: Select the **Internal Permits** button.

EXAMPLE



Request for Permit(s)

Directions
Requests must be made min. 24 hours in advance

Parking Needed Date Field
• Business or Department Permits-select min. 2 weeks from Request Date
• Day Permits-select date needed

Maximum Allowed Per User Field
• Must Equal Quantity Requested

Request Date
3/7/2019

Parking Needed Date

Quantity Requested

Maximum Allowed Per User
1

Requested By
UF&S Parking

Permit Type
Dept - Lot 1 Crittenden

Facility
Lot 13-Hospital Garage

FAO Account Number (caps only ex. OP123456)

* indicates a required field

Submit

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.

You will receive a confirmation email if your request for permit(s) has been approved. Please follow the process below if your request has been approved.

Purchasing Approved Permits

Step 1: Open the approved email that was sent to you from Parking. 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 using your userid and password.

Step 3: Purchase a Permit page – Select **Next**.

Step 4: Visitor Day Permit: Select the permit requested and agreement, Select **Next**, (there is no option to purchase more than one at a time).

Department, Business permit: Select **Quantity** (you have the option to purchase one at a time or purchase all of them at one time), agreement 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 –

Visitor Day Permit: Select the link **Print Permit**. A .pdf will pop up that you can save and email to your customer. You can also access this permit from your emailed receipt of your transaction.

Department, Business permit: Disregard the print permit link. You will be notified when your permits will be ready for pickup.

Step 8: Select **Log out**