Generating Online Validations

Step 1: Start with this link to the online portal https://rochester.t2hosted.com/Account/Portal

- Select **LOGIN** (top right), select the button **Validation Provider Login**, sign in with your previously emailed user id and password, select **Login**

Step 2: Select the **Parking Validation Discount**

- Choose an option:
  - **To validate entry ticket**: Enter the 10 digit ticket number and select Create Validation
  - **Send a coupon/validation to a visitor**: Enter email address to customer you want to send a validation to select Send Coupon or simply print out a validation
  - **Batch validations**: Type in quantity of validations needed, (maximum 500 at one time), select the Submit Request button. *(Please allow 1 day for your batch validations to be processed, see below).*

Step 3: *To log out:* Select **Exit Validation Management** button

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If you requested a batch of validations (day after request)

- Log back into the Validation Provider
- Select the link for View Validation Requests
- Select the Search button
- Select the Print link for the batch requested (a .PDF will pop up)
- Print out your requested validations using the perforated card stock supplied by Transportation and Parking
- *To log out:* Select **Exit Validation Management** button