How to purchase or request renewal of a W&M Parking Decal online

- Visit the William & Mary T2 Online Parking Portal at https://wm.t2hosted.com
- Click on Manage Account

- Use your W&M Log-In credentials to sign in to Manage Account
- Click William & Mary Login
- Enter your information to login
• Once inside the parking Portal select the Vehicles drop down on top left to add or update any vehicles you may have

• To edit a vehicle, click on the Plate Number and it will bring up that vehicle’s specific information
• To modify or update the vehicle information click the “Edit” button

![Image of vehicle details form]

**TTI** is the system default for data transferred into the system. It must match the DMV information from your issued registration.

You will need to update this information before requesting a permit.

• Make the necessary changes to the vehicle descriptive information and select “Next” button.

**Note:** The limit is three vehicles per hangtag. Do not enter a spouse’s vehicle if they are entitled to purchase their own decal. Vehicles may only be assigned to one decal/hangtag.

![Image of vehicle registration form]

You may edit/update any of these fields.

If you have reregistered the vehicle and have been issued a new license plate number, you cannot edit. You must “add” as a new vehicle.
- You may bypass this step unless you are adding a new vehicle, then you must upload a copy of your current insurance certificate and DMV registration.

- The changes will now show up, in this case TTI has been replaced with the proper make & model

- Once you have added or updated your vehicle information you may now purchase your decal.
- Select Get Permits from the drop down box in the upper left menu bar
- Click Get Permits
- Select Next to Purchase a Permit

- Select Permit and Permit Purchase Agreement. You will only see options for the decal or hangtag based on your Tier in Banner.

Tier 1 = (less than $20,000)
Tier 2 = (Between $20,001 & $40,000)
Tier 3 = (Between $40,001 & $60,000)
Tier 4 = (Between $60,001 & $80,000)
Tier 5 = (Between $80,001 & $100,000)
Tier 6 = (More than $100,001)

Please click to acknowledge all three of these statements, then select “Next”
Select up to three vehicles for your permit then select “Next”

Choose Payment Option (choices are Payroll Deduction or Credit Card), then “Pay Now”

Parking Services personnel will review and fulfill your request. Once you have completed the transaction you will receive a receipt via e-mail. For this initial renewal phase (Jul 11 to Sep 2) Parking Staff will deliver decals to departmental addresses as listed in Banner as we have done in past years. This may take up to 72 hours from your submission. After Sep 2, 2016 decals will be available for pick up in the Parking Services Office at 201 Ukrop Way. Decals may be picked up Mon – Thu from 8:00 am – 5:45 pm, and Fri from 8:00 am to 4:15 pm. The office is closed on weekends. Please direct all questions and concerns to Parking Services at 221-4764 or via e-mail to Parked@wm.edu

This is the e-mail address on file in Banner, your e-receipt will be sent here. You may change it if you prefer the receipt be sent to another e-mail account.
If Payroll Deduction is the payment option, nine month employees must select 16 pays, 12 month employees should select 24 pays.

The new FY 2016-2017 decals will become active on 8-24-16 and are good until 8-31-17.

If you do not have a current permit, you can select “Print Permit” as shown below to print a paper receipt to display on your dashboard with permit number and plate numbers until your permit arrives.

This is the final step; you may print a payment receipt or log out at this time. Remember you will also receive a receipt via e-mail.