Directions to Purchase a Permit for Emeriti

Emeriti Faculty can access their Parking account to manage information and purchase a new permit via https://wm.t2hosted.com.

- Enter the url https://wm.t2hosted.com into a Chrome or Firefox browser.
- If you are recently retired or previously listed your wm.edu email on a permit application, simply login with your W&M user ID and password.
- If you applied with a different email, follow the steps on **Pages 3-4** to access your established account.

For recent emeriti or those who use wm.edu email, purchase a permit like normal.

1. Login to the Parking Portal at https://wm.t2hosted.com (Chrome or Firefox are recommended). Please check and update your address and vehicles before purchasing, as permits will be mailed.
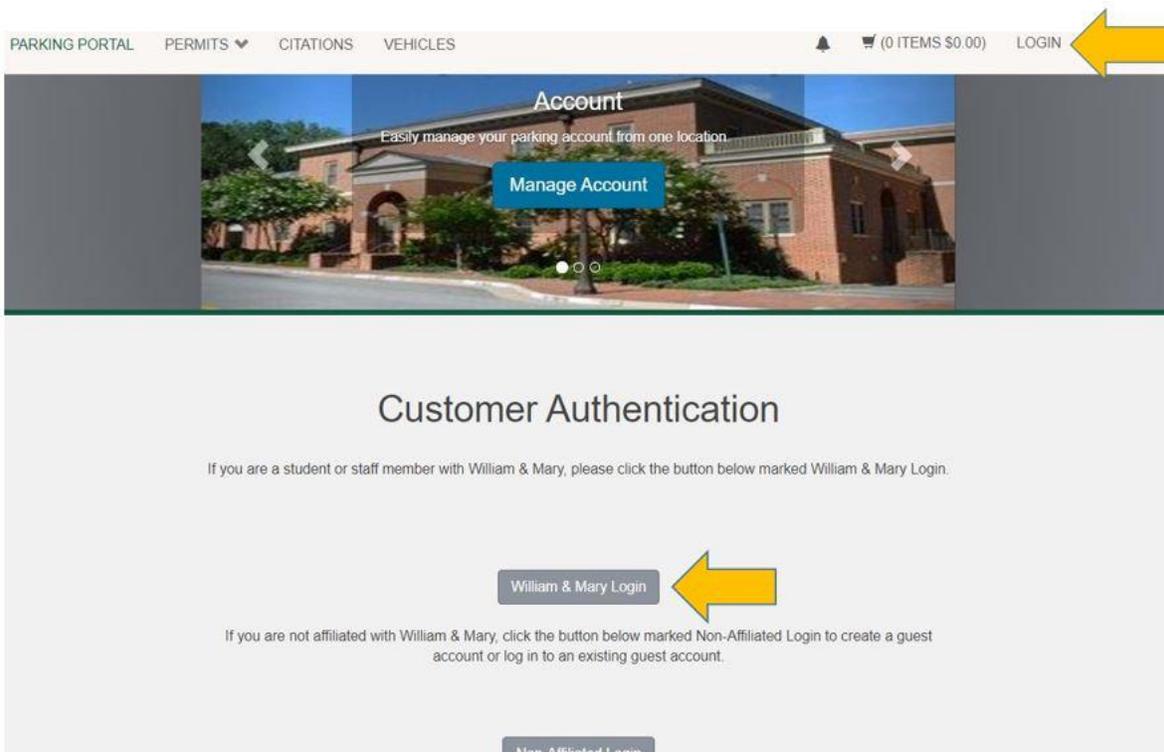
2. Next, select the PERMITS drop-down tab at the top-left of the screen. Then select Get Permits.

3. Permits available for Faculty/Staff will be available and should display as $12. If not, your Emeritus classification likely needs to be manually updated by office staff. Select your permit, check all boxes acknowledging the rules, then complete the purchase with a Visa, Discover, or MasterCard.

After purchasing the permit, print out the purchase confirmation page to serve as a temporary pass until your permit arrives, then immediately display the permit and discard the temporary pass. For questions or help regarding the portal and completing a purchase, email blmahar@wm.edu or parked@wm.edu.

For Emeriti Faculty who previously applied in-person, you will create a login to purchase the permit through the online portal. Please follow the steps below.

1. Click LOGIN, Non-Affiliated Login
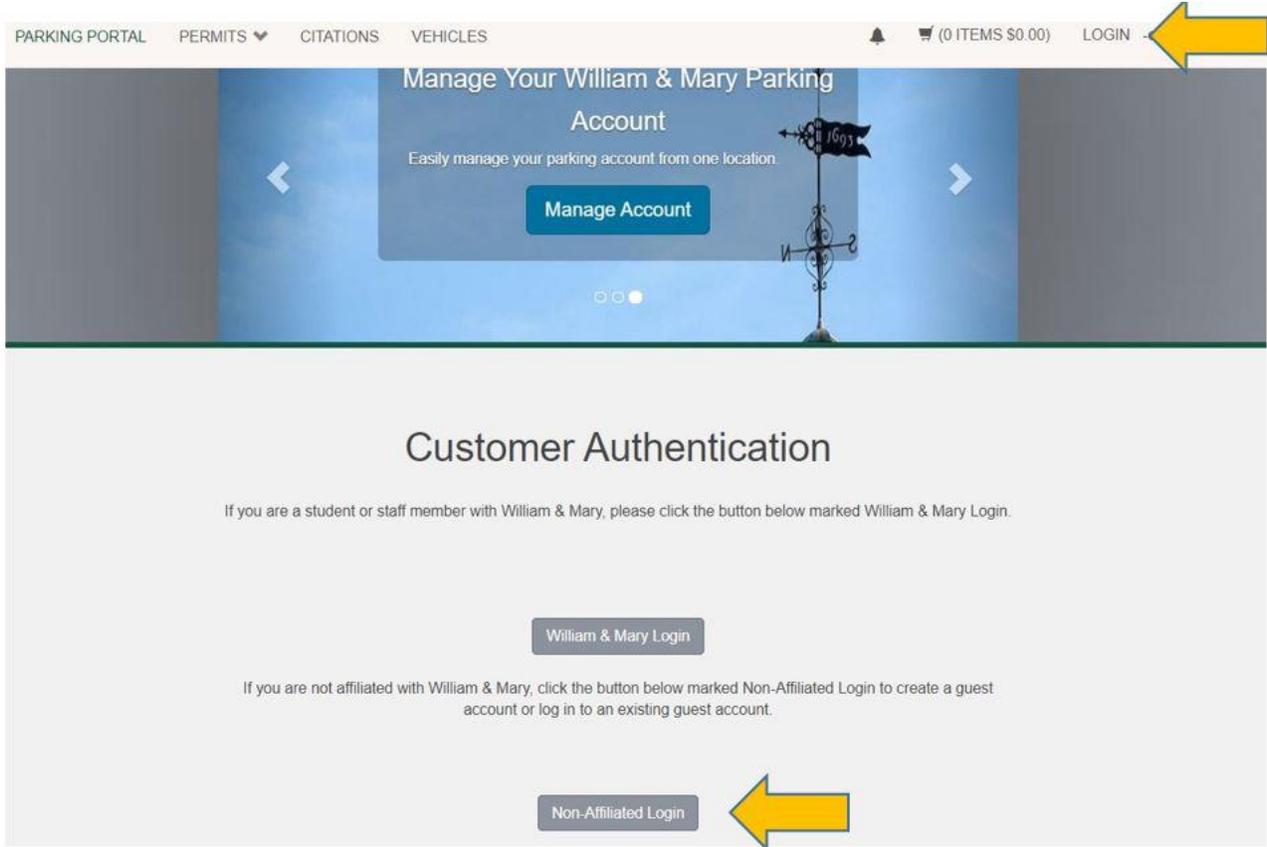
Click <u>retrieve your lost information</u> on the next screen. Note: **DO NOT** click <u>create one.</u>
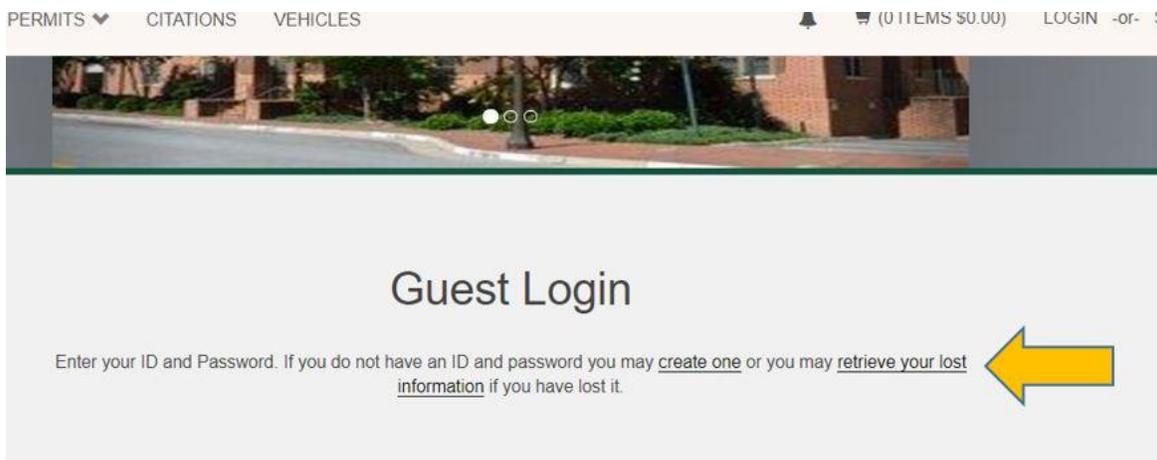
- On the next screen, enter the email associated with your established account. If you receive an error message that the email does not exist, simply retry another likely email.
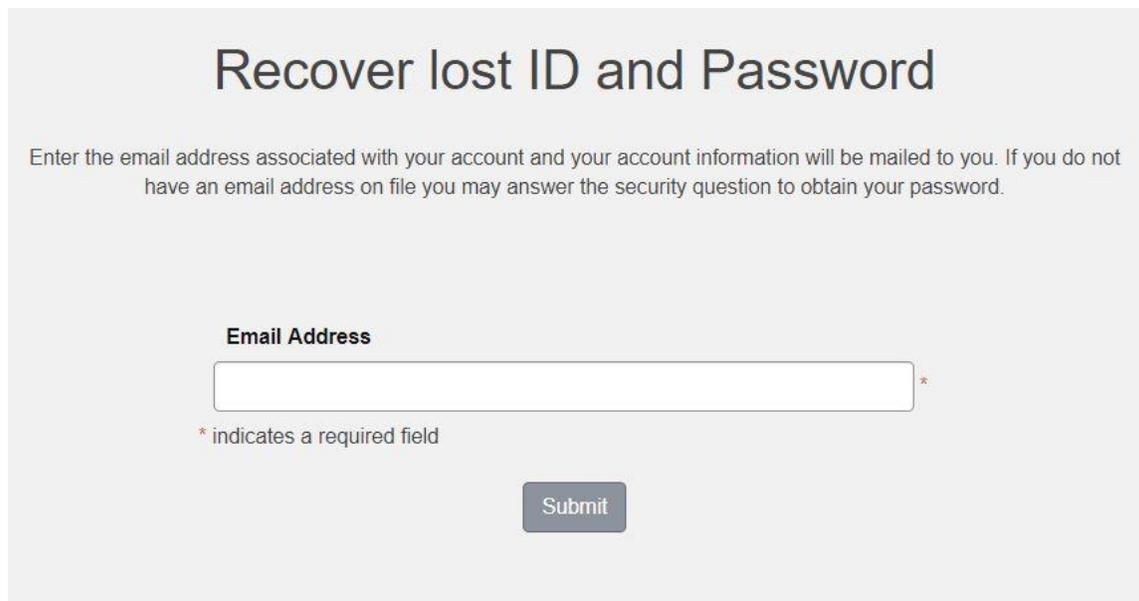
Recover lost ID and Password

Enter the email address associated with your account and your account information will be mailed to you. If you do not have an email address on file you may answer the security question to obtain your password.

Email Address

* indicates a required field

Submit

- After clicking submit, follow the reset directions in the email. The password you create will be encrypted and cannot be seen by Parking Services staff.

Before ordering a permit, update vehicles and addresses in your account. It's very important all information is accurate and up to date as your permit is linked to your vehicle and parking staff will mail you the physical permit.

To make the actual permit purchase, refer back to the directions on Pages 1-2.