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

- Visit the William and 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 and 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, clink on the Plate Number you wish to edit and it will bring up that vehicles info.
- To modify or update the vehicle information click the “Edit” button

- 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.

- 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 Edit this information before requesting a permit.

- You may edit/update any of these fields. If you have registered the vehicle and have been issued a new license plate number, you cannot edit the plate. You must “add” as a new vehicle, then delete the former entry.
- 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 I replaced the TTI 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 salary 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”

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 is the payment option, nine month employees must select 16 pays, 12 month employees should select 24 pays.

• **Note:** Due to federal tax law changes under the 2017 Tax Cuts and Jobs Act, dated 01/01/2018, W&M no longer processes parking payroll deductions as a pre-tax item.

• The new FY 2019-2020 decals will become active on 8-19-19 and are good until 8-31-20

• 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.