How to purchase or request renewal of a W&M F/S Parking Decal online
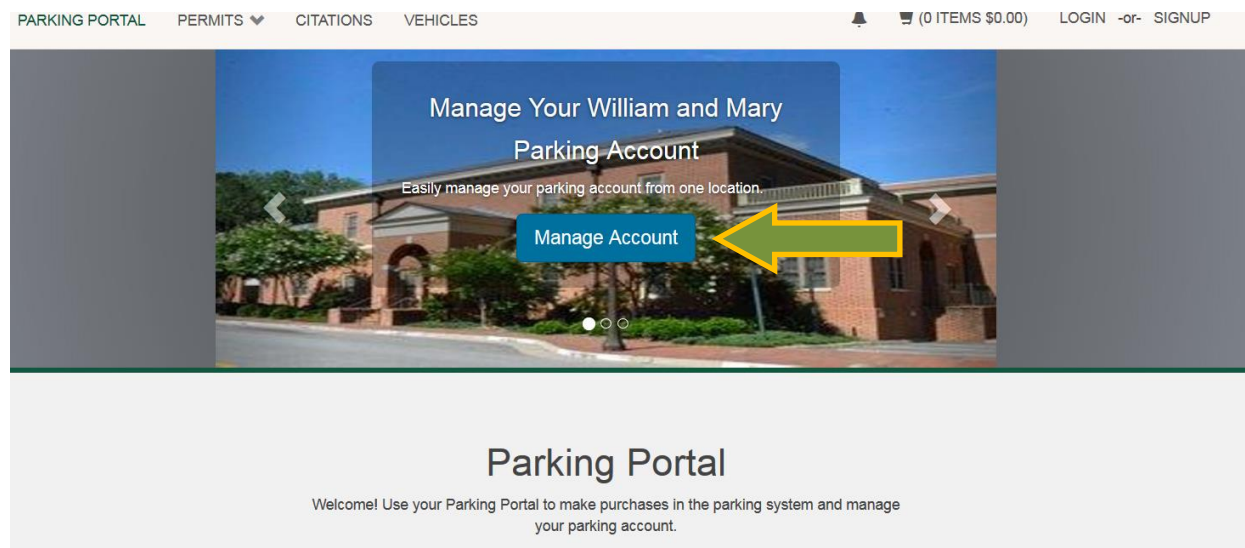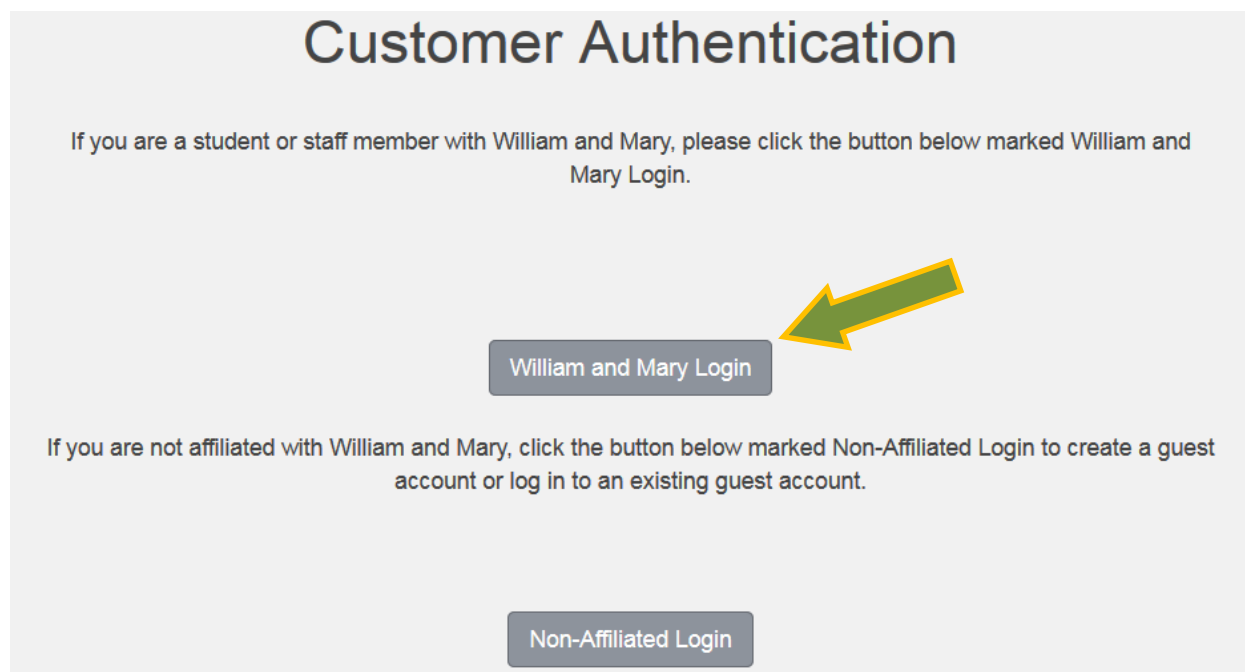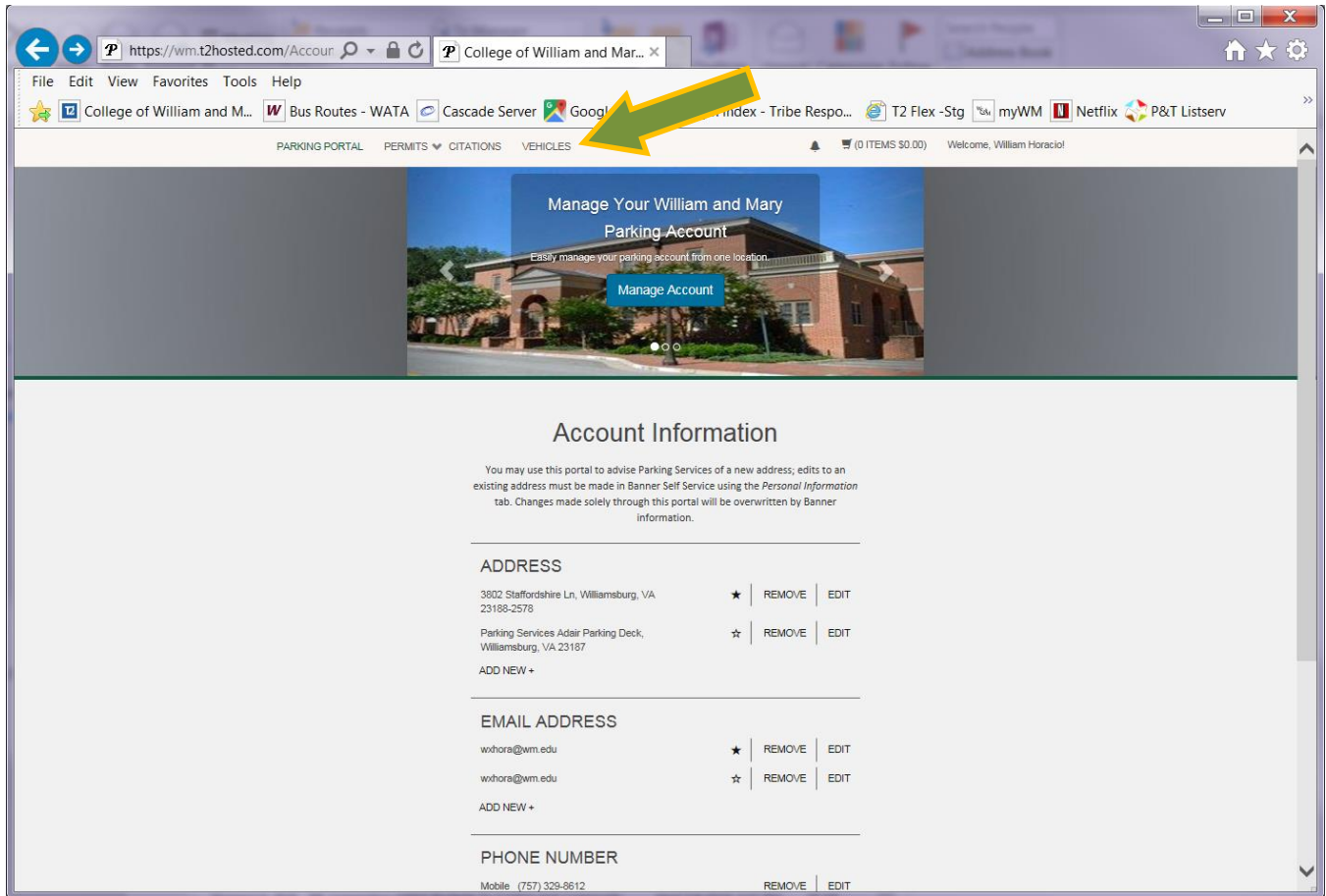
- Visit the William and Mary T2 Online Parking Portal at https://wm.t2hosted.com
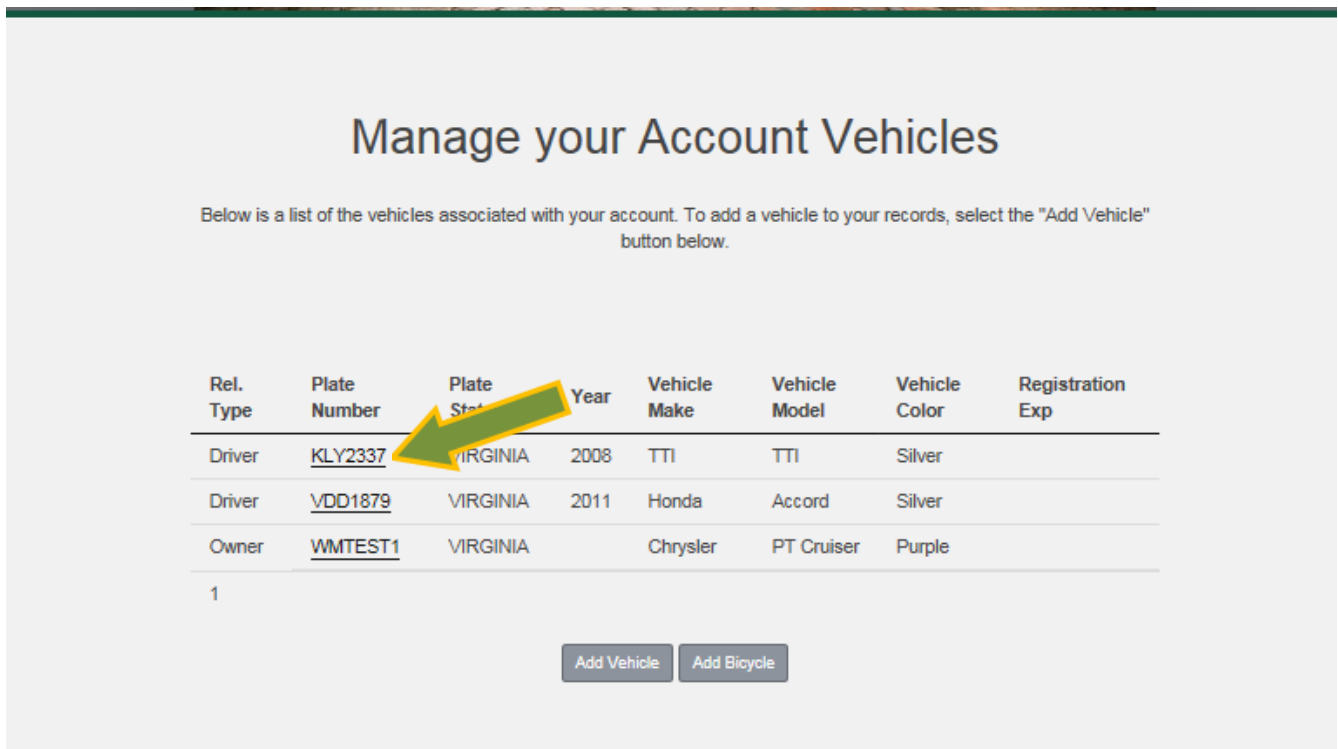- Click on Manage Account

- 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

Your Vehicle Details

Below are the details for your vehicle.

Plate Number	KLY2337
State/Province	VIRGINIA
Relationship to Vehicle	Driver
Make	TTI
Model	TTI
Style	Sports Utility Veh
Color	Silver
Year	2008

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.

Edit

Associated Permits

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
18F0022	Hangtag	Active	07/06/2017	08/24/2017	08/31/2018
19F0022	Hangtag	Issued	07/23/2018	08/27/2018	08/31/2019

No citations were found on this vehicle record.

Delete

- 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.

Register Additional Vehicle

Please enter the details for your new vehicle and then click Next.

Plate Number
KLY2337 *

Relationship to Vehicle
Driver *

State/Province
VIRGINIA *

Year
2008

Make
TTI

Model
TTI

Color
Silver

Style
Sports Utility Veh

Next >>

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.

Register Additional Vehicle - Step 2 of 2

Please enter the details for your new vehicle and then click Submit.

INSURANCE

[_____] Browse...

REGISTRATION

[_____] Browse...

> Optional for renewals only.
>
> You *may* upload a photo (jpeg) or scan (pdf) of these documents if smaller than 2 MB. If larger or you do not have them available then please forward via e-mail to Parked@wm.edu. Then click "Next"

Back to Vehicle Information Form

Next >>

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

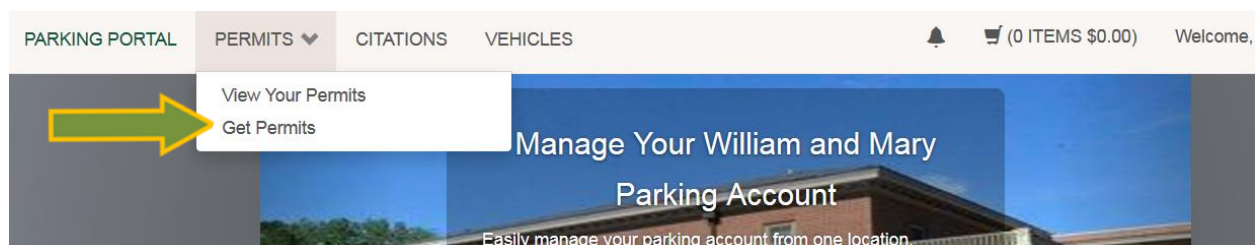# Manage your Account Vehicles

Below is a list of the vehicles associated with your account. To add a vehicle to your records, select the "Add Vehicle" button below.

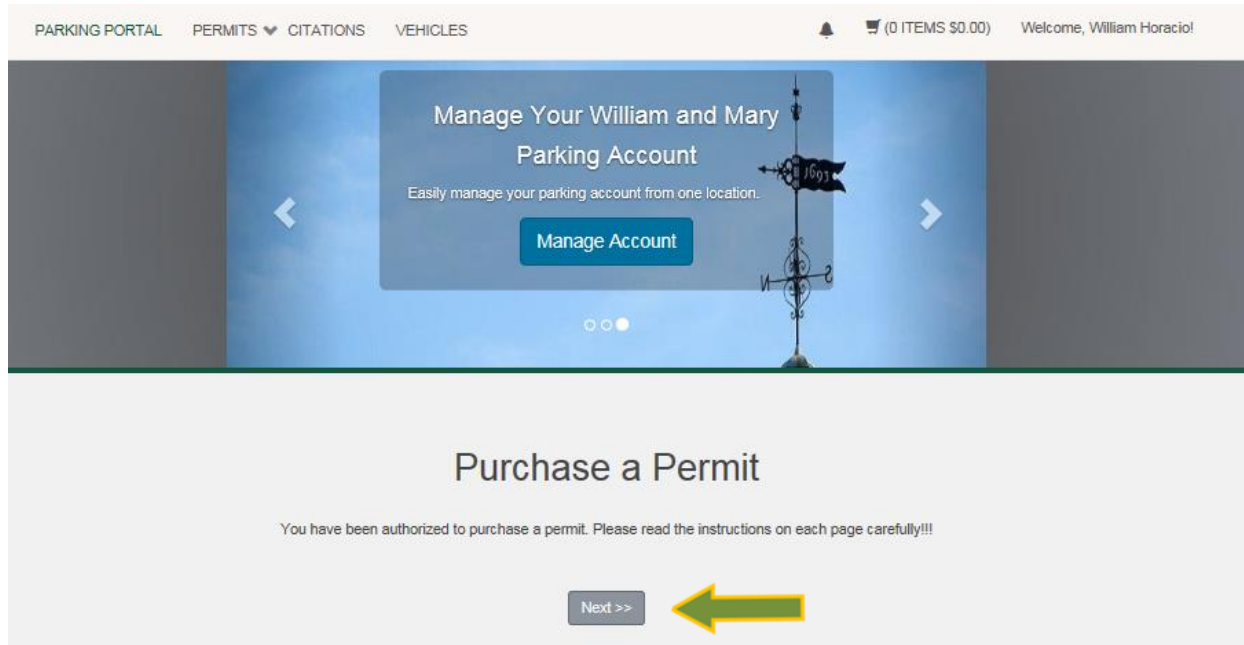| Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp
Driver	KLY2337	VIRGINIA	2008	Hyundai	Sante Fe	Silver	
Driver	VDD1879	VIRGINIA	2011	Honda	Accord	Silver	
Owner	WMTEST1	VIRGINIA		Chrysler	PT Cruiser	Purple	

1

Add Vehicle   Add Bicycle

- 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

PARKING PORTAL   PERMITS ▼   CITATIONS   VEHICLES   🔔   🛒 (0 ITEMS $0.00)   Welcome,

View Your Permits
Get Permits

Manage Your William and Mary
Parking Account
Easily manage your parking account from one location.

- 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.

Payment Information

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 16 to Aug 31) Parking will send 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 Aug 31, 2018 decals must be picked 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**

Qty	Type	Description	Amount	Actions
1	Permit	2018-19 Faculty/Staff/Hangtag [18F0022] (08/27/2018 – 08/31/2019) view details	$383.00	Remove

Due Now: $383.00

Your purchase will be charged to your account.

☐ **I have read and understand the above statements.**

Payment Schedule

24 pay ▾ *

Pay Now

- 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.

Payment Receipt

Your transaction is complete. Please print the page for your records.

Purchased Items

Qty	Type	Description	Amount
1	Permit	2018-19 Faculty/Staff/Hangtag [18F0022] (08/27/2018 – 08/31/2019) **Print Permit** view details	$383.00
			$383.00

Transaction Summary

CC Receipt Number   PAYROLL DEDUCTION

Payment Method   Payroll Deduction

Payment Date   08/07/2018 12:32:48 PM

PRINT

Logout

- 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.