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

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Set the vehicle information correctly.

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.

• 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.

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Register Additional Vehicle.

Register Additional Vehicle. Please enter the details for your new vehicle and then click 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](image)

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”

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

![Manage your Account Vehicles](image)

• 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.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Salary Range</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>(less than $20,000)</td>
</tr>
<tr>
<td>2</td>
<td>(Between $20,001 &amp; $40,000)</td>
</tr>
<tr>
<td>3</td>
<td>(Between $40,001 &amp; $60,000)</td>
</tr>
<tr>
<td>4</td>
<td>(Between $60,001 &amp; $80,000)</td>
</tr>
<tr>
<td>5</td>
<td>(Between $80,001 &amp; $100,000)</td>
</tr>
<tr>
<td>6</td>
<td>(More than $100,001)</td>
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</tbody>
</table>

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.

• 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.