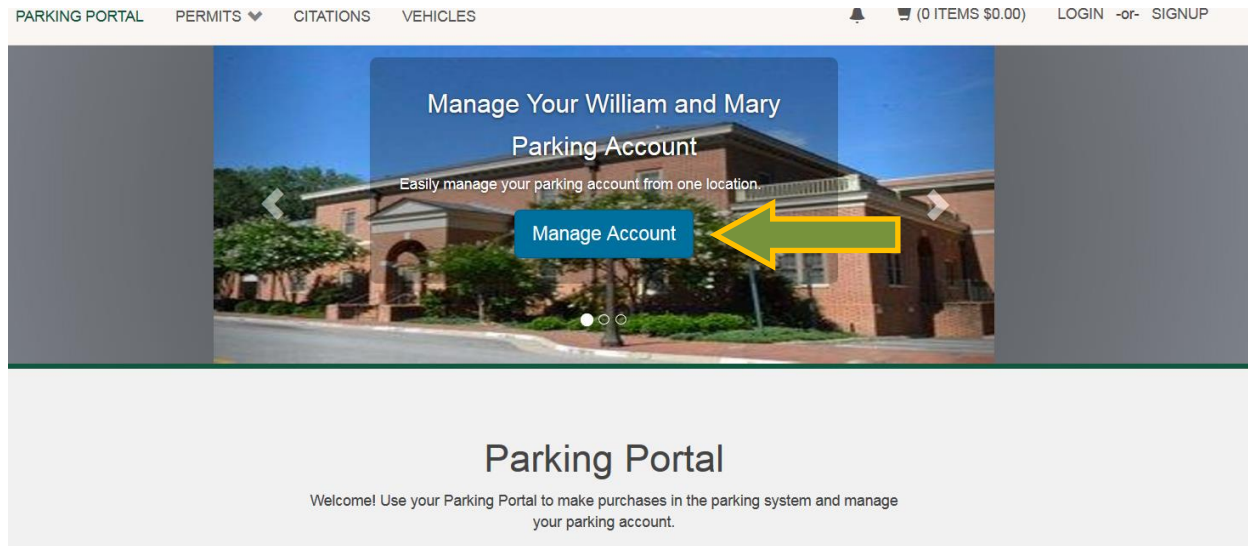
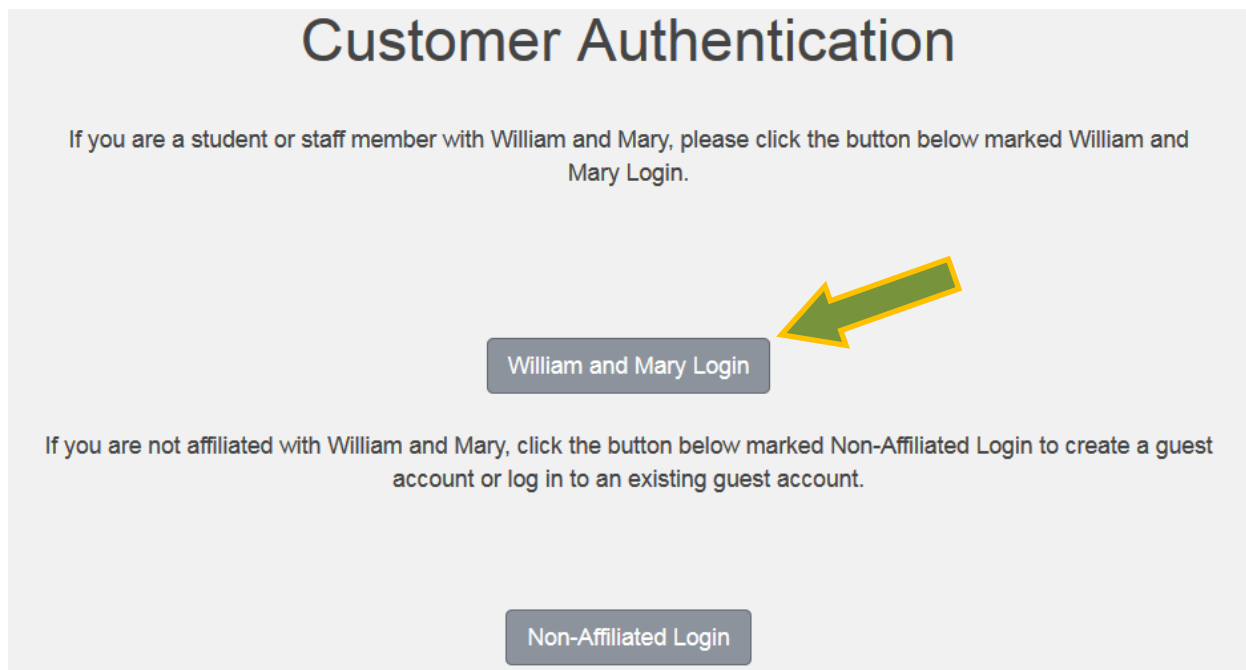


# How to purchase or request renewal of a W&M Student Parking Decal online

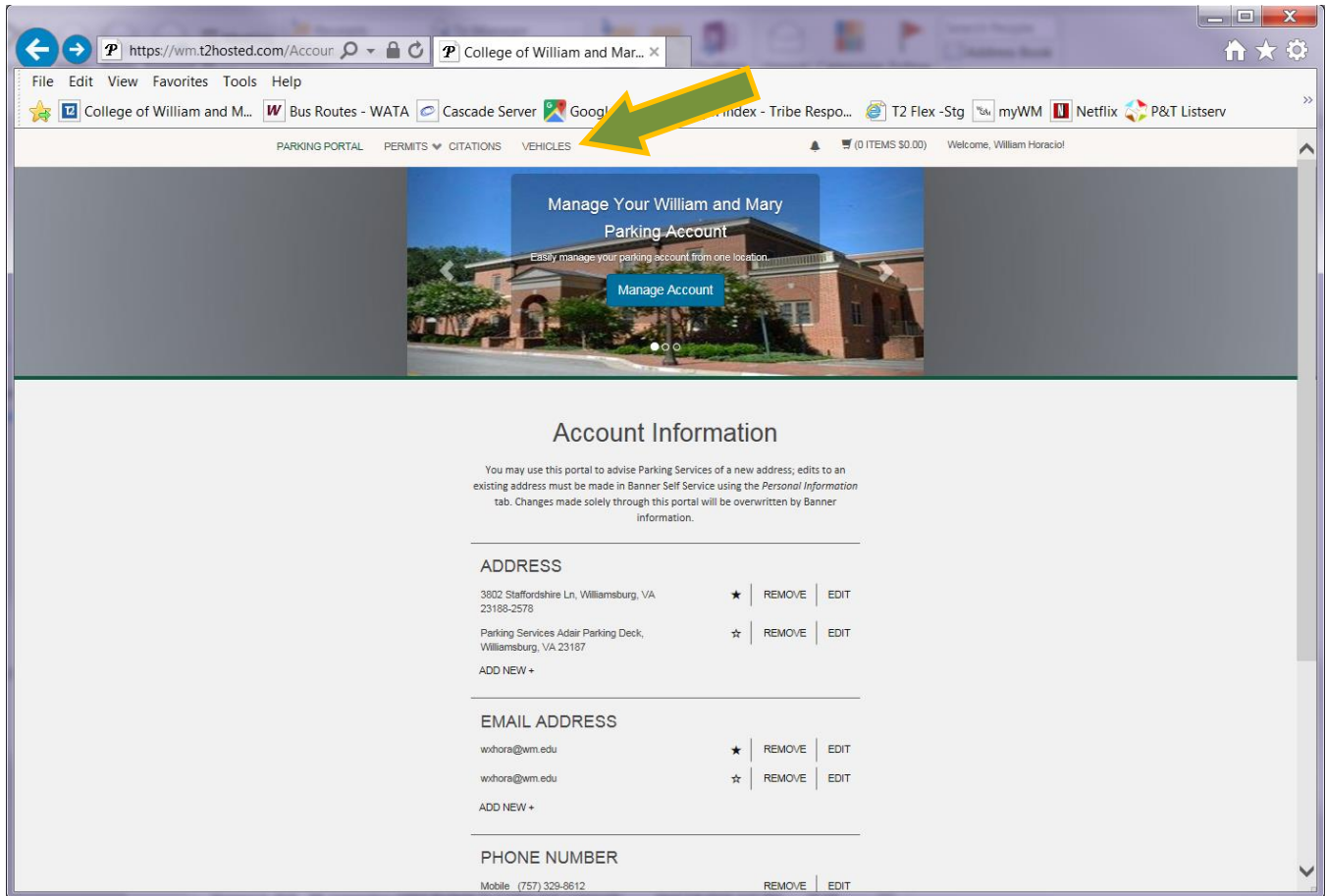
- Visit the William and Mary T2 Online Parking Portal at <https://wm.t2hosted.com>
- Click on Manage Account



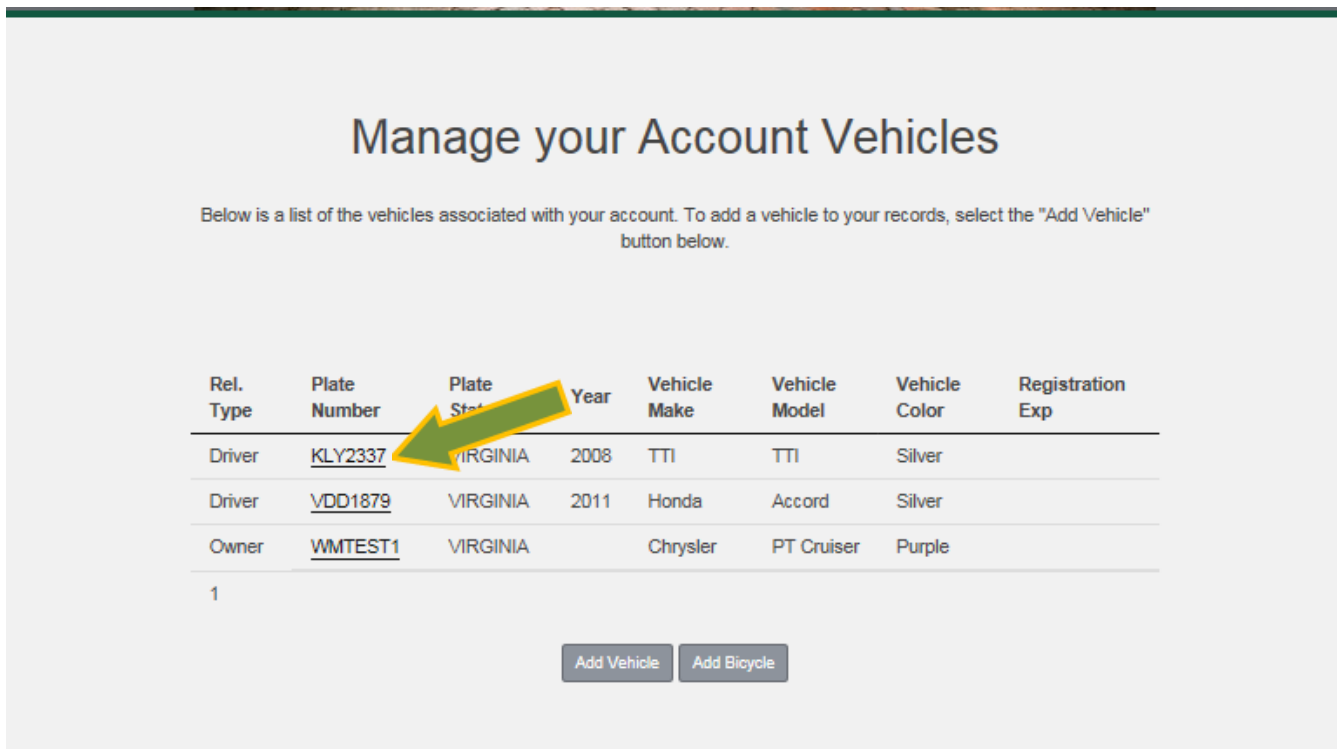
- Use your W&M Log-In credentials to sign in to Manage Account
- Click William and Mary Login
- Enter your information to login



- 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, click on the Plate Number you wish to edit and it will bring up that vehicle's 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 2006

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.**

### Associated Permits

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
<u>18D0022</u>	Hangtag	Active	07/06/2017	08/24/2017	08/31/2018
<u>19D0022</u>	Hangtag	Issued	07/23/2018	08/27/2018	08/31/2019

No citations were found on this vehicle record.

- Make the necessary changes to the vehicle descriptive information and select “Next” button. **Note:** The limit is two vehicles per Day permit and one vehicle per Resident or GradPlex. Do not enter a spouse’s vehicle if they are entitled to purchase their own decal.

## Register Additional Vehicle

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

Plate Number

Relationship to Vehicle

State/Province

Year

Make

Model

Color

Style

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, in which case you must upload a copy of your current insurance record 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 they are less than 2MB. If larger or you do not have them available then please forward via e-mail to [Parked@wm.edu](mailto:Parked@wm.edu). Then click “Next”

[Back to Vehicle Information Form](#)

[Next >>](#)

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

## Manage your Account Vehicles

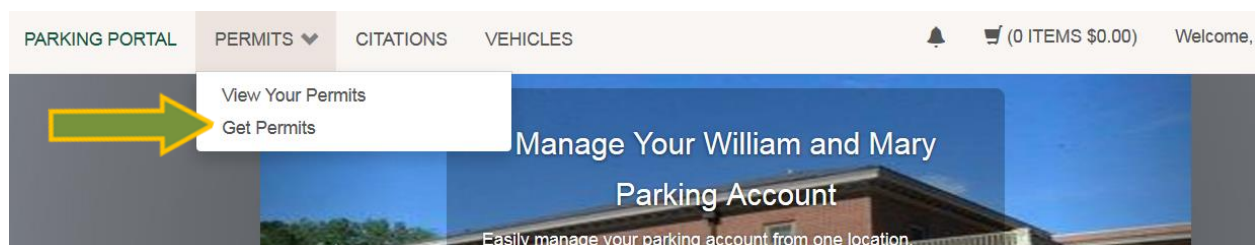
Below is a list of the vehicles associated with your account. To add a vehicle to your records, select the "Add Vehicle" button below.

Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp
Driver	<a href="#">KLY2337</a>	VIRGINIA	2008	Hyundai	Sante Fe	Silver	
Driver	<a href="#">VDD1879</a>	VIRGINIA	2011	Honda	Accord	Silver	
Owner	<a href="#">WMTEST1</a>	VIRGINIA		Chrysler	PT Cruiser	Purple	

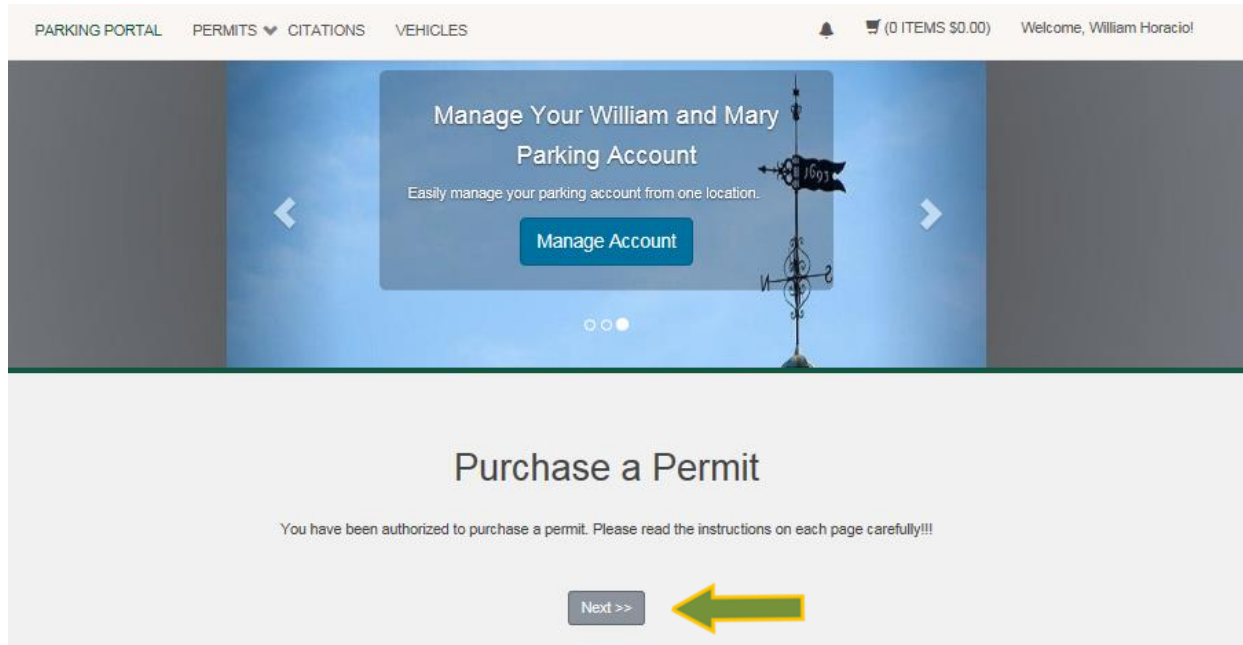
1

[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



- Click “Get Permits”
- Select “Next” to Purchase a Permit



- Select Permit and Permit Purchase Agreement. You will choose your permit based on your residential situation (see text box below).

## Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$375.00	2018-19 Day Permits / Day Permits	08/27/2018	08/31/2019
<input type="radio"/>	1	\$188.00	2018-19 Evening / Evening Permits	08/27/2018	08/31/2019
<input type="radio"/>	1	\$375.00	2018-19 Grad Plex / Grad Plex	08/27/2018	08/31/2019
<input type="radio"/>	1	\$188.00	2018-19 Motorcycle / Motorcycle	08/27/2018	08/31/2019
<input type="radio"/>	1	\$375.00	2018-19 Resident / Resident	08/27/2018	08/31/2019
<input type="radio"/>	1	\$256.00	2018-19 VIMS / Hangtag	08/27/2018	08/31/2019
<input type="radio"/>	1	\$256.00	2018-19 VIMS ADHESIVE / Adhesive	08/27/2018	08/31/2019

I agree to follow and abide by the rules and regulations as outlined on the W&M Parking and Transportation website.

☐ I agree to abide by parking rules and regulations  
☐ I agree that my permit may not be transferred to another user  
☐ I acknowledge that my parking privileges may be suspended IAW the rules and regulations for excessive or egregious violations, or outstanding debt to Parking Services.

Next >>

Select Day if you commute to campus from off-campus residence.

Select Resident if you live in undergraduate on-campus housing.


Select Grad Plex if you live in graduate student housing.

Select Evening if you commute to campus for classes only 4pm or later.

VIMS = Virginia Institute of Marine Science, Gloucester Campus

Click to acknowledge all three of these statements, then select “Next”

- Select up to two (2) vehicles for a Day permit or only one (1) vehicle for a Resident or GradPlex decal then select “Next”.

 You may select between 1 and 2 vehicles for this permit.

## Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	VIRGINIA	VBL8119		Nissan	Sentra	Blue

[Add Vehicle](#)

[Next >>](#)

- View Cart then click “Pay Now”.

PARKING PORTAL
PERMITS ▼
CITATIONS
VEHICLES
🔔 (1 ITEMS \$375.00) Welcome, P

## View Cart

If you are a nine month employee, you must select the 16 pay option if you are doing payroll deduction, all others should select 24 pay option. *Please note, due to federal tax law changes under the 2017 Tax Cuts and Jobs Act, that went into effect January 1, 2018, parking payroll deductions will no longer be considered a pre-tax deduction.*

Once you have completed the transaction you will have the option to print a receipt or receive via e-mail. The printed receipt is your proof of purchase and beginning on Monday Aug 27th may be used as a temporary decal until your permanent one arrives. Current decal holders should continue to display their 2017-18 decal until Aug 31st. Your new decal or printed receipt is required to park on campus Tuesday Sep 4th.

Please direct all questions and concerns to Parking Services at 221-4764 or via e-mail to [parked@wm.edu](mailto:parked@wm.edu)  
[Please review the totals below and click next to proceed to make your payment.](#)

Qty	Type	Description	Amount	Actions
1	Permit	2018-19 Day Permits / Day Permits [19D0002] (08/27/2018 - 08/31/2019) <a href="#">view details</a>	\$375.00	<a href="#">Remove</a>

Due Now: \$375.00

[Cancel Purchase](#) [Add Permits](#)

## Checkout

Email Address

ngiles@email.wm.edu

[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.



- Review order and click “Next”.

PARKING PORTAL
PERMITS
CITATIONS
VEHICLES
(1 ITEMS \$375.00)
Welcome,

Manage Account

## Payment Information

Thank you for your decal purchase. Parking Services staff will review and begin fulfillment. Once you have completed the transaction you will have the option to print a receipt or receive via e-mail. The printed receipt is your proof of purchase and beginning on Monday Aug 27th may be used as a temporary decal until your permanent one arrives. Student Online decal orders will be processed and set aside for pick up at the main Parking Office, there will be a small tent on the Adair side. Aug 13th -24th Mon – Fri from 8:00 am – 4:15 pm, beginning Aug 27th Mon - Thu from 8:00 am to 5:45 pm, and Fri 8:00 am - 4:15 pm. The office is closed on weekends. Faculty & Staff Decals are delivered to departmental mail distribution points of contact. In turn they will place in the appropriate mailbox for pick up.

Your new decal or printed receipt is required to park on campus beginning Tuesday Sep 4th. Please direct all questions and concerns to Parking Services at 221-4764 or via e-mail to [parked@wm.edu](mailto:parked@wm.edu). Please review the totals below and click next to proceed to make your payment.

Qty	Type	Description	Amount	Actions
1	Permit	2018-19 Day Permits / Day Permits [19D0002] (08/27/2018 - 08/31/2019) <a href="#">view details</a>	\$375.00	<a href="#">Remove</a>

Due Now: \$375.00

Next >>

Note student permit pick-up instructions.

- Enter payment into the secure online payment form (credit and debit accepted; not American Express).

Please enter your credit card information

Total: \$375.00

\* Indicates required information

\* Credit Card Type:

\* Account Number:

\* Expiration Date:

\* Security Code: [\(View example\)](#)

\* Name on Card:

**Billing Address of Credit Card**

\* Street Address 1:

Street Address 2:

\* City:

\* State:

\* ZIP Code:

\* Country:

\* Email:

Day Phone:

Continue
Cancel

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- The new 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.

## Payment Receipt

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

### Purchased Items

Qty	Type	Description	Amount
1	Permit	2018-19 Day Permits / Day Permits [19D0022] (08/27/2018 – 08/31/2019) <b>Print Permit</b> <a href="#">view details</a>	\$375.00 \$375.00

### Transaction Summary


**CC Receipt Number** 113849-080718

**Payment Method** Credit Card

**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.