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](https://wm.t2hosted.com)
- Click on Manage Account

![Image of Manage Account button](image1)

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

![Image of Customer Authentication](image2)
• 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

![Image of the Vehicles section in the parking Portal]

![Image of the Manage your Account Vehicles section]
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 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.

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, in which case you must upload a copy of your current insurance record and DMV registration.

- The changes will now show up, in this case replacing 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 choose your permit based on your residential situation (see text box below).

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”.

- View Cart then click “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”.

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

Note student permit pick-up instructions.
The new 2018-2019 decals will become active on 8-27-18 and are good until 8-31-19.

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.