UTHealth – Parking Services

Flexport Instructions – Non-Student Accounts

Initial Set-up

1) Go to https://uthschouston.t2hosted.com

2) Click on "Login" at the top of the page. **DO NOT CLICK SETUP**. You already have an account setup in the system
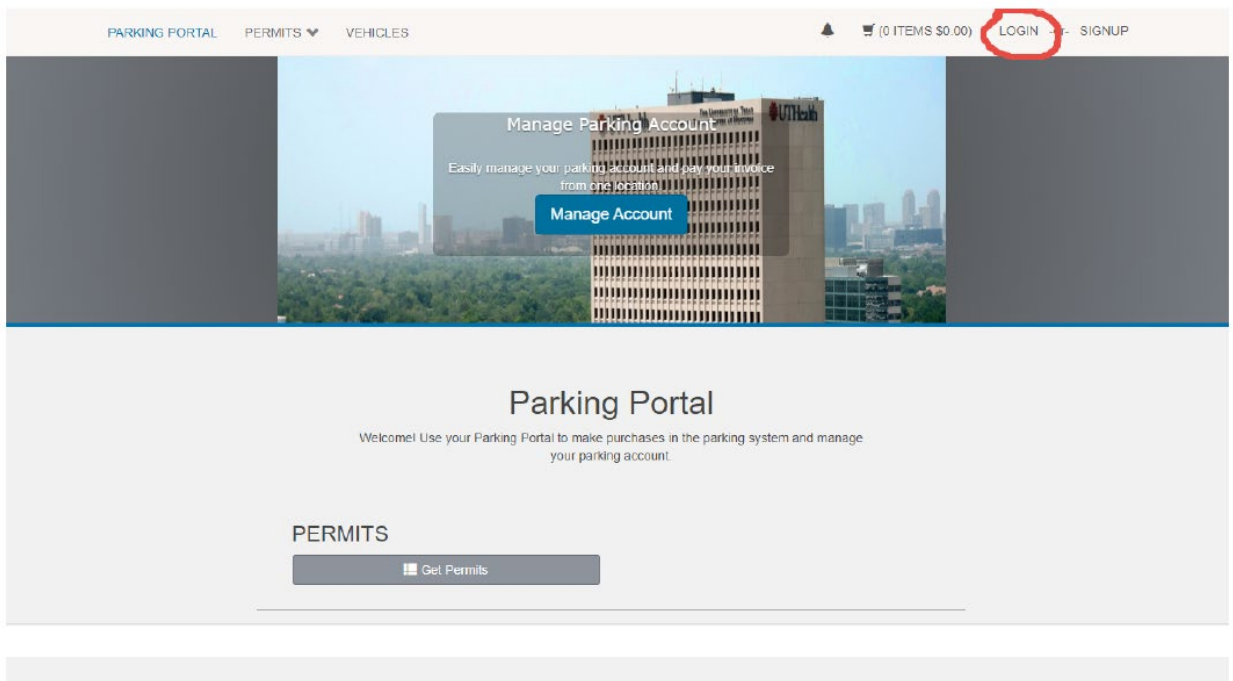
3) Enter the card/badge number associated with your account in the "Login ID" Field and enter the Last Name associated with your account in the password field. *Please note, most badges in circulation have 2 series of numbers separated by a dash. Only use the nine digits after the dash. If you have any questions about this please contact the parking office for assistance.*

4) You will now be prompted to create a unique password. Enter the card/badge number associated with your account as your "Primary ID" and then create a unique password. Password must be at least 6 characters long and contain 1 upper case letter and 1 number or special character.

5) Login using your card/badge number as your Login ID and the new password you just created.

6) You can now manage your account online!

Manage Your Account and Paying Invoices

Once you have logged in you can now update your account info and renew existing permits. **Please note that you cannot sign up for parking online. The online portal is only for managing and renewing existing accounts and permits.** To sign up for parking and purchase a new permit you must visit one the UTHealth parking offices in person.
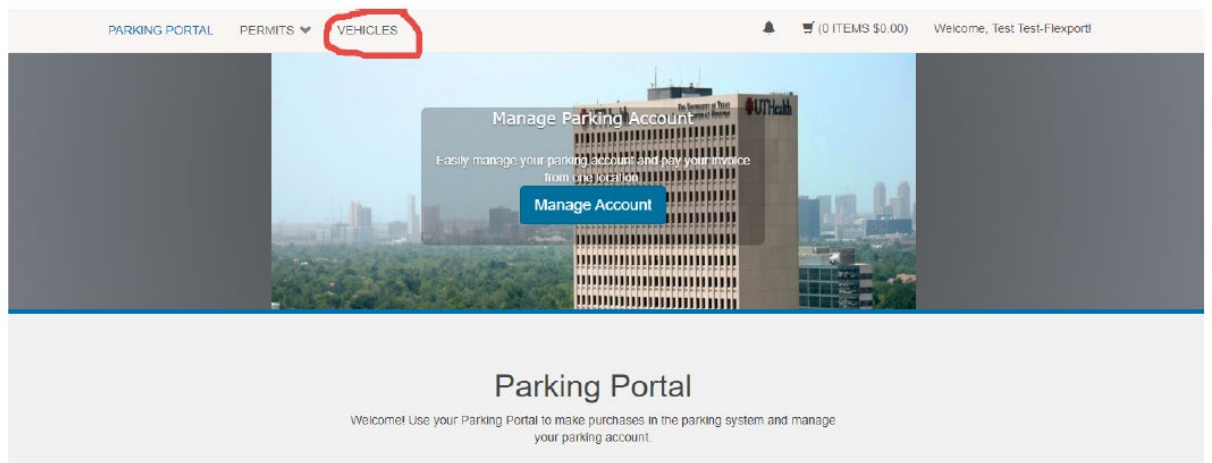
After you login you will see this screen:
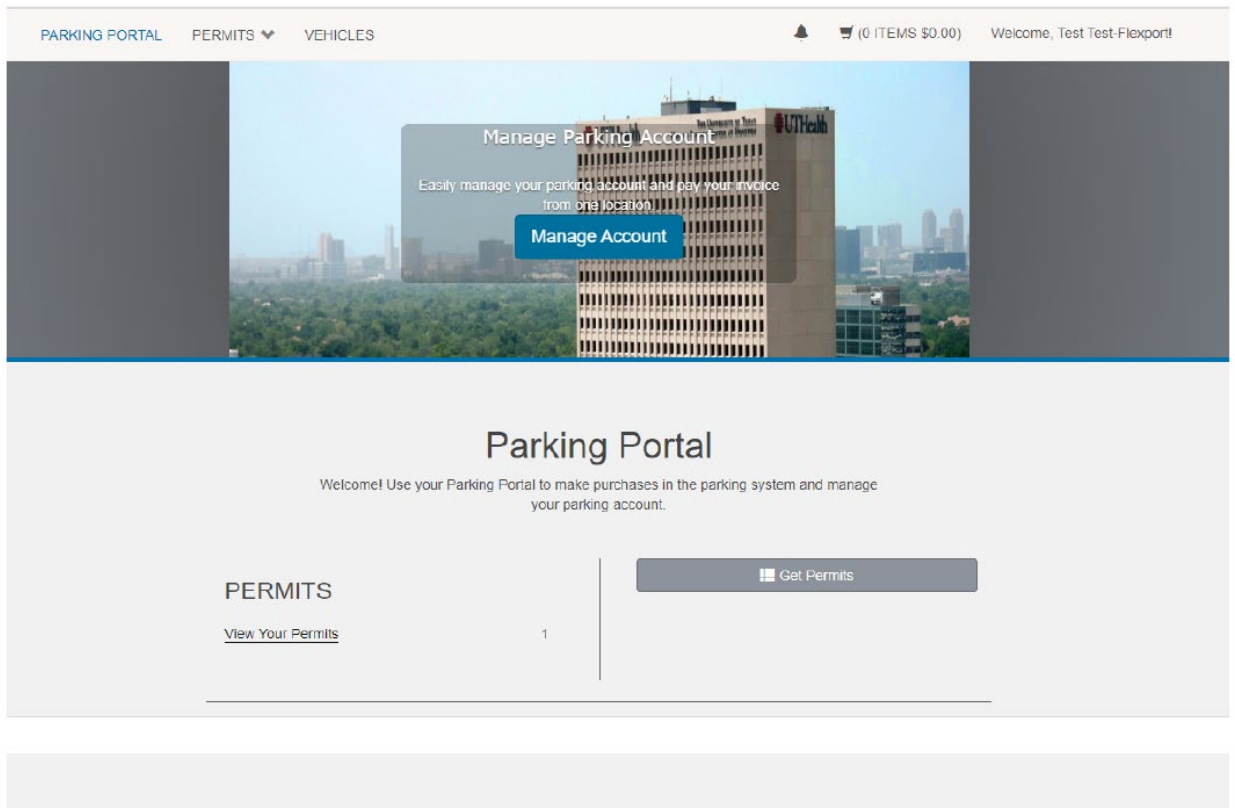
To update personal information such as address, email, phone and phone number click on the "Manage Account" Button located on the center of the page.
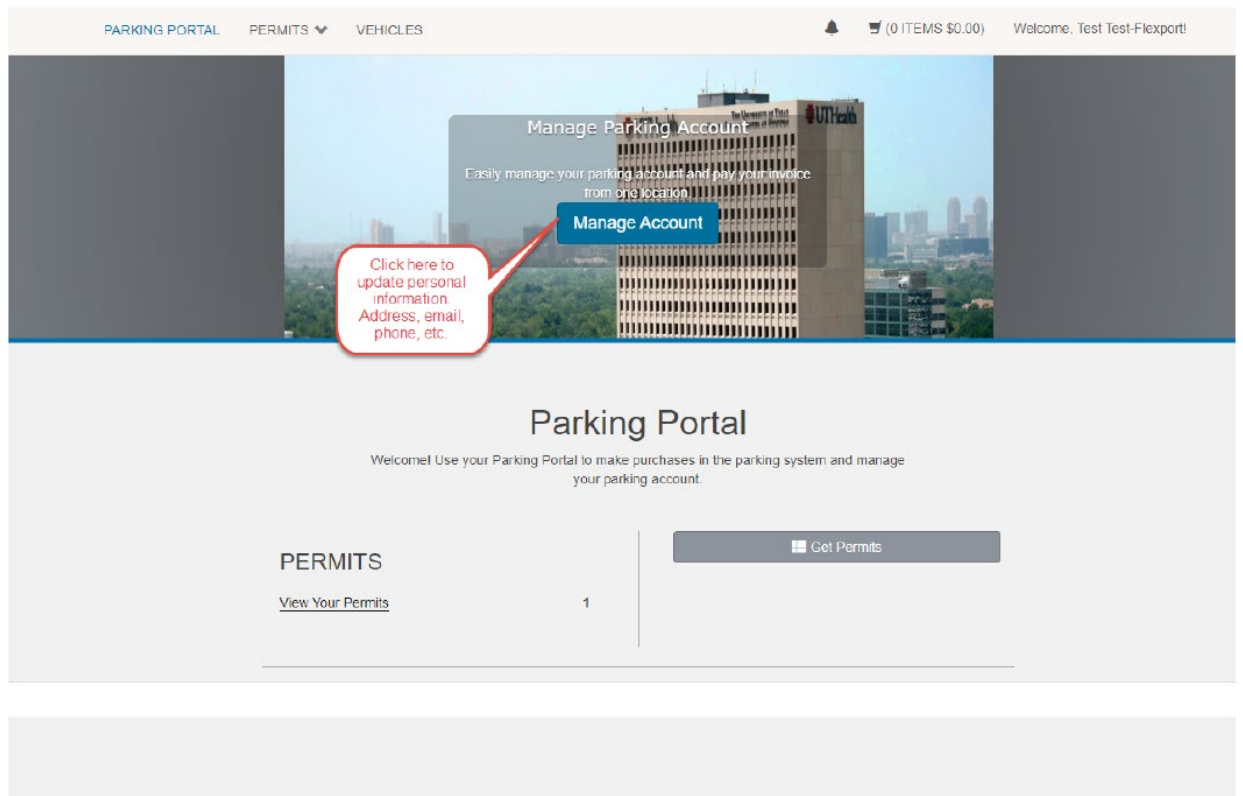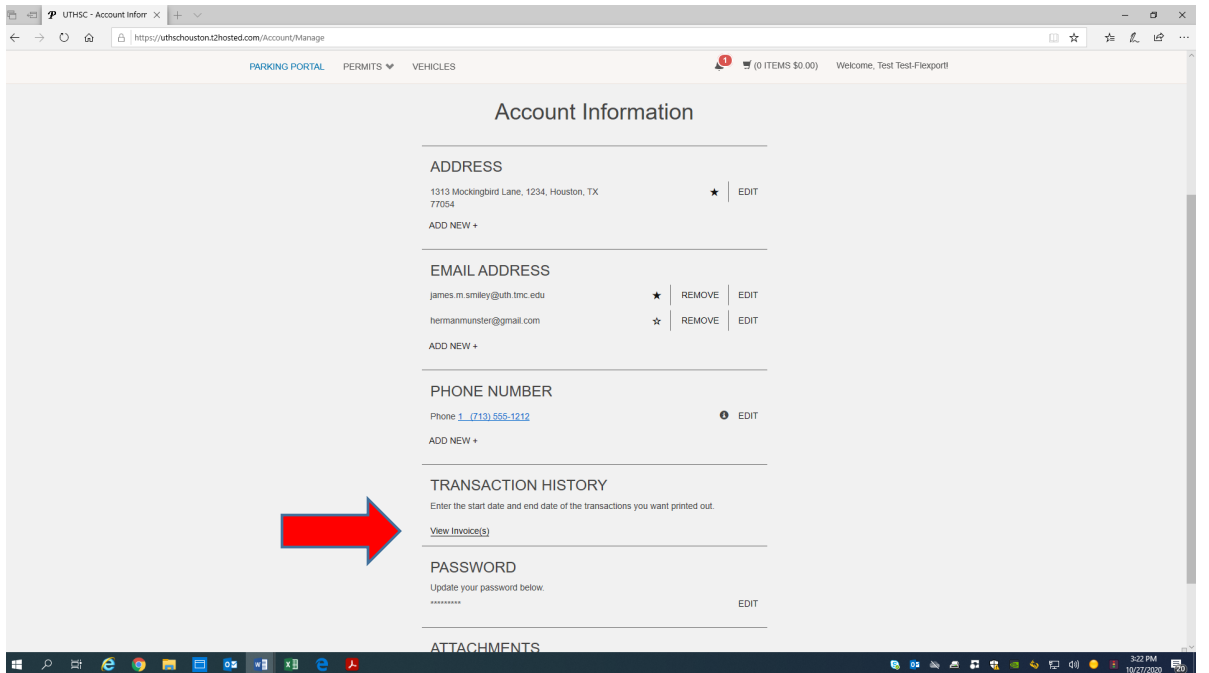

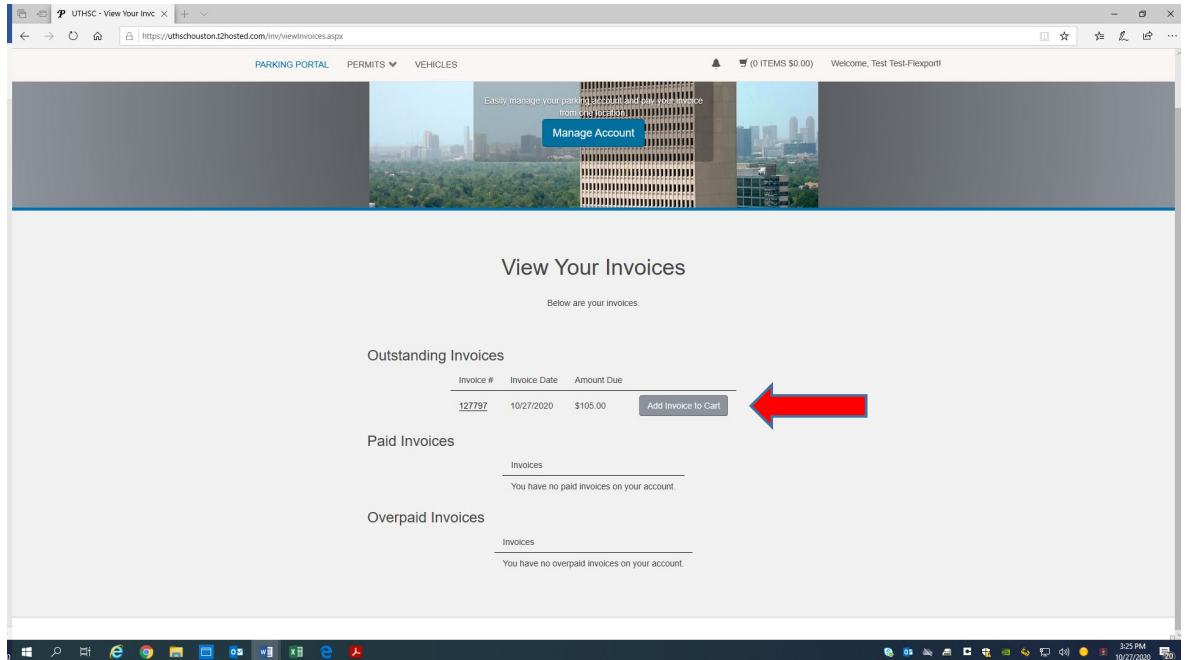To update vehicle information associated with your account click on "Vehicles" at the top of the page

To pay an open invoice, click the "Manage Account" button in the center of the screen.
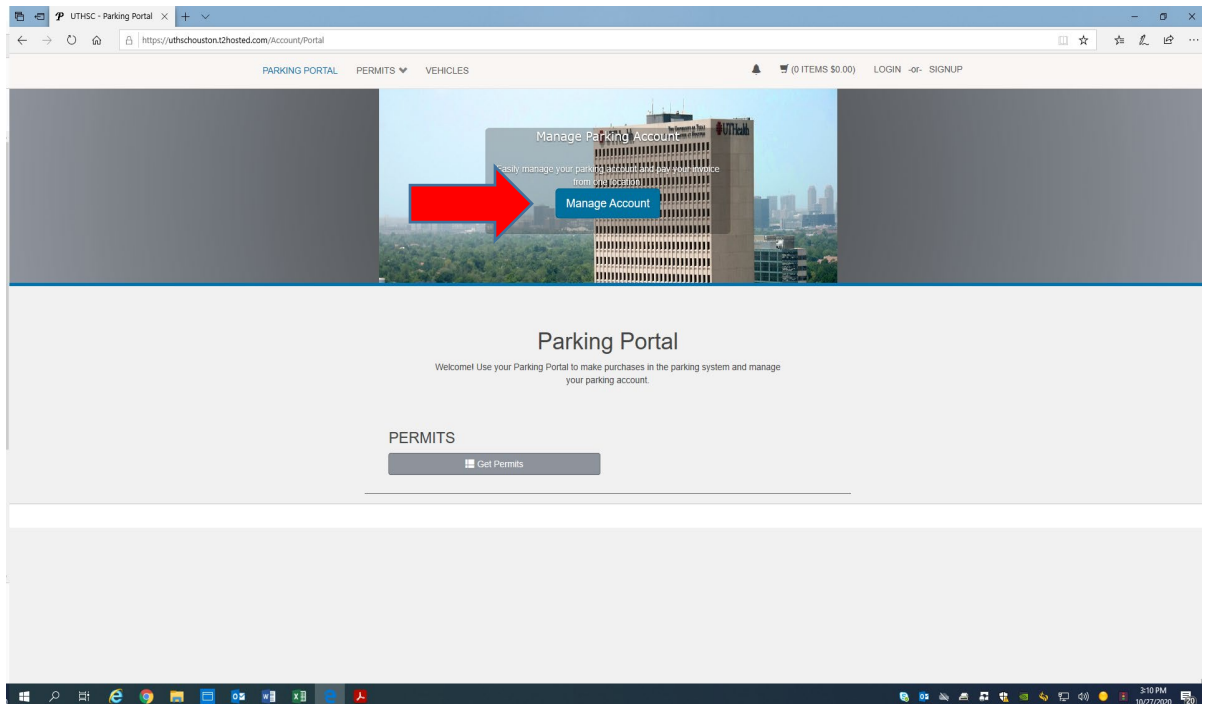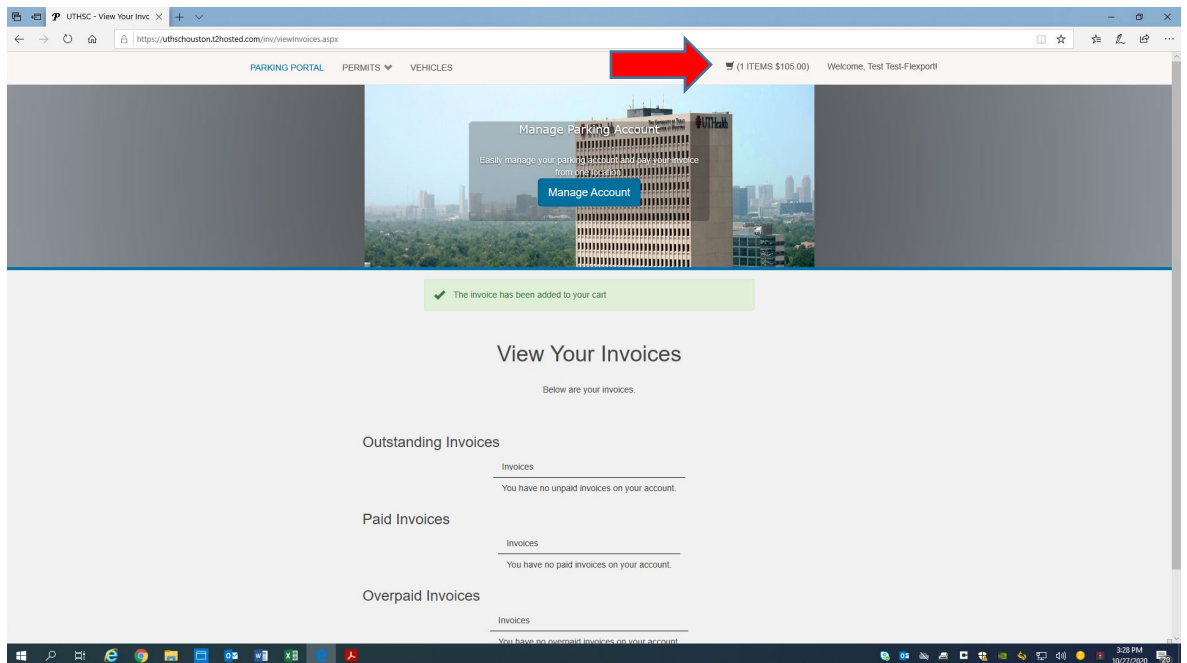

Then click the "View Invoice(s)" under "Transaction History"

Your invoice will appear. Click "Add Invoice to Cart" next to the invoice you would like to pay.

Once your invoice(s) have been added to the cart, click the cart icon at the top of the screen. And then select "Pay Now".

Select the method of payment and add an email address if one does not automatically populate. Then click "Pay Now"

Verify the info is correct and then Click "Pay Now"

You will now be directed to the secure payment page. Fill in the Billing Info. Make sure the information entered matches the billing information of the Credit Card you are using for payment. Then click "Next"

| Billing | Payment | Review | Receipt |

Billing Information

Your Order

* Required field

First Name *

Herman

Last Name *

Munster

Address Line 1 *

1313 Mocking Bird Ln

Address Line 2

City *

Houston

Country/Region *

United States of America ▾

State/Province *

Texas ▾

Zip/Postal Code *

77054

Email *

hermanmunster@gmail.com

| Total amount | $40.00 |

Next

Cancel Order

Enter your Credit Card Information then click "Next"

| Billing | Payment | Review | Receipt |

Payment Details 🔒

* Required field

Card Type *

○ VISA Visa   ◉ Mastercard Mastercard

○ DISCOVER Discover

Card Number *

1234456879

Expiration Date *

02 ▼   2021 ▼

[Back]   [Next]

Cancel Order

Your Order

Total amount $40.00

Review that the information is correct and if so click "Pay". If not go back and correct your order.

Once the payment is processed you will be emailed a receipt and your permit will be renewed.