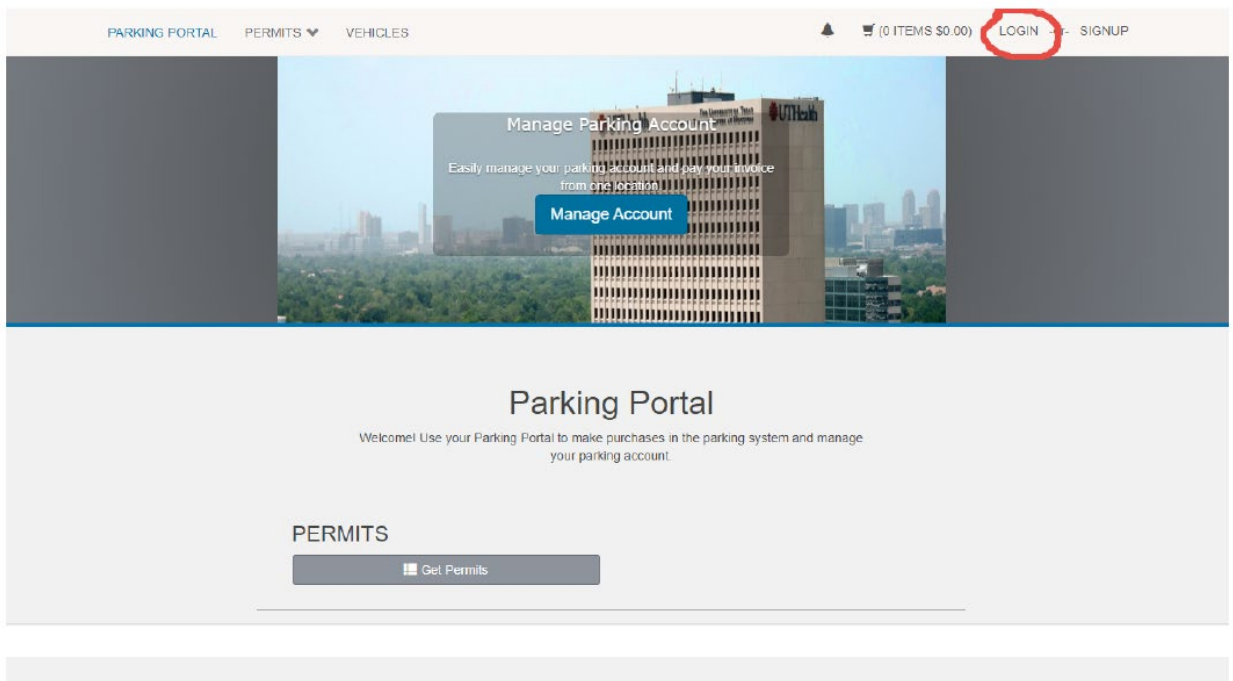


UTHealth – Parking Services

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.*

PARKING PORTAL PERMITS VEHICLES

(0 ITEMS \$0.00) LOGIN -or- SIGNUP

Manage Account

Customer Authentication

Please enter your login information below and click submit.

Filters: None

Card Number

Login ID

171129720

Last Name

Password

* indicates a required field

Log In

- 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.

PARKING PORTAL PERMITS VEHICLES (0 ITEMS \$0.00) LOGIN -or- SIGNUP

Easily manage your parking account and pay your invoice from one location.

Manage Account

Change Your Password

Please enter your new password below and click Update. If your account does not have an active email address associated with it you will be asked to provide one.

Card

Primary ID

171129720 *

Unique

New Password

***** *

New Password (confirm)

***** *

* indicates a required field

Update

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

✓ Your information has been updated. Please log in with your updated password.

Customer Authentication

Please enter your login information below and click submit.

Filters: *None*

Login ID

 *

Password

 *

* indicates a required field

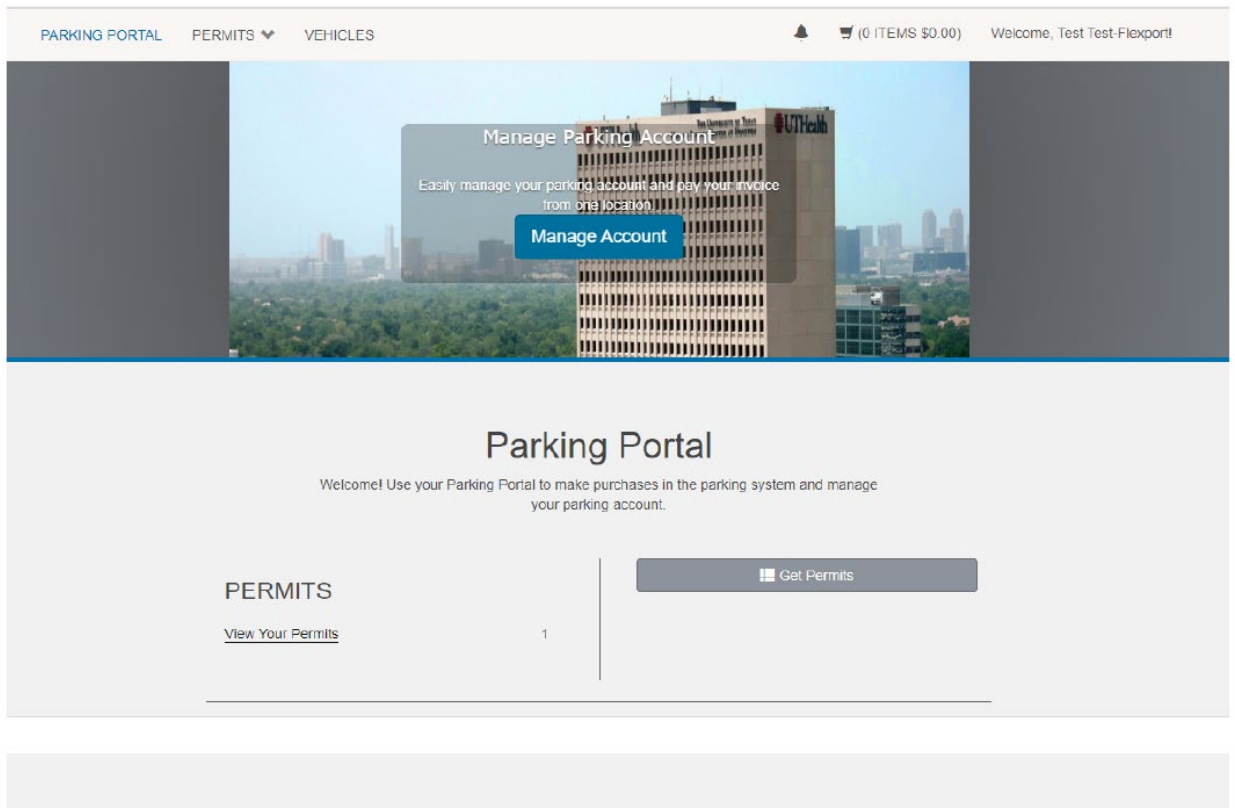
Log In

6) You can now manage your account online!

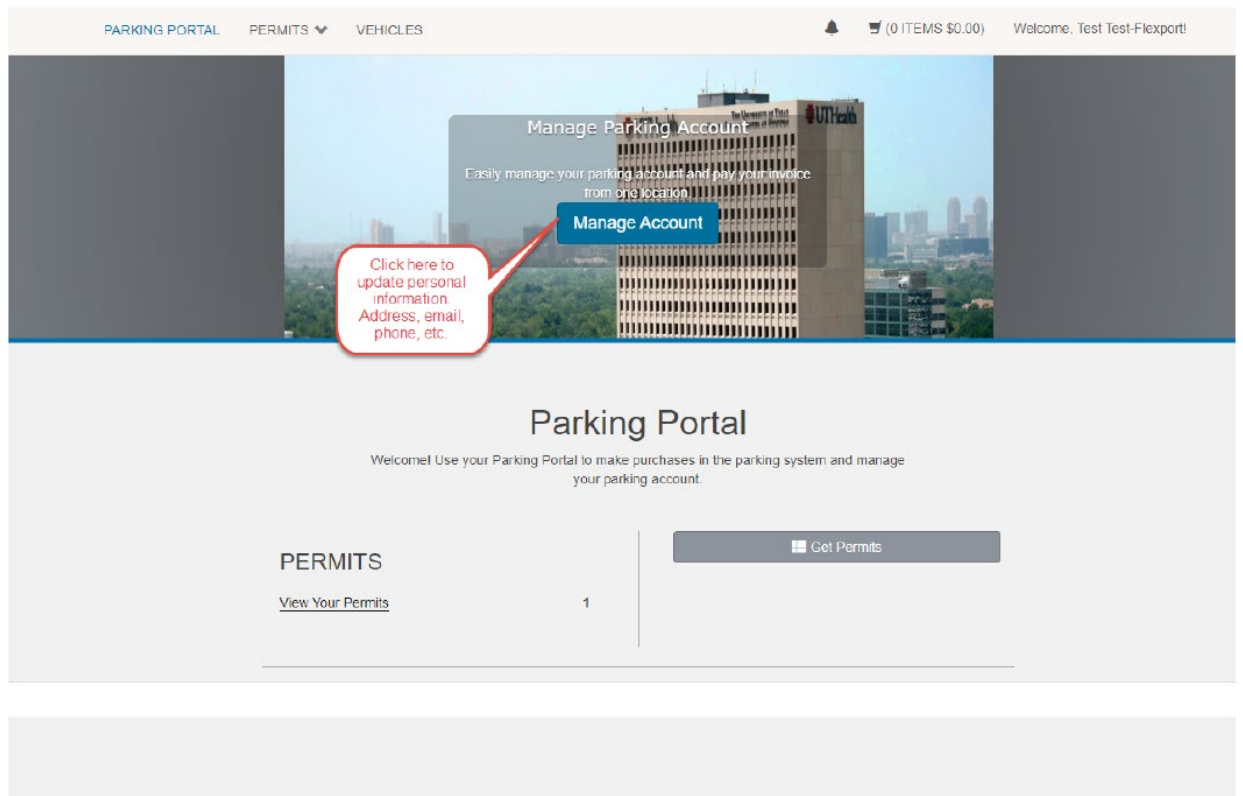
Manage Your Account and Paying Invoices

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.

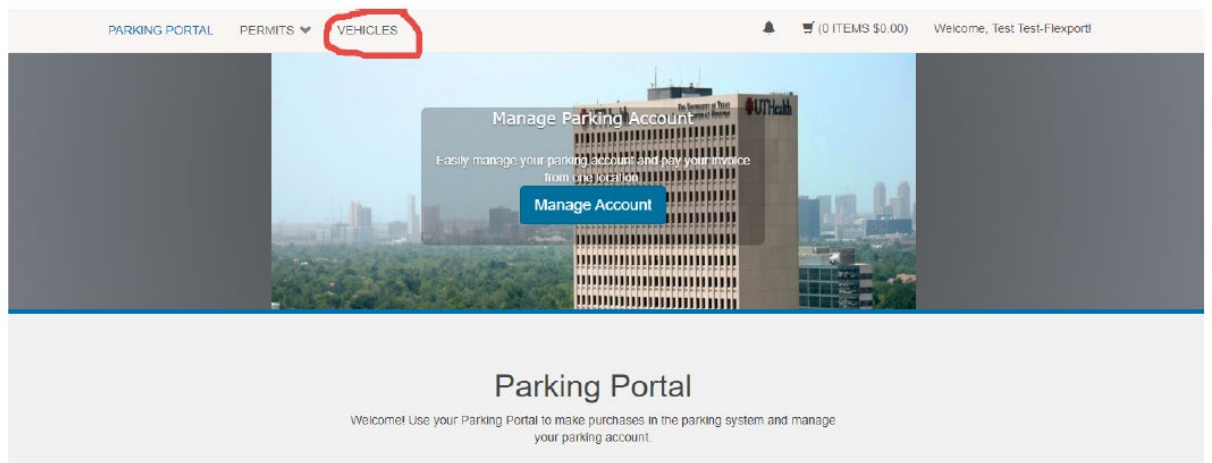
After you login you will see this screen:



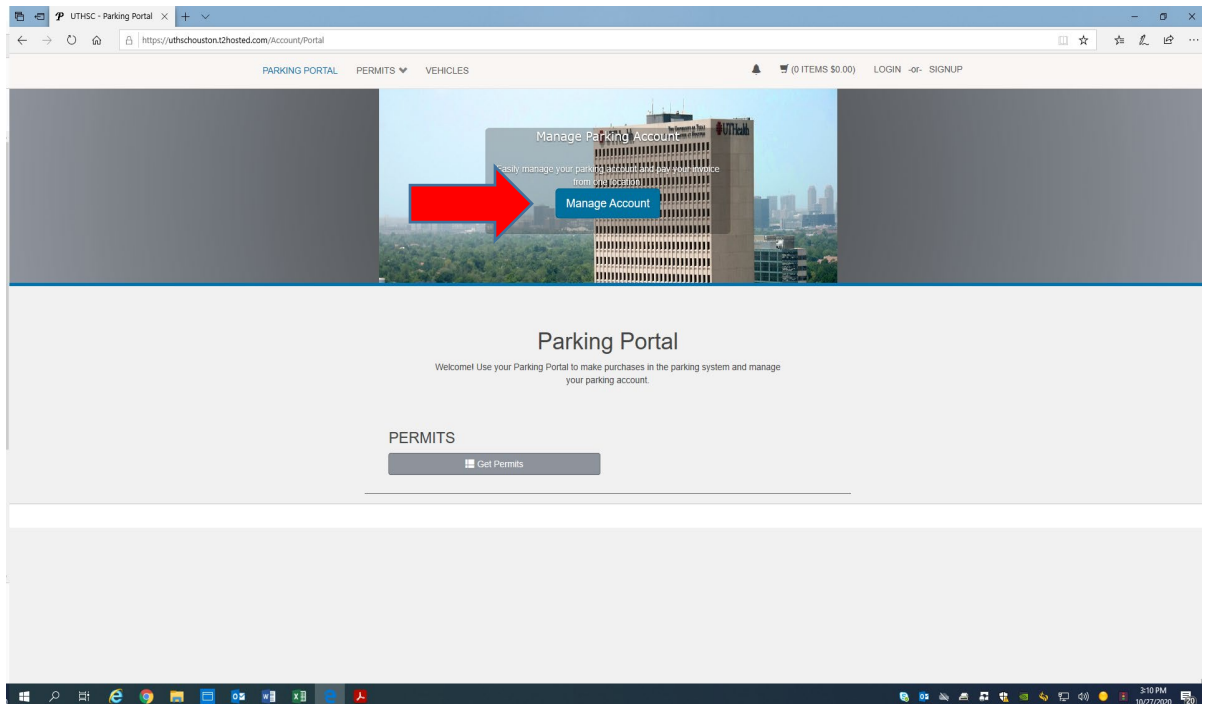
To update personal information such as address, email, phone and phone number click on the “Manage Account” Button located on the center of the page.



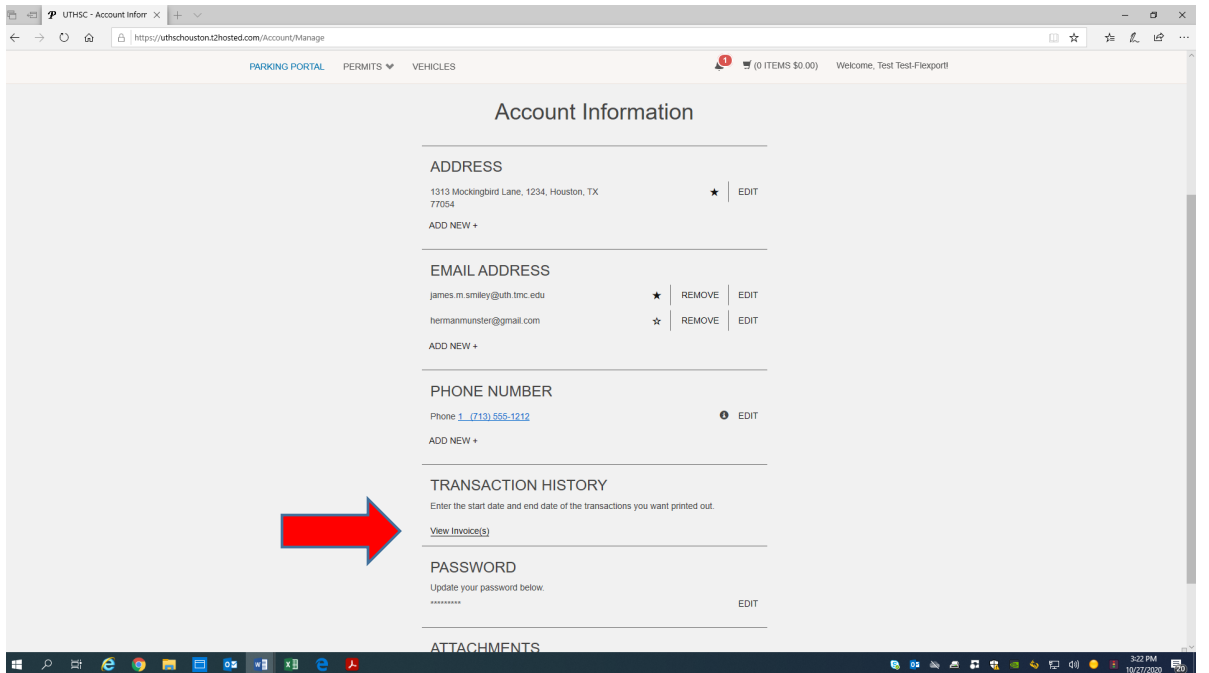
To update vehicle information associated with your account click on “Vehicles” at the top of the page



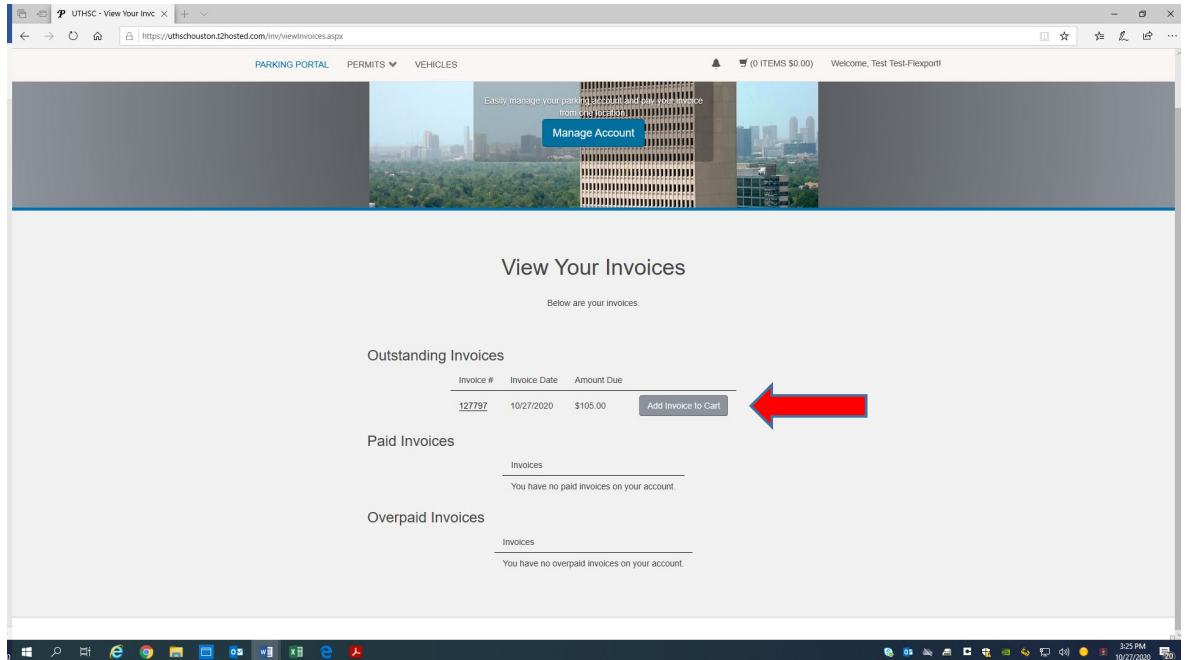
To pay an open invoice, click the “Manage Account” button in the center of the screen.



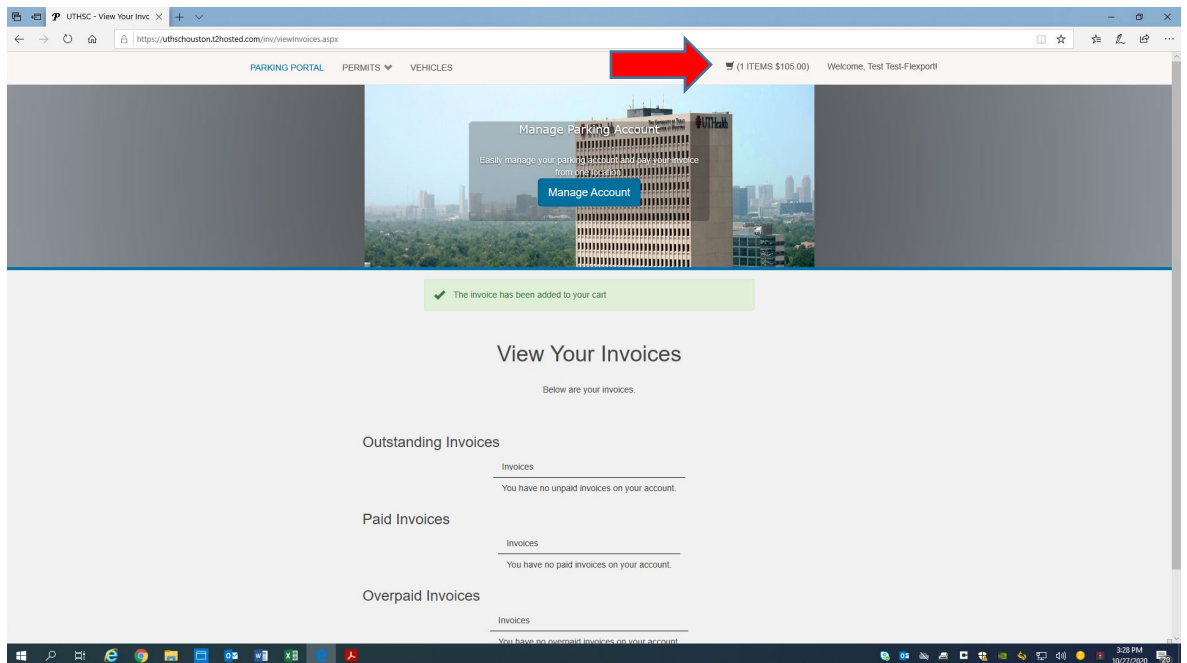
Then click the “View Invoice(s)” under “Transaction History”



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"

View Cart

Review your order.
Select your method of payment. *(if only one payment method is available, your payment information is selected automatically)*
Click Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit Renewal	South Campus / Student - Monthly [SC0002393] (03/01/2020 - 03/31/2020) view details	\$40.00	Remove

Due Now: \$40.00

Select Payment Method

MasterCard *

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

Checkout

Email Address

hermanmunster@gmail.com

[Pay Now](#)

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

Payment Information

Please review the totals below and click next to proceed to make your payment.

Qty	Type	Description	Amount	Actions
1	Permit Renewal	South Campus / Student - Monthly [SC0002393] (03/01/2020 - 03/31/2020) view details	\$40.00	Remove

Due Now: \$40.00


[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		
<h3>Billing Information</h3> <p style="text-align: right;">* Required field</p> <p>First Name * <input type="text" value="Herman"/></p> <p>Last Name * <input type="text" value="Munster"/></p> <p>Address Line 1 * <input type="text" value="1313 Mocking Bird Ln"/></p> <p>Address Line 2 <input type="text"/></p> <p>City * <input type="text" value="Houston"/></p> <p>Country/Region * <input type="text" value="United States of America"/></p> <p>State/Province * <input type="text" value="Texas"/></p> <p>Zip/Postal Code * <input type="text" value="77054"/></p> <p>Email * <input type="text" value="hermanmunster@gmail.com"/></p> <p style="text-align: right;"><input type="button" value="Next"/></p> <p>Cancel Order</p>			<h3>Your Order</h3> <table border="1"><tr><td>Total amount</td><td>\$40.00</td></tr></table>	Total amount	\$40.00
Total amount	\$40.00				



Enter your Credit Card Information then click "Next"


Billing **Payment** Review Receipt

Payment Details 

* Required field

Card Type *

 Visa  Mastercard

 Discover

Card Number *

Expiration Date *

[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.

Billing Payment **Review** Receipt

Review your Order

Billing Address

Herman Munster
1313 Mocking Bird Ln
Houston
Texas
77054
United States of America

Payment Details		Your Order	
Card Type	Mastercard	Total amount	\$40.00
Card Number	xxxxxxxxxxxx6595		
Expiration Date	07-2022		

[Back](#) [Pay](#)

[Cancel Order](#)

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