UTHealth – Parking Services

Flexport Instructions – 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
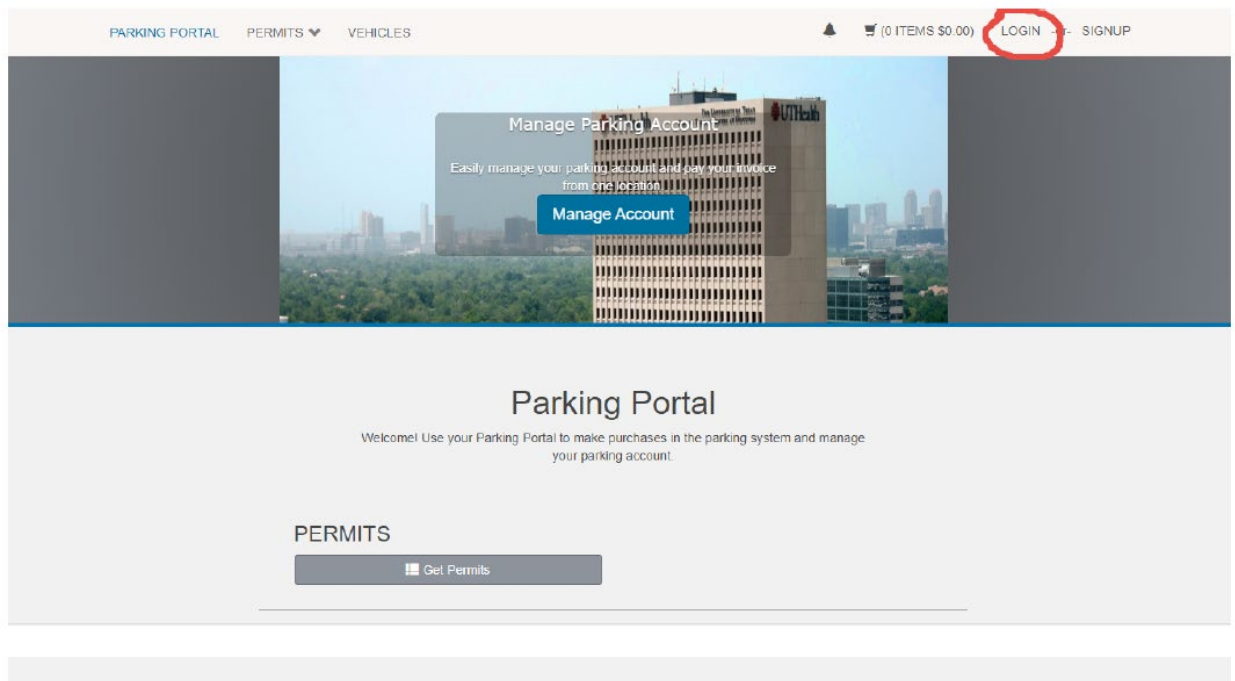
3) Enter the card/badge number associated with your account in the "Login ID" Field and enter the Last Name associated with your account in the password field. *Please note, most badges in circulation have 2 series of numbers separated by a dash. Only use the nine digits after the dash. If you have any 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 Renewing Permits

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.
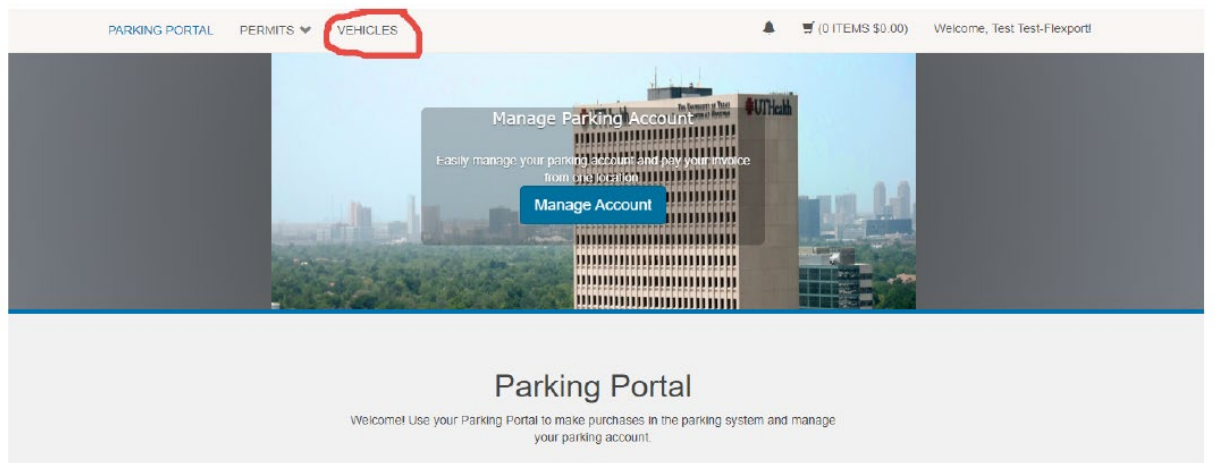
After you login you will see this screen:
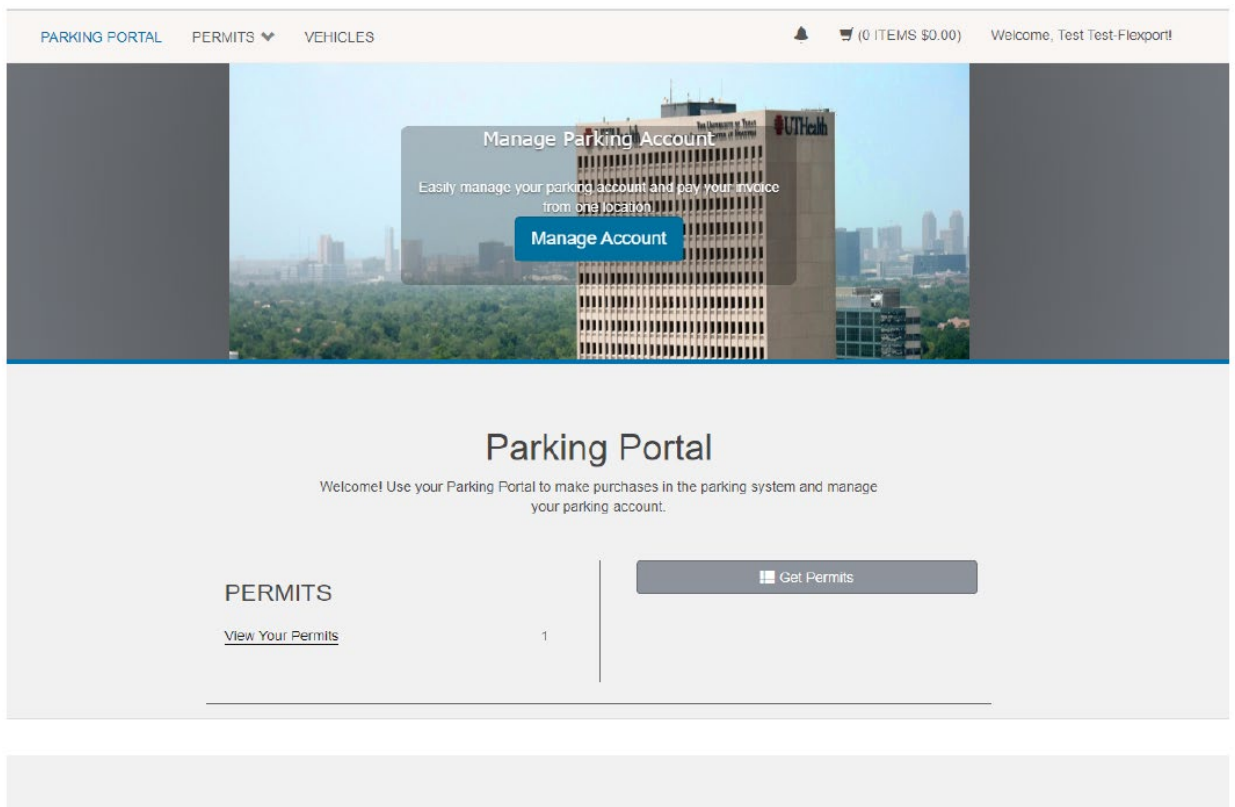
To update personal information such as address, email, phone and phone number click on the "Manage Account" Button located on the center of the page.
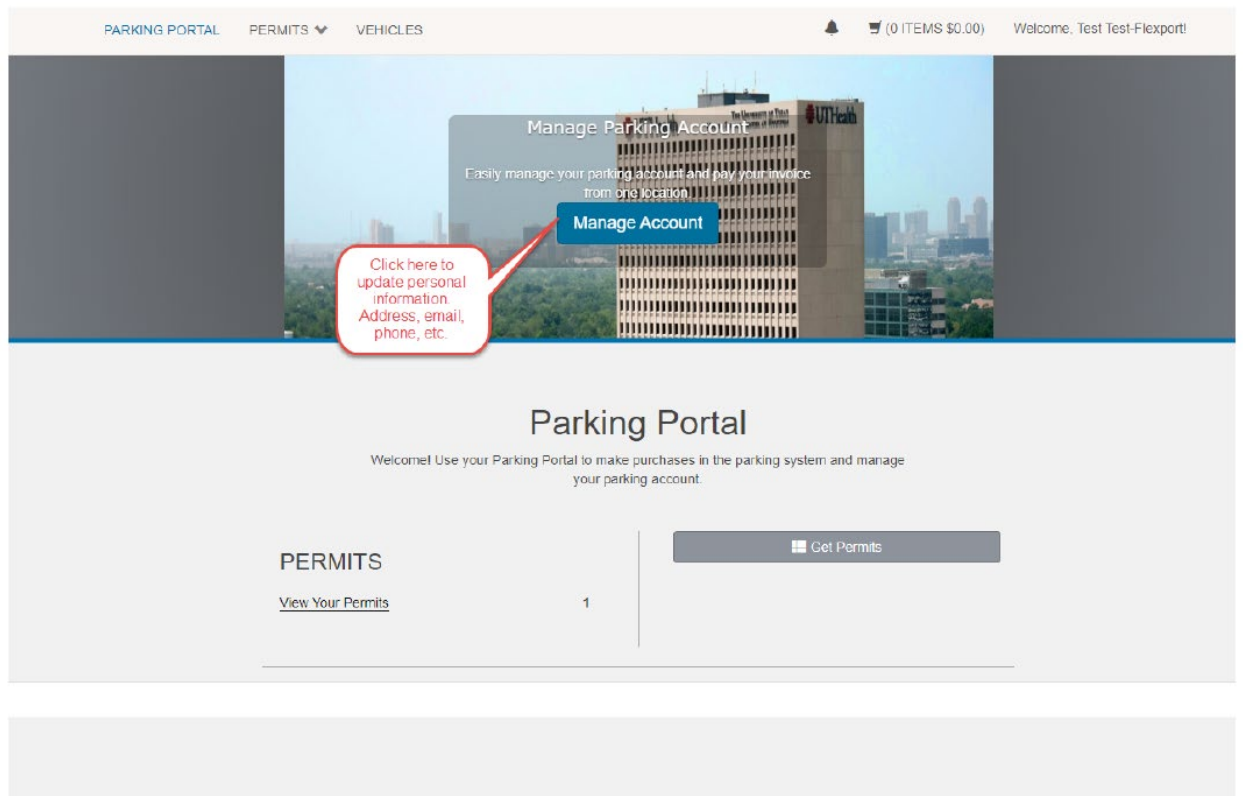

To update vehicle information associated with your account click on "Vehicles" at the top of the page

To renew a permit either click on the "Get Permits" button or go to "Permits" at the top of the screen and select "Get Permits"
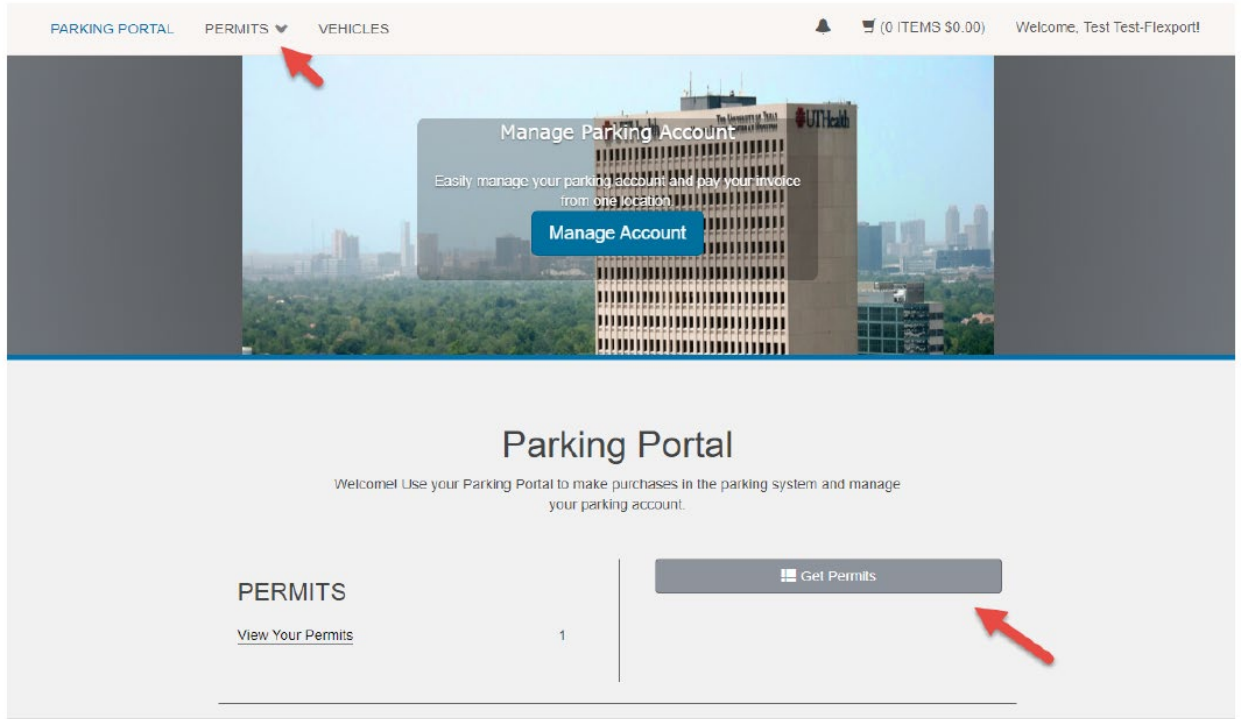
After you select "Get Permits" you will be advised as to whether or not you have any permits eligible for renewal. If you do click "Next". If there are no permits eligible you will need to contact the parking office. **All students will be required to appear in person with a valid UTHealth ID once per year to verify enrollment.**
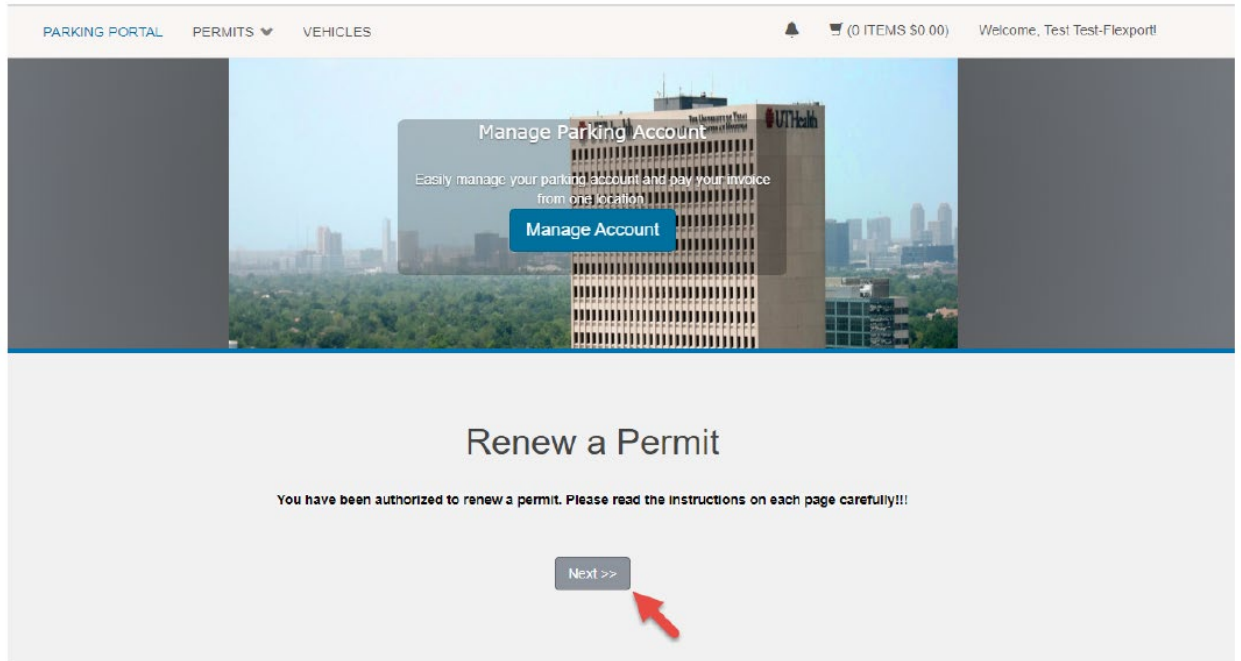
The next screen will then give you options for the amount of months you would like to renew. You can renew for up to 4 months at a time. Select the amount of months, read and check the 3 affirmations at the bottom of the screen and then click "Next"

Select Permit and Permit Agreement

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

Renew Existing Permit

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
○	1	$80.00	Permit SC0002393: Two Month Renewal	3/1/2020	4/30/2020
○	1	$120.00	Permit SC0002393: Three Month Renewal	3/1/2020	5/31/2020
○	1	$160.00	Permit SC0002393: Four Month Renewal	3/1/2020	6/30/2020
○	1	$40.00	Permit SC0002393: One Month Renewal	3/1/2020	3/31/2020

* Pro-Rated prices shown with an asterisk.

I agree to follow the rules and regulations as outlined in the Parking Handbook.

☐ I agree to abide by parking rules and regulations
☐ I agree that my permit may not be transferred another user
☐ I agree that my parking rights may be revoked at any time

Next >>

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"

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.