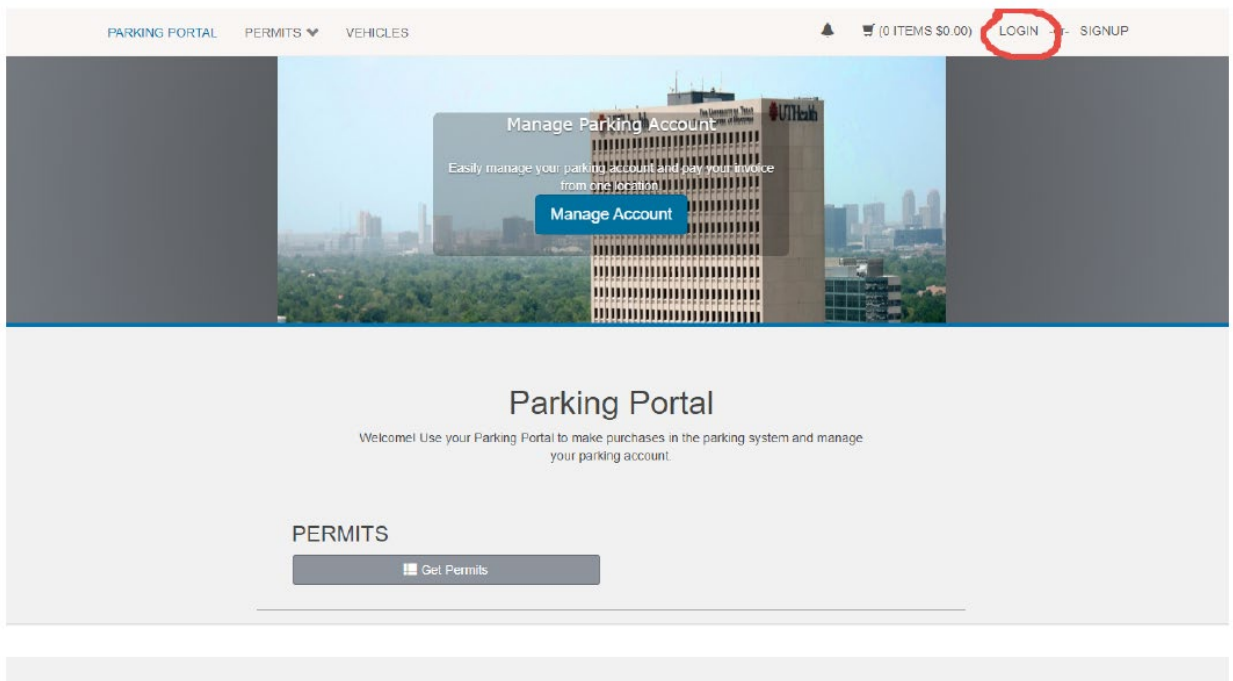


## UTHealth – Parking Services

### 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

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

Manage Account

## Customer Authentication

Please enter your login information below and click submit.

Filters: None

Card Number

Last Name

Login ID  
171129720

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

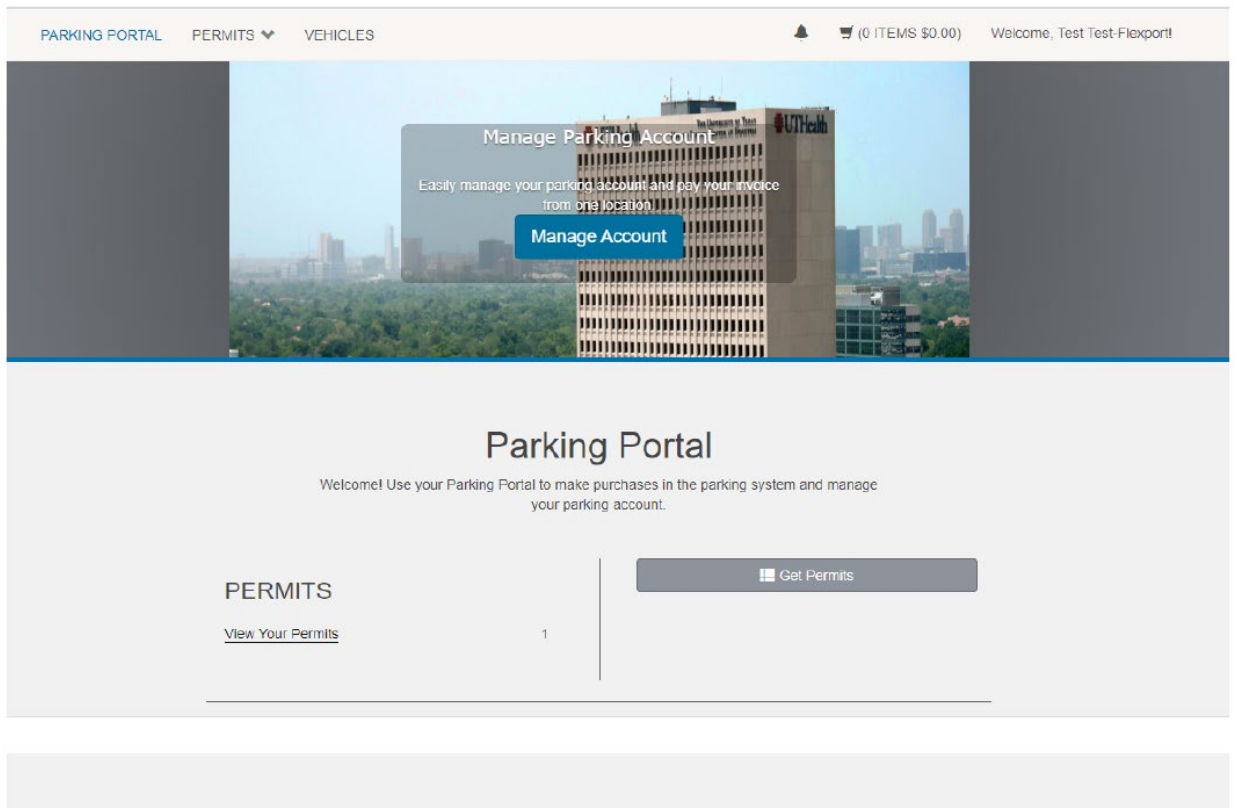
Log In

6) You can now manage your account online!

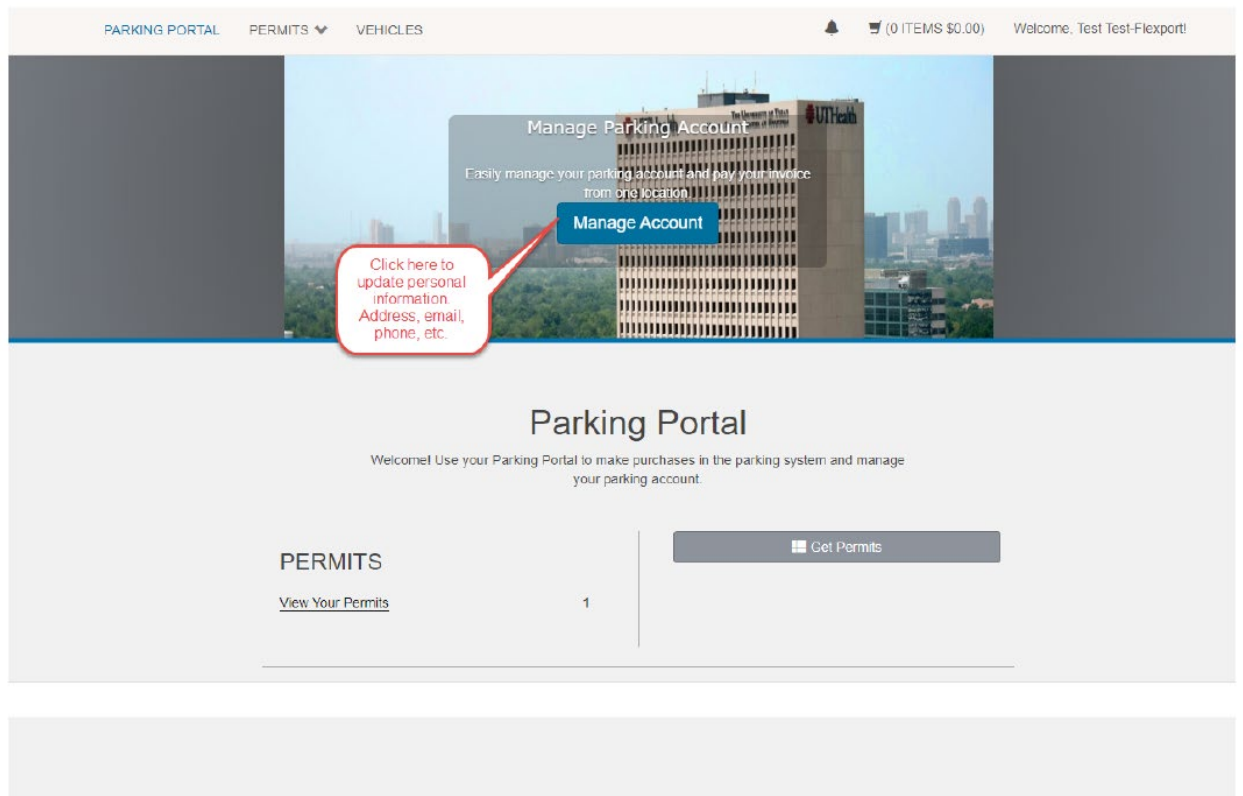
## Manage Your Account and Paying Invoices

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.

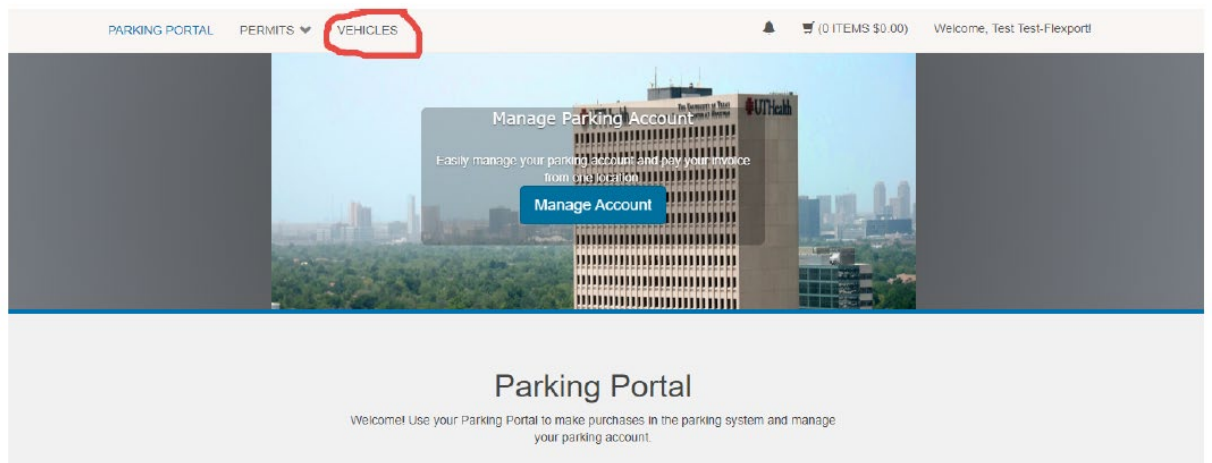
After you login you will see this screen:



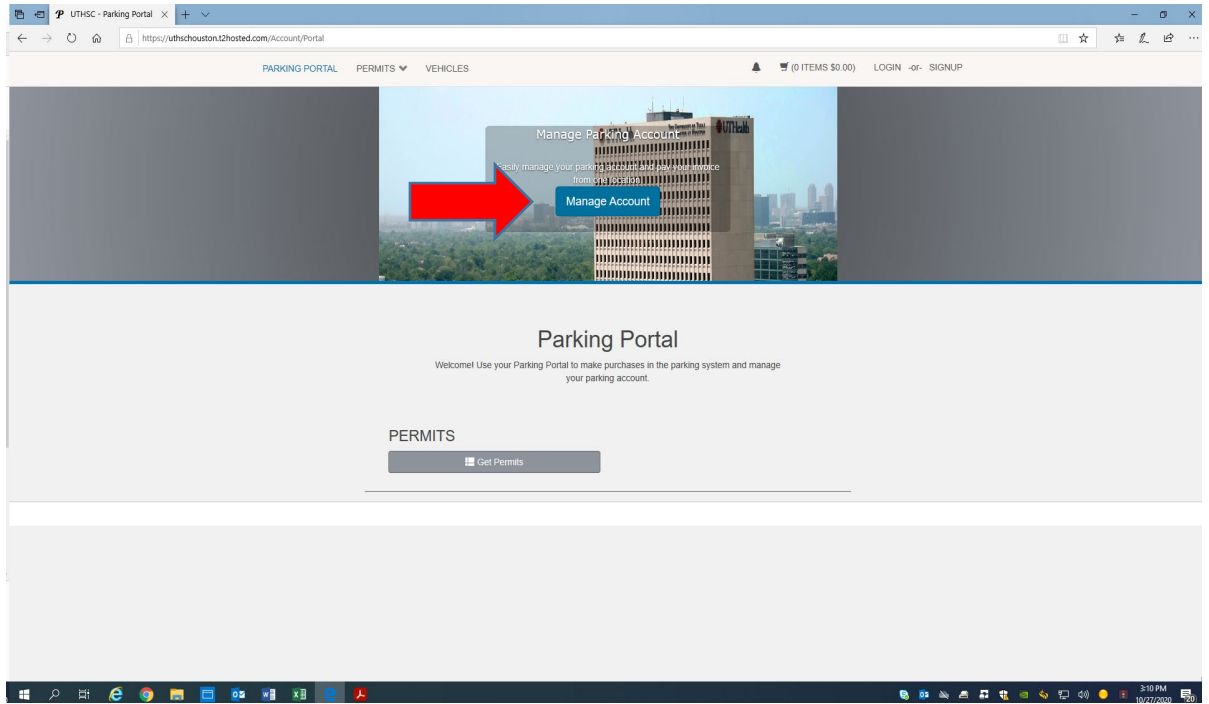
To update personal information such as address, email, phone and phone number click on the “Manage Account” Button located on the center of the page.



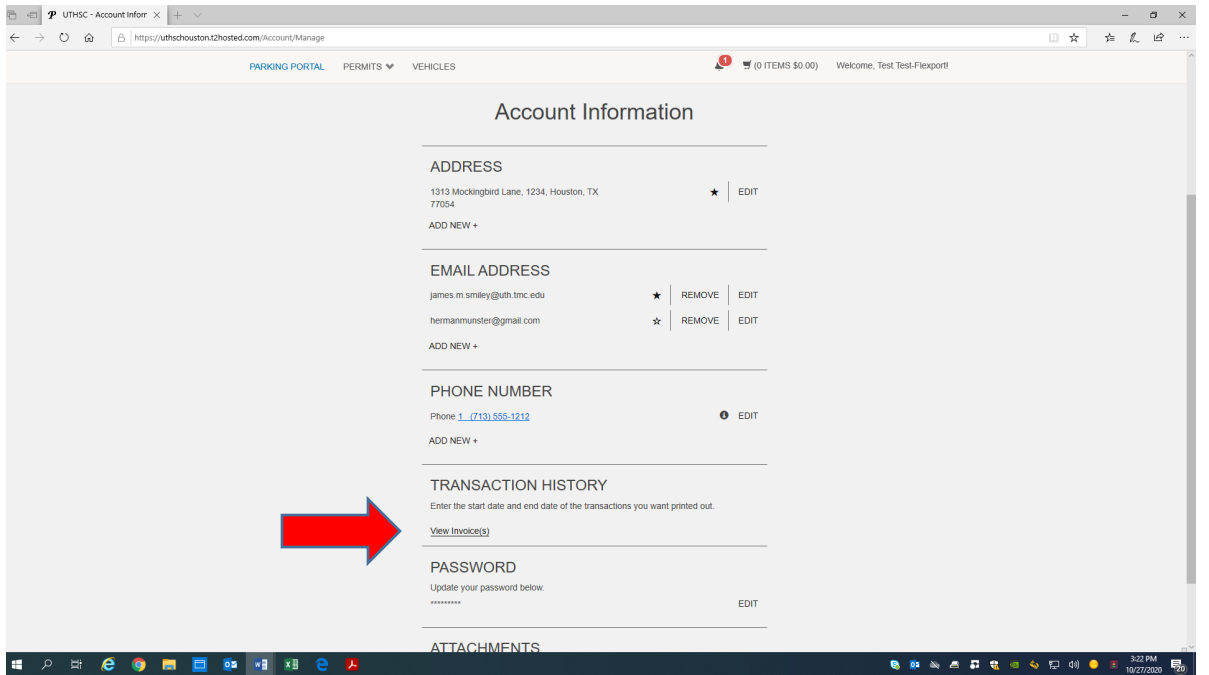
To update vehicle information associated with your account click on “Vehicles” at the top of the page



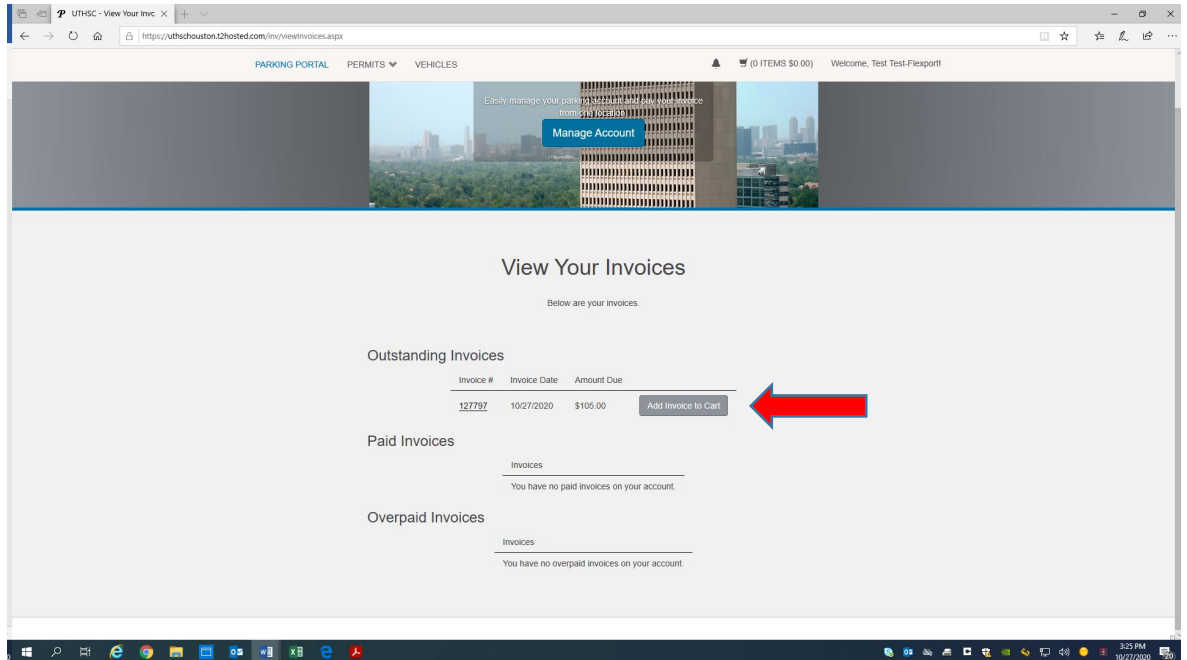
To pay an open invoice, click the “Manage Account” button in the center of the screen.



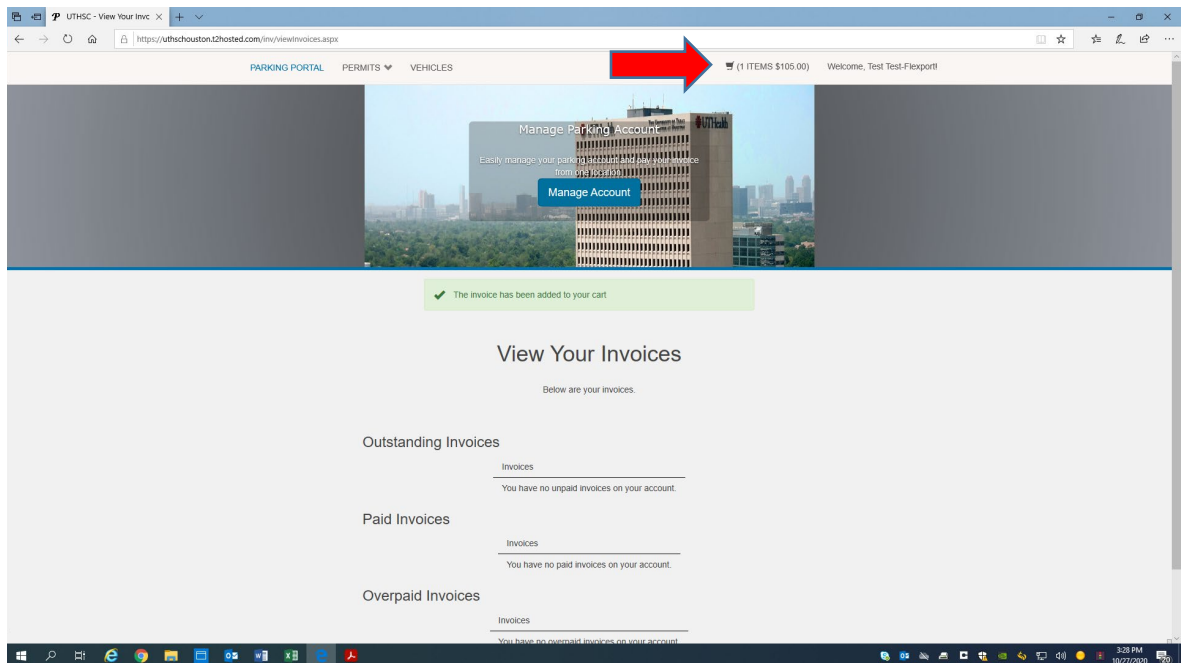
Then click the “View Invoice(s)” under “Transaction History”



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) <a href="#">view details</a>	\$40.00	<a href="#">Remove</a>

**Due Now: \$40.00**

**Select Payment Method**

MasterCard \*

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

## Checkout

**Email Address**

[hermanmunster@gmail.com](mailto: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) <a href="#">view details</a>	\$40.00	<a href="#">Remove</a>

**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

---

### Billing Information

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

City \*

Country/Region \*

State/Province \*

Zip/Postal Code \*

Email \*

---

[Cancel Order](#)

### Your Order


---

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**

---

Card Type	Mastercard
Card Number	xxxxxxxxxxxx6595
Expiration Date	07-2022

**Your Order**

---

Total amount	<b>\$40.00</b>
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[Back](#) [Pay](#)

---

[Cancel Order](#)

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