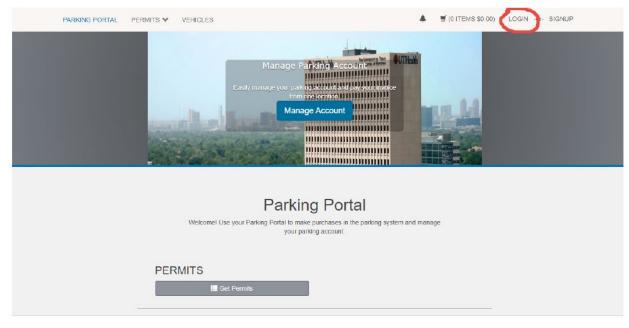
## UTHealth – Parking Services

## 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		VEHICLES		▲ 🛒 (0 ITEMS \$0.00)	LOGIN -or- SIGNUP
			Easily manage your parking account and hay your involce from any oparation		
			Customer Authentication		
			Please enter your login information below and click submit.		
			Filters: None		
	Card Numbe	Logir 1711 Pass	29720	]. ].	

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			▲	LOGIN -or- SIGNUP
		Easity m	nanage your parking account and exp from pre-location Manage Account			
		Cha	ange Your Pass	sword		
	Please		elow and click Update. If your accoun ociated with it you will be asked to prov		ctive email address	
	Card	Primary ID				
	Unique	171129720 New Password			*	
					k	
		New Password (	(confirm)			
					*	
		* indicates a require	d field			

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

<ul> <li>Your information has been updated. Please log in with your updated password.</li> </ul>	
Customer Authentication	
Please enter your login information below and click submit.	
Filters: None	
Login ID	
171129720	
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.

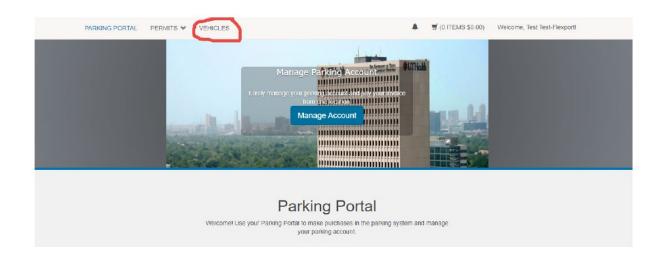
PARKING PORTAL	PERMITS 💙	VEHICLES			Ħ (0 ITEMS \$0.00)	Welcome, Test Test-Flexport!
			Manage Parking Account Easily manage your parking studied and pay your more from the location	UTHe		
		Welcome! Use	Parking Portal your Parking Portal to make purchases in the parking syste your parking account.	em and Get Pe		
	View Your		1		111165	_

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.

PARKING PORTAL	PERMITS 🐦	VEHICLES				ITEMS \$0.00)	Welcome, Test Test-Flexport!
		Click here to update personal information Address, email, phone, etc.	sily manage your parking account of the second	ni and pay your involce Ion	JTH eath		
			Parking F	Portal			
		Welcome! Use yo	ur Parking Portal to make purcha your parking acc		n and r	manage	
				G	let Peri	mits	1
	PERM	IITS					
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To update vehicle information associated with your account click on "Vehicles" at the top of the page



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← → Ů ⋒ Å https://uthschouston.t2hosted.com/Account/Po	ortal					B
PARKING PO	ORTAL PERMITS VEHICLES		(0 ITEMS \$0.00) LO	GIN -or- SIGNUP		
		Manage Raf (10) Account				
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	Welcome! Use your	r Parking Portal to make purchases in the parking syste your parking account.	em and manage			
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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"

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	PARKING PORTAL	PERMITS ¥	VEHICLES		۶	🛒 (0 ITEMS \$0	0.00) Welcome, Test Test-Flexport!			
			Account Inform	nati	on					
			ADDRESS 1313 Mockingbird Lane, 1234, Houston, TX 77054 ADD NEW +		*	EDIT				
			EMAIL ADDRESS james m smiley@uth tmc.edu hermannrunster@gmail.com	* ☆	REMOVE	EDIT				
			ADD NEW +							
			PHONE NUMBER Phone <u>1 (713) 555-1212</u> ADD NEW +		e	EDIT				
	_		TRANSACTION HISTORY Enter the start date and end date of the transactions : <u>View Invoice(s)</u>	rou want	printed out.					
			PASSWORD Update your password below.			EDIT				
			ATTACHMENTS							
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Your invoice will appear. Click "Add Invoice to Cart" next to the invoice you would like to pay.

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PARKING PORTAL	PERMITS VEHICLES			A 1	🛒 (0 ITEMS \$0.00)	Welcome, Test Test-Flexport!				
		ily manage your parking from gru Manage	Account							
		View You	r Invoices							
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	Invoice #	Invoice Date Amo	unt Due							
	<u>127797</u>	10/27/2020 \$10	Add Invoice to Ca	art						
	Paid Invoices									
		You have no paid inv	pices on your account.							
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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".

and a local state of the						
https://uthschoust	on.t2hosted.com/inv/viewInvoices.asp	DX				
	PARKING PORTAL	PERMITS VEHICLES		🛒 (1 ITEMS \$105.00) V	Velcome, Test Test-Flexport!	
			Manage Parking Account Manage Account			
		✓ The invoi	ce has been added to your cart			
			View Your Invoices			
			Below are your invoices.			
		Outstanding Invoice	es			
			Invoices			
			You have no unpaid invoices on your account.			
		Paid Invoices				
			Invoices			
			You have no paid invoices on your account.			
		Overpaid Invoices				
			Invoices			

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

		Review your order.		
Sele	ect your method	d of payment. (If only one payment method is available, your payment informatic Click Pay Now to proceed with your transaction.	on is selected a	itomatica
		Click Pay Now to proceed with your transaction.		
Qty	Туре	Description	Amount	Actio
		South Campus / Student - Monthly [SC0002393] (03/01/2020		
1	Permit Renewal	- 03/31/2020) view details	\$40.00	Rem
		Due Now	v: \$40.00	
	5	Select Payment Method		
		MasterCard	*	
		Cancel Purchase Add Permits		
		Checkout		
	Er	nail Address		
			1	

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

Qty         Type         Description         Amount         Actions           1         Permit Renewal         South Campus / Student - Monthly [SC0002393] (03/01/2020 - 03/31/2020) view details         \$40.00         Remove		Please	Payment Information	ayment.	
1 Permit - 03/31/2020) \$40.00 Remove	Qty	Туре	Description	Amount	Actions
	1		- 03/31/2020)	\$40.00	Remove
			Pa/ 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		Total amount	\$40
Last Name *			
Munster			
Address Line 1 *			
1313 Mocking Bird Ln			
Address Line 2			
Address Line 2			
Address Line 2			
Address Line 2 City * Houston			
Address Line 2 City * Houston Country/Region *	T		
Address Line 2 City * Houston Country/Region * United States of America	<b>v</b>		
Address Line 2 City * Houston Country/Region * United States of America State/Province *	•		
Address Line 2 City * Houston Country/Region * United States of America State/Province * Texas	<b>v</b>		
Address Line 2			

Enter your Credit Card Information then click "Next"

Billing	Payment	Review	Receipt
Payment Details		Your Order	
Card Type *	* Required field	Total amount	\$40.0
DISCOVER DISCOVER			
Card Number * 1234456879			
Expiration Date *			
02 • 2021 •			
02 7 2021 7			
02 <b>•</b> 2021 <b>•</b>			

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			
		Your Order	
Payment Details	Mastercard	Your Order Total amount	\$40.0
Payment Details Card Type	Mastercard		\$40.0
United States of America Payment Details Card Type Card Number Expiration Date			\$40.0
Payment Details Card Type Card Number	xxxxxxxxxx6595		\$40.0

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