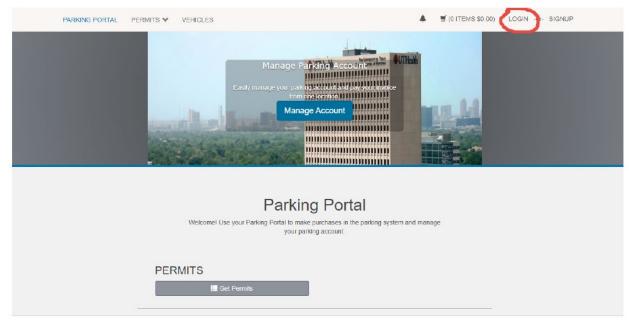
UTHealth – Parking Services

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.

| 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 | |
| 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.

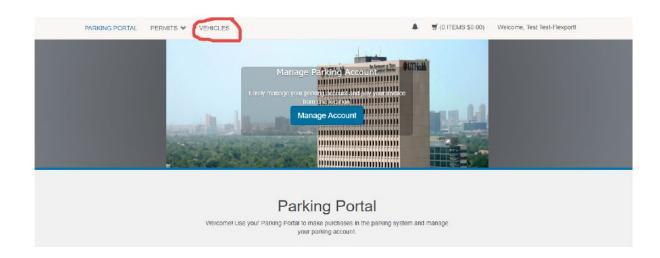
| PARKING PORTAL | PERMITS 💙 | VEHICLES | | | Ħ (0 ITEMS \$0.00) | Welcome, Test Test-Flexport! |
|----------------|-----------|--------------|---|------------------|--------------------|------------------------------|
| | | | Manage Parking Account Easily manage your parking studied and pay your more 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 | | | | | |
| | View Your | Permits | 1 | | | | |
| | - | | | | | | % |
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To update vehicle information associated with your account click on "Vehicles" at the top of the page



| P UTHSC - Parking Portal × + × | | | | | | 0 × |
|--|------------------------|--|---------------------|------------------------|----------------------|----------------|
| ← → 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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| | | Parking Portal | | | | |
| | Welcome! Use your | r Parking Portal to make purchases in the parking syste your parking account. | em and manage | | | |
| | PERMITS | | | | | |
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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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| \leftrightarrow \rightarrow \odot \Leftrightarrow | A https://uthschouston.t2hosted.com/Account/Manage | | | | | | | ☆ | L B | • |
| | 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 | | | | | | | |
| 🔳 🔎 🖽 🌔 | 2 🧿 🔳 🗏 🥶 📲 🖉 🤗 | L. | | | | | 8) 📴 🛶 🖻 🛱 🍇 🕯 | i 🍫 🔛 di) 😑 🖪 | 3:22 PM 10/27/2020 | 20 |

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

| 🖹 🖷 🌮 UTHSC - View Your Invc 🗙 🕂 🗸 | | | | | | | | | - | 0 × |
|--|---------------------|---|-------------------------|-----|--------------------|------------------------------|-----------|----|-------------------|----------------------------------|
| \leftarrow \rightarrow \circlearrowright \land https://uthschouston.t2hosted.com/inv/viewInvoices.as | рх | | | | | | II \$ | 5≡ | h | B |
| 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 | | | | | | | |
| | Outstanding Invoice | S | | | | | | | | |
| | 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. | | | | | | | |
| | Overpaid Invoices | | | | | | | | | |
| | | Involces You have no overpaid i | woices 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 | v | | |
| 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 | v | | |
| 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 • 2021 • | | | |

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.