How to Sign-Up for Parking at Downtown and Community

Two Sign-Up Options

**Via E-mail**

1. Please email PARK@upstate.edu with
   a. Upstate ID#
   b. Photo of your vehicle registration & model of vehicle
   c. UNION affiliation
   d. Location you are working and shift

2. We will respond with your lot assignment, price, and a form to start payroll deduction.
   a. Must be full time and in either UUP, PEF, CSEA, MC
   b. Part time (.49 FTE or less) and MedBest are not eligible

3. Payment must be made online, over the phone, or a check put in the drop box at the office. *Instructions on back*

4. Once payment is received, a dash pass will be sent to your Upstate email and a permit will be mailed to the home address.

**In Person**

Must bring:

a. Upstate ID#

b. Photo of your vehicle registration & model of vehicle

c. UNION affiliation

d. Location you are working and shift

e. First month’s payment

Parking Offices:

University Hospital Downtown: Room 1519 (Next to the Retail Pharmacy)
Monday-Friday, 7AM-4PM
Phone: 315-464-4801
https://www.upstate.edu/parking/

Upstate Community Hospital: Room 213 (Basement)
Monday-Friday, 7:30AM-4PM
Phone: 315-464-5017
https://www.upstate.edu/parking/

*There are currently no garage assignments at this time.*

*Please contact your immediate supervisor to find the appropriate contact in Administration to receive approval.*
Paying for Parking Online

Students, Residents, and Employees with a valid UPSTATE.EDU email address can pay for their parking online for their convenience.

**To Pay Online Go To:**

http://parking.upstate.edu

1. Click on the icon on the right that says “Pay your Parking.”
2. Click on the icon that says “View My Parking Account” and you will see a login screen. Login with your network username and password.
3. Look under “Current Permits” on the right-hand side and click “Pay Now.”
4. This will lead you to your payment options (Visa, Mastercard, Discover.)

**If you are paying late (after the 5th of the month) you will need to look under the “Fees Option” underneath “Current Permits” and pay the $10.80 late fee or your ID card will not be activated.**

All monthly parkers will be sent an invoice each month via your Groupwise email account. This email will give you options for parking. Payments can only be made month to month, and not in advance. Parkers can pay as early as the 15th of the month and no later than the 1st of the next month, (with a grace period until the 5th.)

If you have any questions, please do not hesitate to call the parking office. The Downtown Campus phone number is 464-4801. The Community Campus phone number is 492-5017.

Parking Office Locations
University Hospital Downtown: