

## How to Sign-Up for Parking at Downtown and Community

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
  
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.
  
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.
  - There are currently **no** garage assignments at this time. Please contact your immediate supervisor to find the appropriate contact in Administration to receive approval.

You may be placed on the wait list for the garage at this time **(please mention this in your email it is not automatic)**

## 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 5<sup>th</sup> 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 15<sup>th</sup> of the month and no later than the 1<sup>st</sup> of the next month, (with a grace period until the 5<sup>th</sup>.)

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.