

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: