<u>Step -by-Step guide for creating access to the</u> <u>parking reservation system</u>

Starting April 7th, please go to: <u>https://dotparking.usedirect.com/DOTpasses</u> and follow the below steps.

1. Click on Login (upper right-hand corner of page)



2. Click on Forgot Password



- 3. Enter your DOT email address.
- 4. Select Recover Account

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| | | | | HOME | Ð |
| . ourge de . | Account Recovery | | | | |
| | Home / Account Recovery | | | | |
| | Email Address * | | | | |
| | Please review your account information at that time, including updating your password. | | | | |

5. Select "Close"

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| Password Reset Completed * | | н | ome | 0 | | | | |
| Account Rec Please check your Email to retrieve the new temporary password. | | | | | | | | |
| Home / Account Recovery | | | | | | | | |
| Enter the Email address associated with your DOT Parking Reservation System Account, then click "Recover Account." We will send you an email (immediately in most cases) with a new randomly generated password. If you don't see the email right away, check to make sure that it isn't in your junk email box. Please note that your old password will no longer be valid after recovery. | | | | | | | | |
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| Please review your account information at that time, including updating your password. | | | | | | | | |
| Recover Account Cancel | | | | | | | | |

6. Check your DOT email for your temporary password. Email will be from: <u>AutomaticEmail@usedirect.com</u>

- 7. Enter you DOT email address
- 8. Enter the temporary password
- 9. Click on Sign in



10. Enter a new password11.Click on Save and Log in

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| | Credentials 😵 | | номе | | |
| Account Reco | EXISTING CUSTOMER Your temporary password was accepted and has now expired. Please enter a new password that contains a mix of upper & lower case characters, numbers and/or special | | | | |
| Home / Account Recovery | characters to increase password security for your protection. Email Address | Account." | | | |
| We will send you an email (immediatel check to make sure that it isn't in your | @dot.gov New Password | 'you don't see the email right away, nger be valid after recovery. | | | |
| Email Address | Confirm New Password | | | | |
| Please review your account in | f | ⁻ password. | | | |
| Recover Account Cancel | Save and Log In Forgot Password? | | | | |

12. You can now use your DOT email and newly created password to log into the web site.

