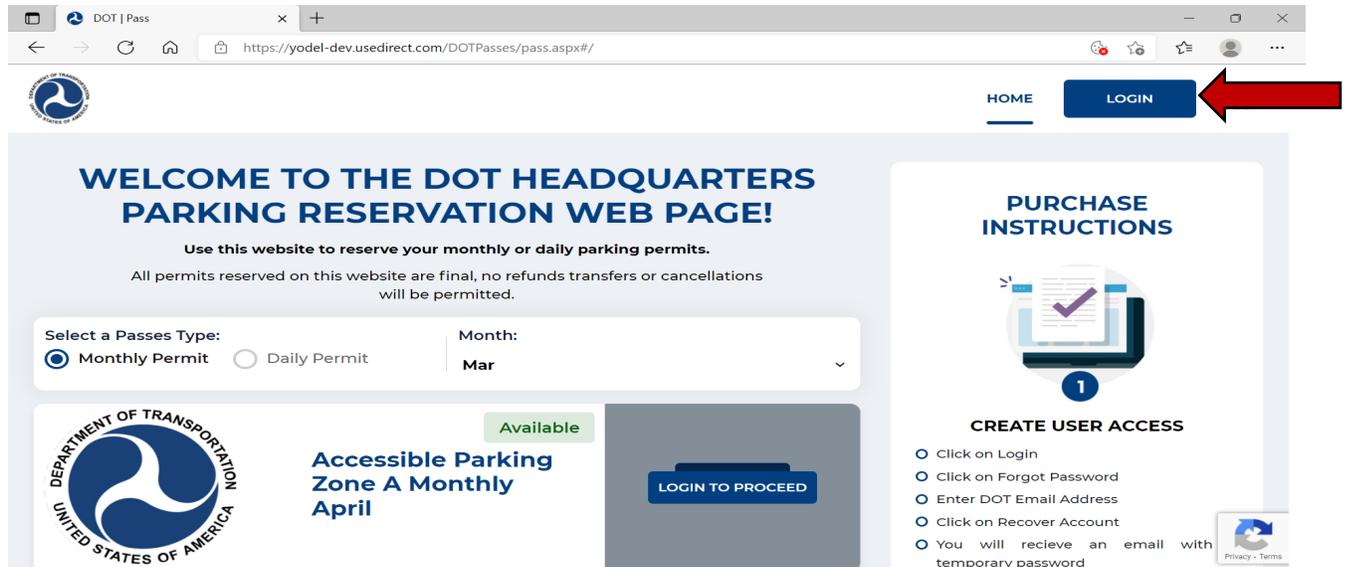


How to reserve parking in the DOT HQs Garage

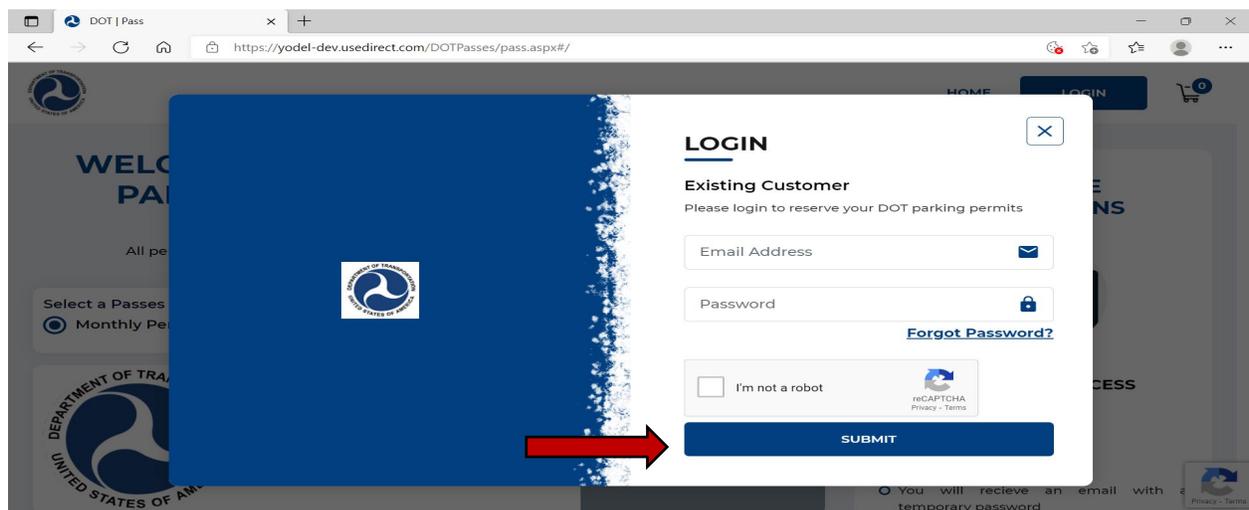
After you have created your user account:

Starting April 7th, Go to: <https://dotparking.usedirect.com/DOTpasses>

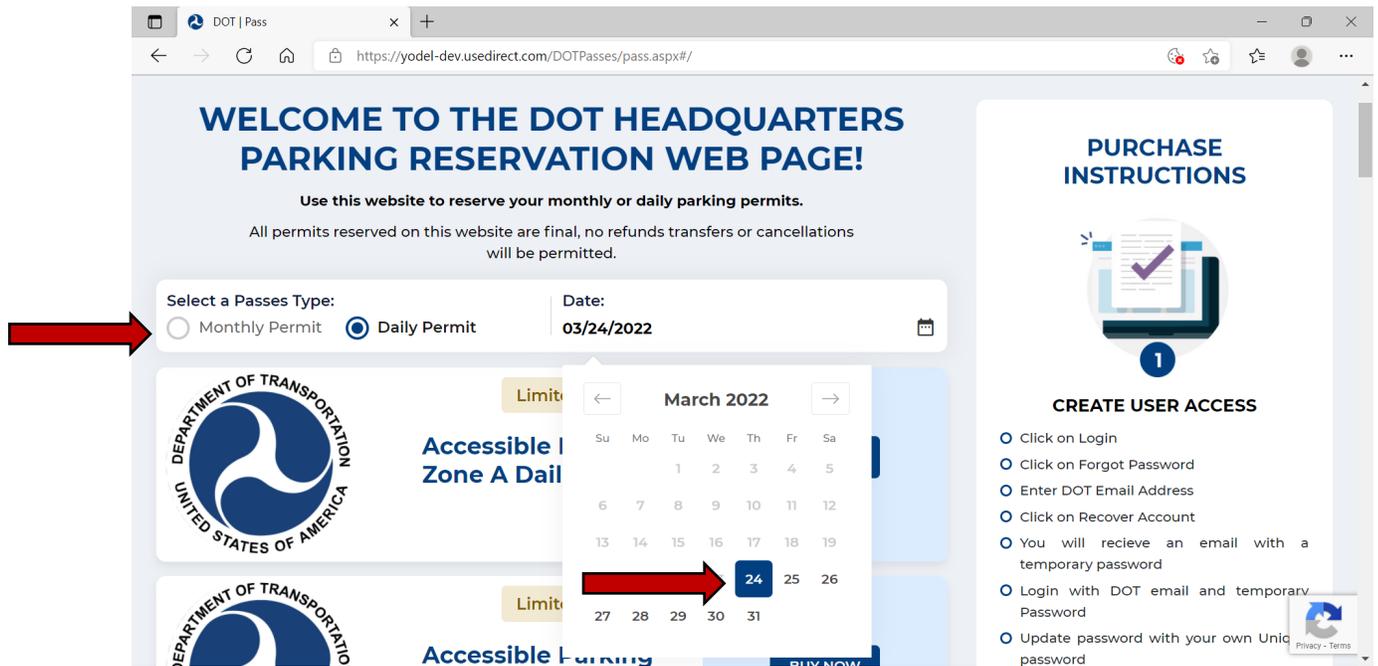
1. Click on Login (upper right-hand corner of page)



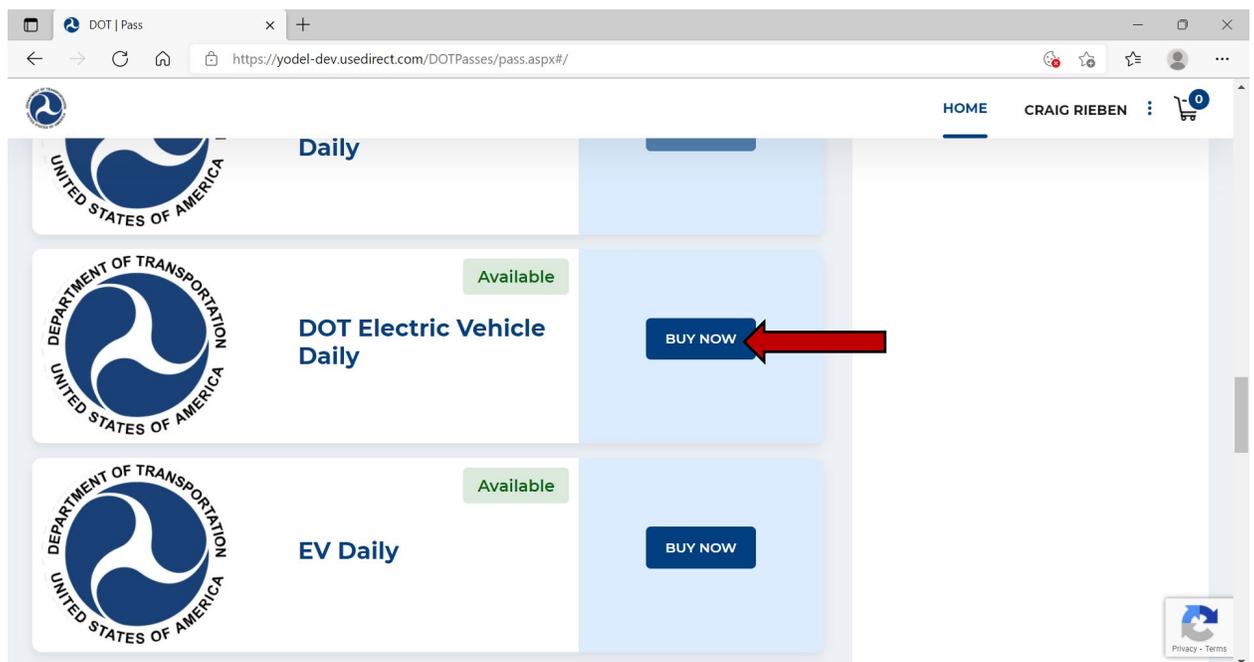
2. Enter your DOT email address, your password, and select the box "I am not a robot" and select "Submit"



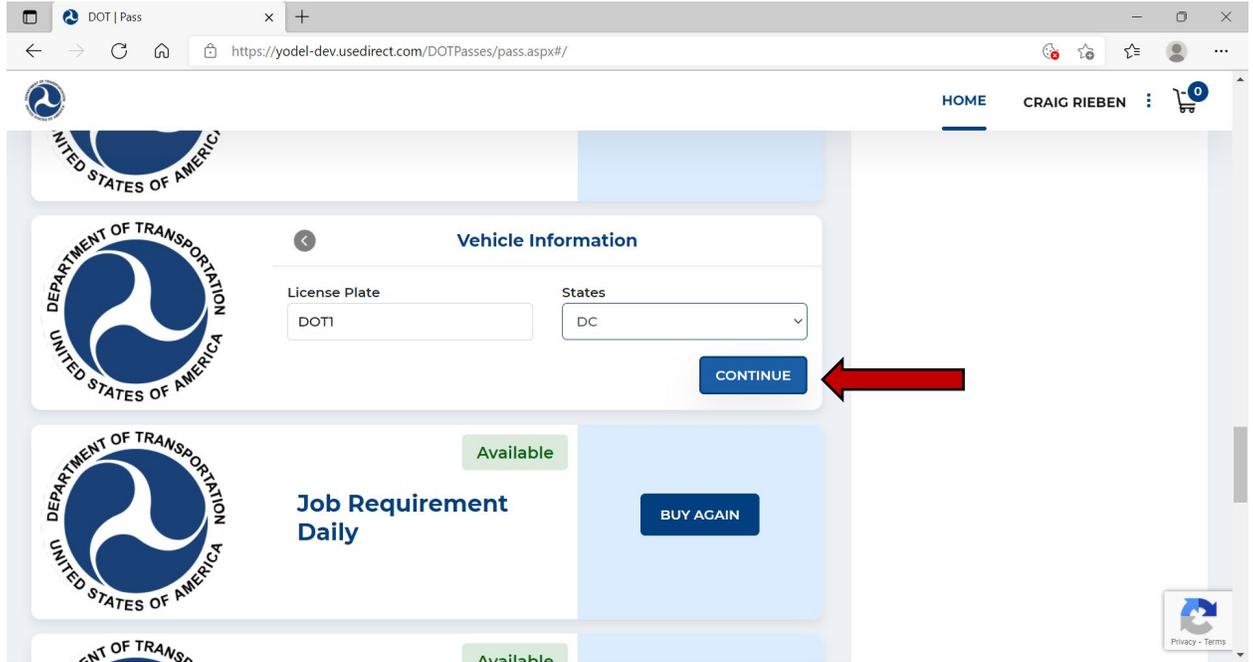
3. Select your approved permit type: Monthly or Daily. If Daily permit, select the day(s) on the calendar you want to reserve.



4. Scroll down the page and find the Permit type you are approved for and Click on "Buy Now"

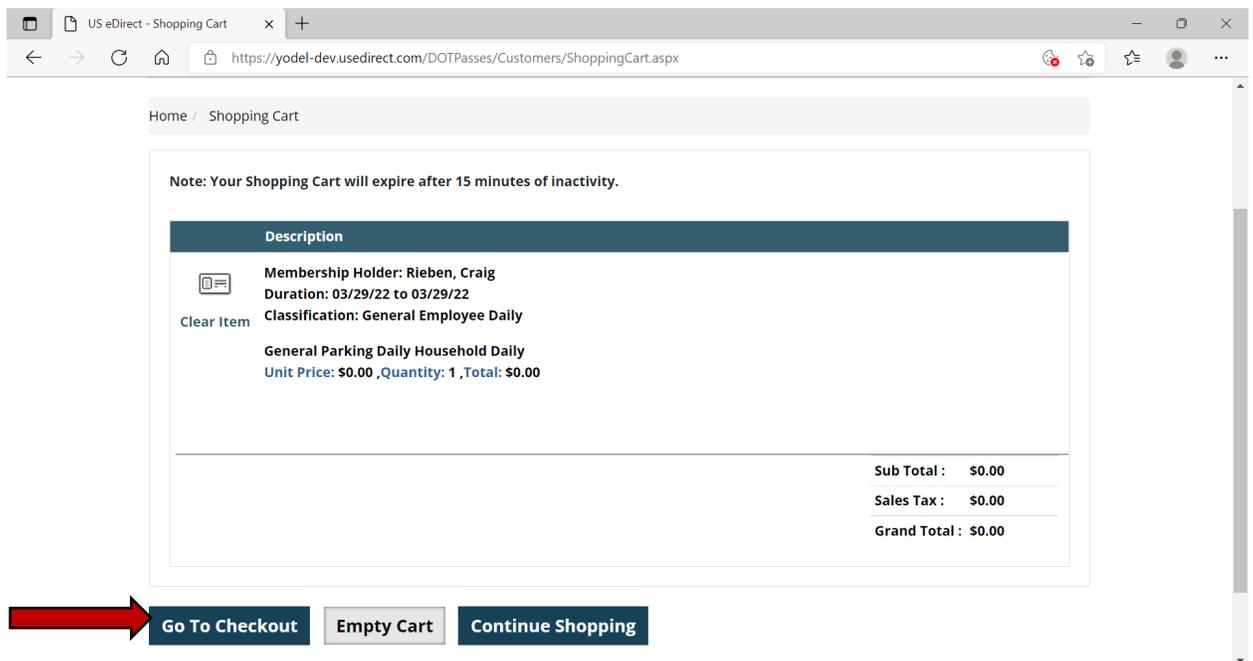


5. Enter the license plate number and state of the car you will be driving and select “Continue”

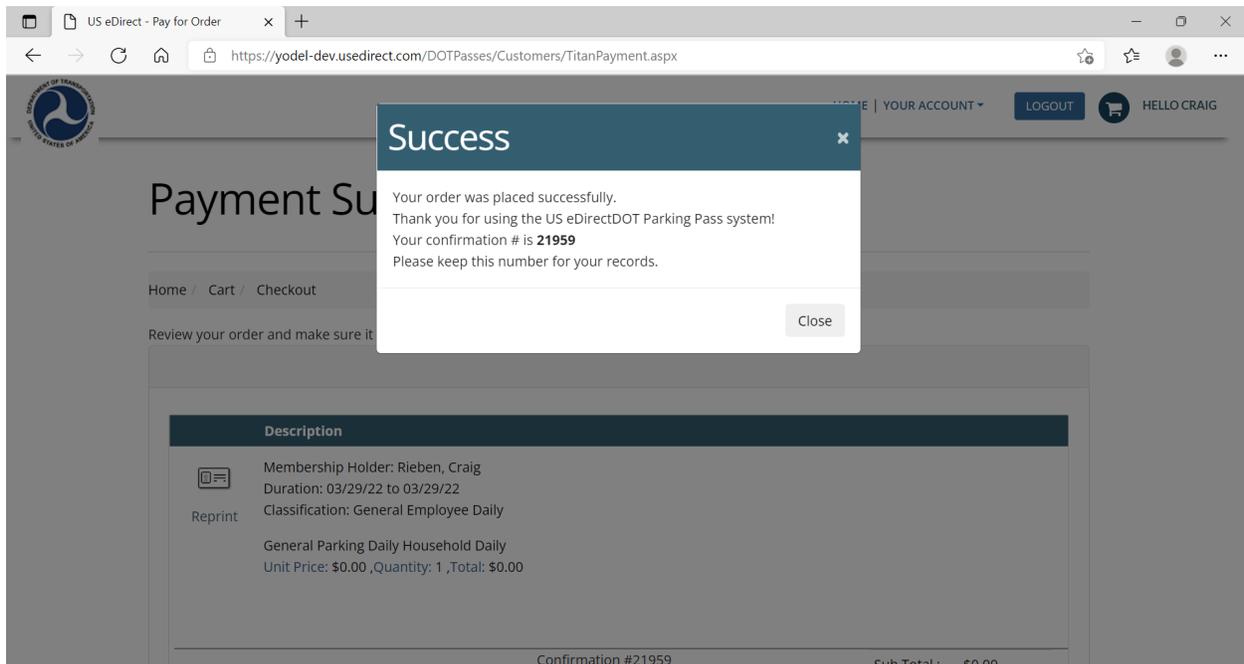


*If you wish to buy more than one permit, click on Continue Shopping and repeat process above. **You may only reserve 6 daily permits at a time.**

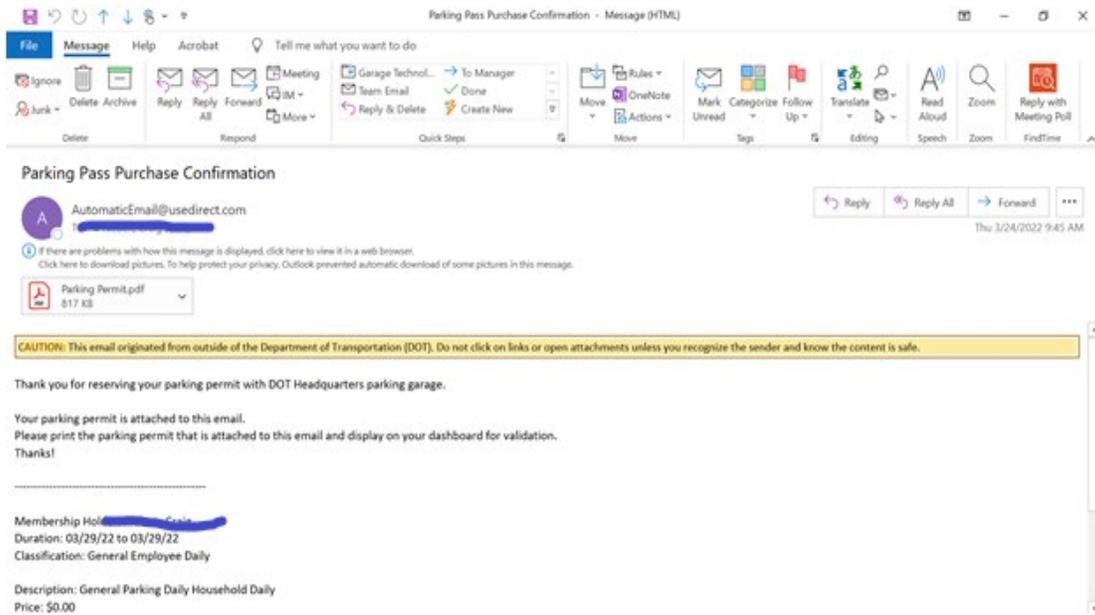
6. Once you have all your permits in your cart, select “Go To” Check Out.



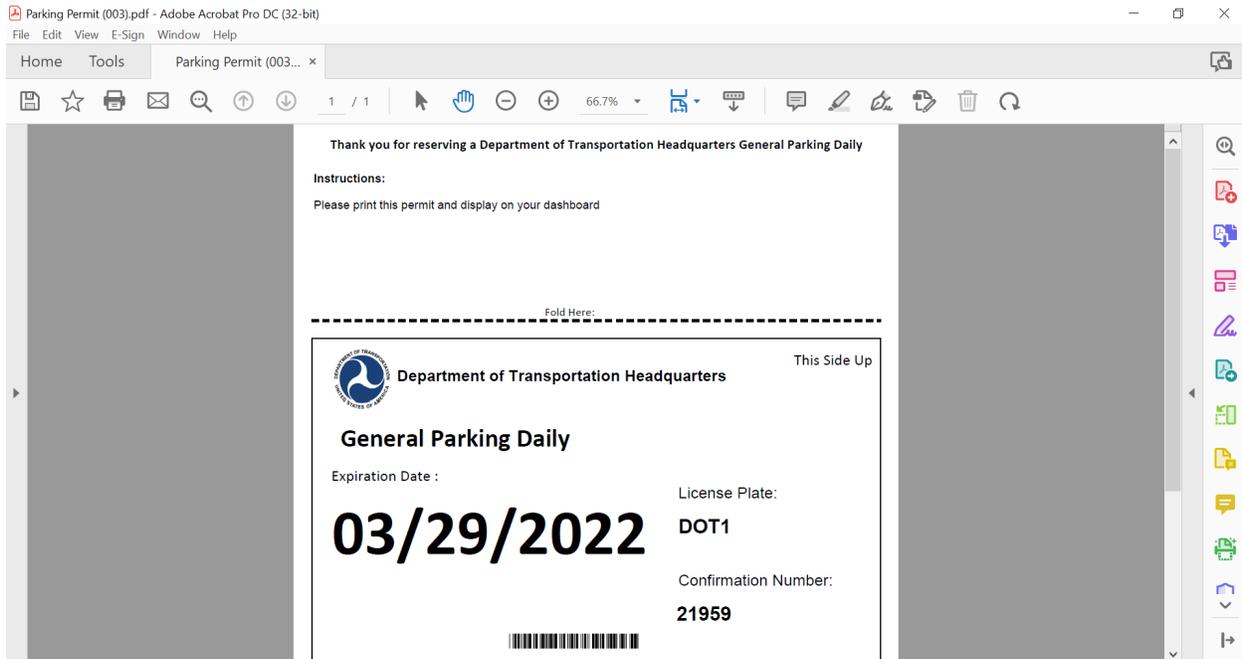
7. You will see a Pop up with Success on it. This will also have your confirmation number. Select Close and your parking permits will be sent to your DOT email.



8. Open the email from "AutomaticEmail@usedirect.com and open PDF for your parking permit.



9. Print it out and place on your vehicle's dashboard.



***The parking office will begin charging for parking in June 2022. This guide will be updated and distributed to incorporate the Pay.gov parking payment process that HQs personnel will follow to pay for their monthly and daily parking passes.**