

Attachment 3 Parking Registration

To Apply for a parking Application

1. Go to the Parking “Log In” page at <https://parkingapp.ost.dot.gov/> .
2. Click the “Register” button.

PTBParking v 1.0 - Windows Internet Explorer

https://parkingapp.ost.dot.gov/index.cfm?method=passport.showLogin&CFID=1210050&CFTOKEN=...

U.S. Department of Transportation

TRANSEVE Business in motion

LOG IN

User Name:

Password:

[Forgot Password?](#)

NOT REGISTERED YET?

****WARNING**WARNING**WARNING**WARNING**WARNING****

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

- 1) You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.
- 2) At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- 3) Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

****WARNING**WARNING**WARNING**WARNING**WARNING****

Friday, December 13, 2013

Trusted sites | Protected Mode: Off

December 16, 2013

Attachment 3 Parking Registration

3. Complete the below required fields.
4. Click the "Register" button.

The screenshot shows a web browser window titled "PTBParking v 1.0 - Windows Internet Explorer". The address bar displays the URL "https://parkingapp.ost.dot.gov/index.cfm?method=user.regist". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Favorites" bar shows "PTBParking v 1.0". The main content area features the "U.S. Department of Transportation" logo on the left and the "TRANSEERVE Business in motion" logo on the right. A central "REGISTRATION" form is displayed with the following fields and values:

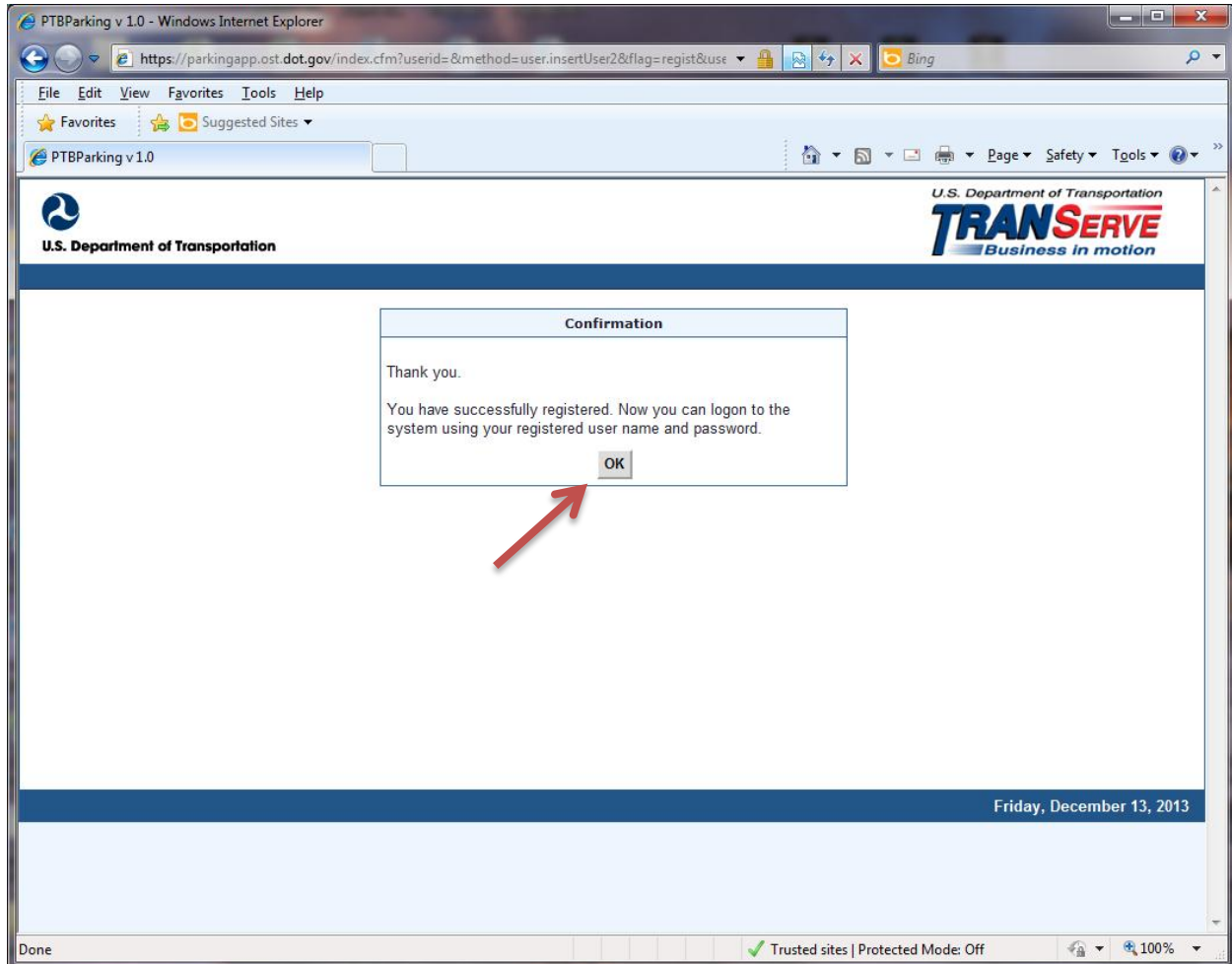
- User Name: john.doe@dot.gov
- DOT email address use: (firstname.lastname@dot.gov or firstname.lastname.ctr@dot.gov)
- No DOT email address use: (Firstname.lastname.CTR)
- First Name: John
- Middle Name:
- Last Name: Doe
- Agency/Mode: DOT-OST-WCF M-70 - 0402001000
- Phone Number: 202-366-1398
- Password: [masked]
- Reenter Password: [masked]
- Hint*: Password Hint

A red arrow points to the "Register" button at the bottom of the form. Below the form, a note states: "*A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended." The bottom of the page shows the date "Friday, December 13, 2013" and the status bar indicates "Done" and "Trusted sites | Protected Mode: Off".

December 16, 2013

Attachment 3 Parking Registration

5. Confirmation screen will display.
6. Click the "OK" button.



Attachment 3 Parking Registration

7. Return to the Parking “Log-in” screen at <https://parkingapp.ost.dot.gov/>
8. Enter your registered email address in the “User Name” field.
9. Enter your password.
10. Click the “Log In” button.

PTBParking v 1.0 - Windows Internet Explorer

https://parkingapp.ost.dot.gov/index.cfm?method=passport.showLogin&CFID=1210050&CFTOKEN=39

File Edit View Favorites Tools Help

PTBParking v 1.0

U.S. Department of Transportation

TRANSERVE
Business in motion

LOG IN

User Name: john.doe@dot.gov

Password: [masked]

Forgot Password?

Log In

NOT REGISTERED YET? Register

****WARNING**WARNING**WARNING**WARNING**WARNING****

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1) You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.

2) At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system.

3) Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

****WARNING**WARNING**WARNING**WARNING**WARNING****

Monday, December 16, 2013

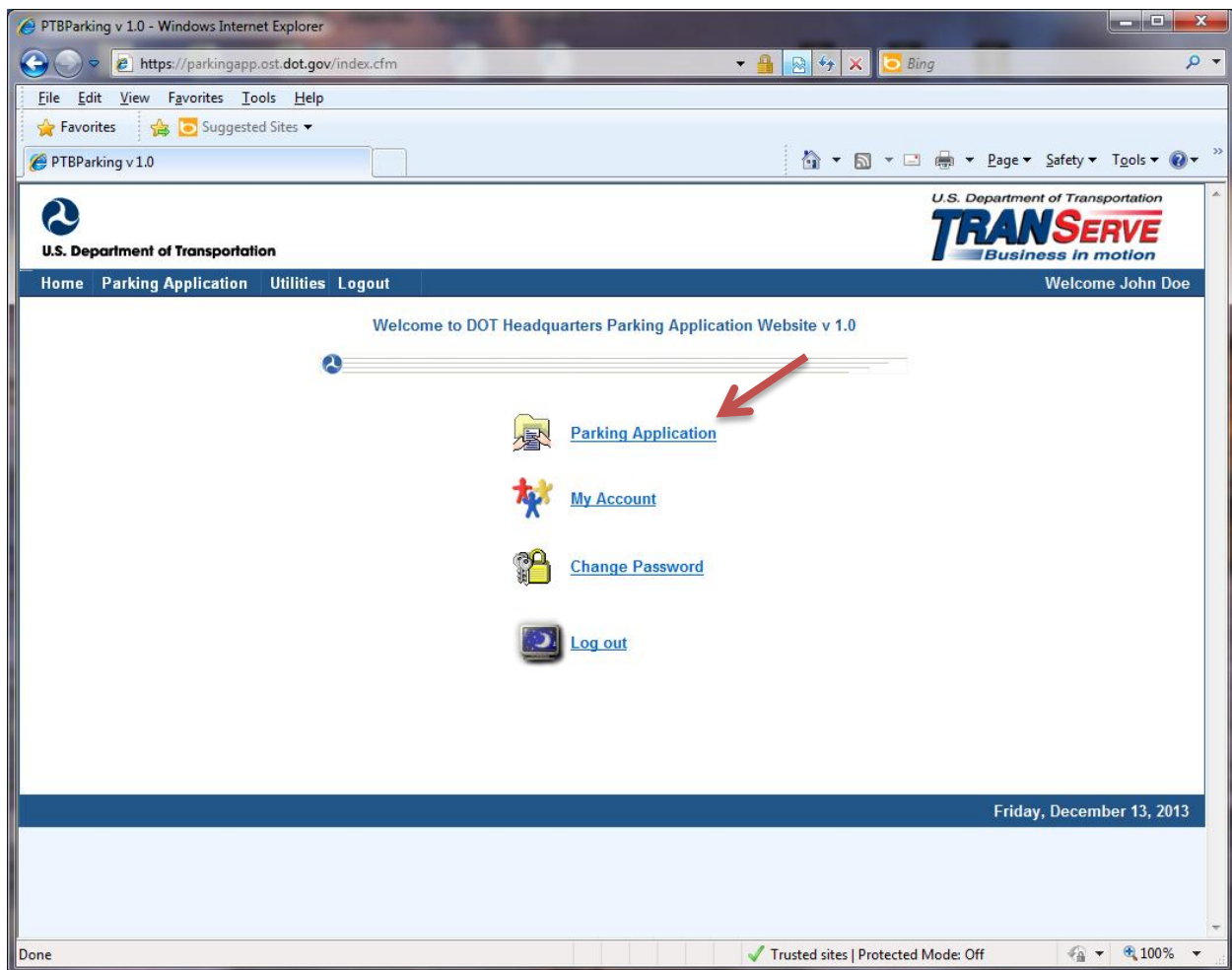
Done

Trusted sites | Protected Mode: Off

100%

Attachment 3 Parking Registration

11. Click the "Parking Application" link.



December 16, 2013

Attachment 3 Parking Registration

12. Click the "Recertify/Enroll" radio button
13. Click the "Proceed" button.

PTBParking v 1.0 - Windows Internet Explorer

https://parkingapp.ost.dot.gov/index.cfm?method=parking.showappform

U.S. Department of Transportation

TRANSSERVE Business in motion

Home Parking Application Utilities Logout

Welcome John Doe

Welcome to DOT Headquarters Parking Application Website v 1.0

SELECT AN ACTION TO CONTINUE

Select Your Employer: Department of Transportation

Please make a selection

- ☒ Request Information
- ☐ Change an Existing Account
- ☐ Withdraw from the Program
- ☐ Recertify/Enroll

Proceed

Friday, December 13, 2013

Done

Trusted sites | Protected Mode: Off

100%

December 16, 2013

Attachment 3 Parking Registration

14. Read the Certification.

15. Click "I agree" if you concur with the entire statement.

a. Note: You will not be able to submit a Parking application if you click "I Do Not Agree".

PTBParking v 1.0 - Windows Internet Explorer

https://parkingapp.ost.dot.gov/index.cfm?method=parking.rules&agency=DOT-*,Department%20of%20

File Edit View Favorites Tools Help

PTBParking v 1.0

- I certify that I will notify the Parking Transit Office of any changes in information (vehicle, state, tag number, Carpool Members).

Permit Types

Job Requirement - Employees who perform various complex assignments in matters of agency responsibility under the constraints of time and/or sensitivity and whose workload and schedule are often dictated by unexpected events requiring immediate attention and for which it is impractical to be part of a carpool or conducive to mass transit. Employees who are required to remain on duty more than eight days per month beyond normal commuting hours of 6:00 a.m. - 6:00 p.m. These permits require approval by the designated modal representative.

Special Schedule - workers whose documented work hours are subject to shift work, i.e., duty hours begin before 6:00 a.m. (Alternative work schedules do not qualify for this category). These permits require approval by the designated modal representative.

Persons with Disabilities - DOT staff member (as defined in DOT order 1700.19D; 5k and 8b1) who have severe mobility issues and require a State or District-issued disability parking permit

Vanpool - requires a minimum of seven riders, the permit holder, plus six other riders. Other criteria are identical to that of a Carpool

Carpool - a group of two or more employees who routinely share a motor vehicle for transportation to and from work

Tenant - other employees to the extent space is available

Contractor - exclusive to DOT Contractors, based on space availability

Motorcycle - commutes by motorcycle

Bicycle - commutes by bicycle (permit required to enter and park in garage)

Daily and Off Hour permits are honored on a space available basis

I Agree I Do Not Agree

Friday, December 13, 2013

Done Trusted sites | Protected Mode: Off 100%

Attachment 3 Parking Registration

16. Select the type of "Permit Type" (daily, monthly, or special event) from drop down menu for which you are applying for.
17. Answer "Yes" or "No" to the Transit Fare Subsidy question.
18. Complete the "Personal Information" section.
19. Click the "Submit Application" button.

PTBParking v 1.0 - Windows Internet Explorer

https://parkingapp.ost.dot.gov/index.cfm?method=parking.enr&agency=DOT-*,Department%20of%20*

File Edit View Favorites Tools Help

PTBParking v 1.0

home Parking Application Utilities Logout welcome JOHN DOE

DOT TRANSPORTATION SERVICES PARKING PROGRAM APPLICATION

PARKING INFORMATION

Permit Type:

Do you (or any carpool members) receive Transit fare subsidy (Metrochek)? ☐ Yes ☒ No

PERSONAL INFORMATION

Identifier: (Last 4 digits of Social Security No)

Name: (First) (MI) (Last)

Business Email: Business Phone:

Agency/Mode: Region: DC

REGISTERED VEHICLE INFORMATION

(Enter Vehicle details. Click the Add button for each Vehicle. **Note: All vehicles entering the garage must be registered.**)

(Make) (Model) (State) (Tag No)

Make	Model	State	TagNo
Ferrari	F70 Enzo	MD	CUL8ter

[Remove](#)

PRIVACY ACT STATEMENT:

This notice is provided pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a: This information is solicited under authority of 5 U.S.C. § 7905. Furnishing the information on this form is voluntary, but failure to provide all or part of the information may result in disapproval of your request for parking and transit benefits. The principal purposes of the information are to facilitate timely processing of your request, to ensure your eligibility for parking, and to prevent misuse of the funds involved. The information may be used for production of listings and reports and for periodic review or revalidation of parking and transit benefits. Partial SSN (last 4 digits) is used to compare applications within the system to detect duplicate applications. Other routine uses are published in the Federal Register at 65 F.R.19476 (April 11, 2000).

Trusted sites | Protected Mode: Off

Attachment 3 Parking Registration

20. This Parking Application Confirmation screen should appear.

PTBParking v 1.0 - Windows Internet Explorer

http://parkingappdev.ost.dot.gov/index.cfm?method=parking.appconfirm&refnum=1000051&agency=Deps

U.S. Department of Transportation

TRANSSERVE Business in motion

Welcome John Doe

Home Parking Application Utilities Logout

Thanks for submitting your application. You will be notified of your application status within 2-5 business days. Applications are approved for a six month period. Monthly permits must be purchased and displayed by the 1st business day of the new month. We are available at: parking.transitoffice@dot.gov.

PARKING APPLICATION CONFIRMATION

Permit Type: 12345

Do you (or any carpool members) receive Transit fare subsidy (Metrochek)? N

PERSONAL INFORMATION

Employee ID: 1234

Name: DOE (Last) JOHN (First) (MI)

Email Address: john.doe@dot.gov Business Phone: 123-456-7890

Agency/Mode: DOT-OST-WCF M-70 Region: DC

Comments:

REGISTERED VEHICLE INFORMATION

Make	Model	State	Tag No.
Ferrari	F70 ENZO	MD	CUL8ter

Done

Trusted sites | Protected Mode: Off

100%