Your new online permit & citation system, known as Flexport, can be found at:

## uncp.t2hosted.com

## Logging in

PARKING PORTAL PERM	ITS ♥ CITATIONS VEHICLES	4	₩ (0 ITEMS \$0.00) LOGIN
	Manage Pa Carly measure your parking Manage	rking Account account from one location pe Account	
	Parkin Welcomel Use your Parking Portal to mak your par	IG Portal purchases in the parking system and manage king account.	
	CITATIONS		
	Citation Number		
	-OR-		
	State Plate Number		
	INDIANA		
	Search Citations		

Students and faculty will need to log in before completing a transaction. In the top right corner, they can click "Login," which will bring them to a new page where they will select to log in with their UNCP credentials.



Customers will then be routed to the UNCP single sign on page:

UNIVER AT PEMBR	SITY OF NORTH CAROLINA OKE		
ADMISSIONS I ACADE	MICS   ATHLETICS   ABOUT UNCP   ALUMNI   NEWS & EVENTS   STU	DENT LIFE	UNCP A-Z
UNC Pembroke > Shibb	oleth Login Quick Links	~	
<u>New Users</u> <u>Change Password</u>	UNC Pembroke - Shibboleth Login		
CONTACT INFO DoIT Help Desk Phone: 910.521.6260 Fax: 910.775.4337 Email: helpdesk@uncp.edu Location: D. F. Lowry Building, Room 110 Campus Map	Username: Password: Login		
Search GO	ABOUT SITE   CAMPUS DIRECTORY   ASK UNCP   UNIVERSITY CALENDAR	R	

After logging in on the UNCP single sign on page, customers will be returned to the main page where they can begin the process of searching for a citation or purchasing a permit.

Welcomel Use your	Parking Portal to make p your parkir	purchases in the parking system and manage ng account.
		Citation Number
CITATIONS		
View Your Citations	1	-OR-
View Your Appeals	0	State Plate Number
View Your Letters	0	
		Search Citations
PERMITS		Get Permits
View Your Permits	0	${old C}$ Add/Edit Waitlists
View your Waitlists	0	

## **Citation Payments**

If a customer searches for a citation, the system will return a list of all citations attached to the customer. The customer will then have the option to add the balance to the basket, or appeal the citation (if eligible)

View your Parking Citations Below is a list of the citations associated with the vehicles in your account.								
Edit this page								
							YOUR CITATION(S) TOTAL	\$5.00 Add To Basket
Cita	ation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
<u>123</u>	345	Unpaid	\$5.00	06/12/2018	TEST****	Lot 1	Cite is too old to appeal	Add to Basket

Once the balance has been added to the basket, customers can begin the checkout process by clicking on "cart" in the top right corner, and clicking "pay now."



Customers will then be walked through a payment process, and will be given a receipt when the transaction is complete.

## **Permit Purchase**

If customers choose to purchase a permit, they will be brought to a page to confirm the purchase process.



After clicking next, customers will be brought to the permit selection page. If any permits are available for purchase, they will show up in the list and the customer will be able to continue through the process to complete the purchase.



The permit sales process will include vehicle information and the checkout screen. Students and faculty will then need to stop by the parking office to pick up the physical permit that was purchased.