T2 SYSTEMS

3rd Party FlexPort View/Pay Invoices Quick Start

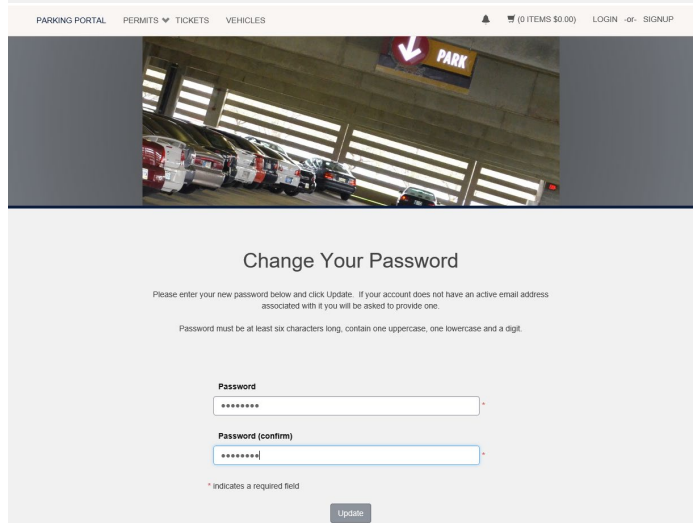## City of Boulder, CO

Invoice Payments

1. Follow Link to: https://boulder.t2hosted.com/cmn/auth.aspx?usertype3=AGENT
2. Login using the ID number provided – If you have already reset your password skip to step 3
   - Your initial password will be your last name
   - You will be required to change your password after the first login
   - Boulder Community Vitality can reset your password if needed
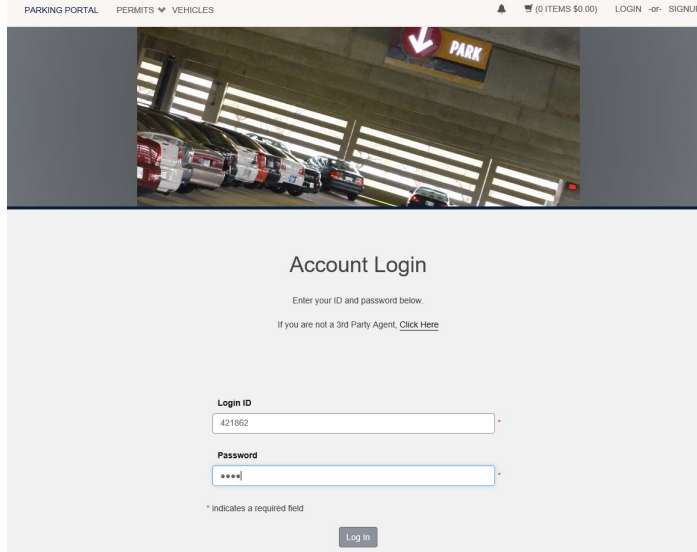   - call 303-413-7300 or email ParkingServices@BoulderColorado.gov for password resets
   -
   -
2. Click on the 3rd Part Agent Link

-

3. Login with your ID and new password

-
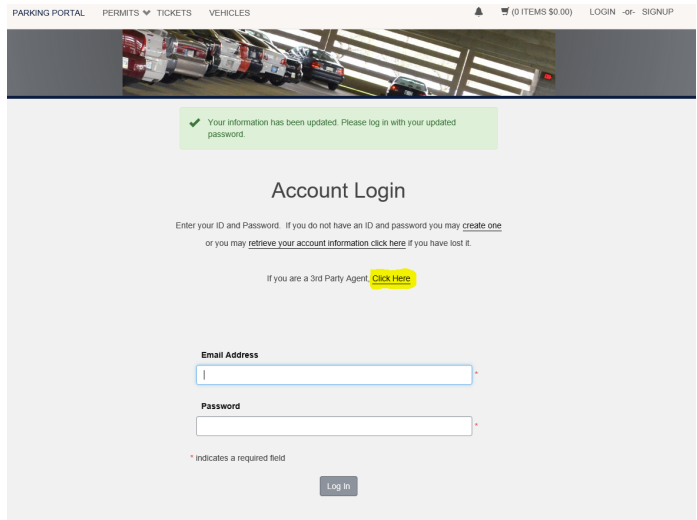
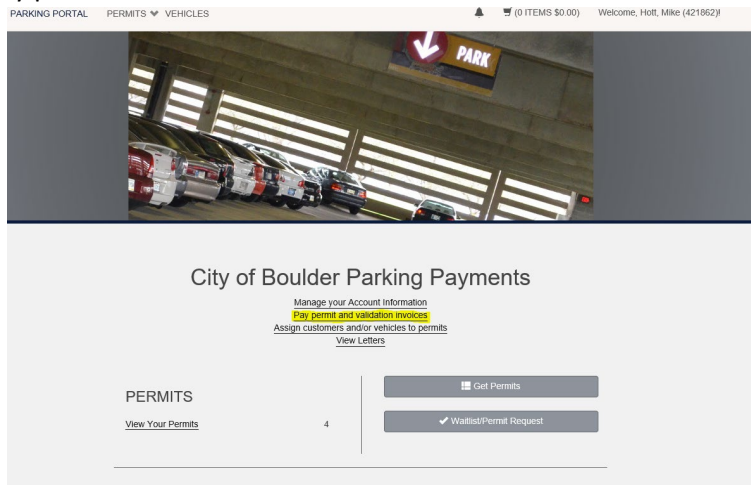4. Click "Pay permit and validation invoices"

-

5. "Add Invoice to Cart"

-

6. Click on Cart>>Pay Now

-

7. View Cart – Select CC type and click next

-
- Pay Now

-

8. Enter CC information and follow prompts

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Link Customer to Permit

1. Follow Link to: https://boulder.t2hosted.com/cmn/auth.aspx?usertype3=AGENT
2. Login using the ID number provided – If you have already reset your password skip to step 3
   - Your initial password will be your last name
   - You will be required to change your password after the first login
   - Boulder Community Vitality can reset your password if needed
     - call 303-413-7300 or email ParkingServices@BoulderColorado.gov for password resets
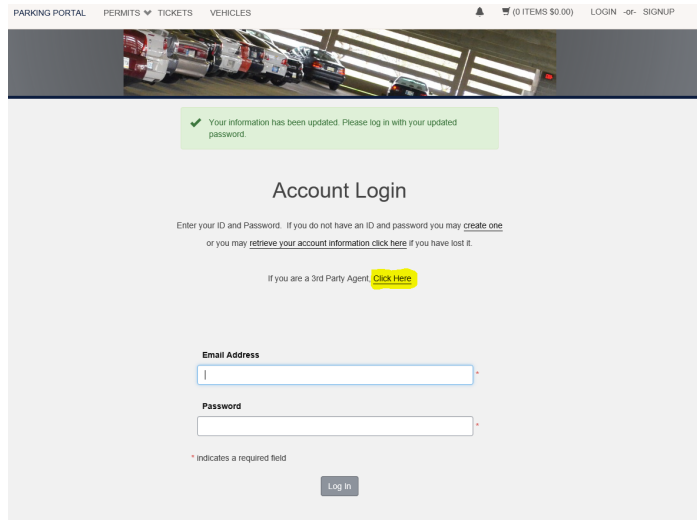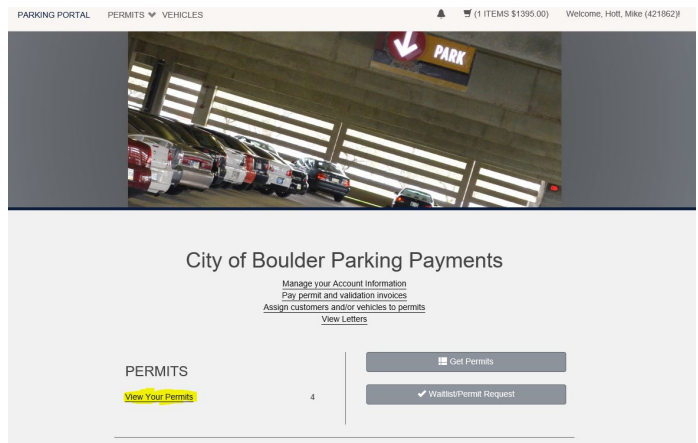   -
   -
3. Click on the 3rd Part Agent Link

-
4. Login with your ID and new password

-
5. Click "View Your Permits"

-
6. Click the Permit You Wish to manage:

7. Click "Manage this Permit"

8. Search for a Customer

9. Enter: Last Name, email and postal code

Associated Customers

Name	Relationship Start	Relationship End	Actions
Mike Hott	1/22/2021	..	Remove

Cancel Customer Search or Insert a New Customer

Search Customers

Last Name

[   ] *

Email Address

[   ] *

Postal Code

[   ] *

[Search] or [Cancel]

-
10. Click Search, Customer appears, click attach:

Search Customers

Last Name

[Mayotte   ] *

Email Address

[mayotte.leah@gmail.com   ] *

Postal Code

[80302   ] *

[Search] or [Cancel]

Name	Email Address	Street Address	Actions
LEAH MAYOTTE	mayotte.leah@gmail.com	917 BASELINE RD 1 BOULDER	Attach

[Cancel]

-

✔ The customer has been attached to the permit.
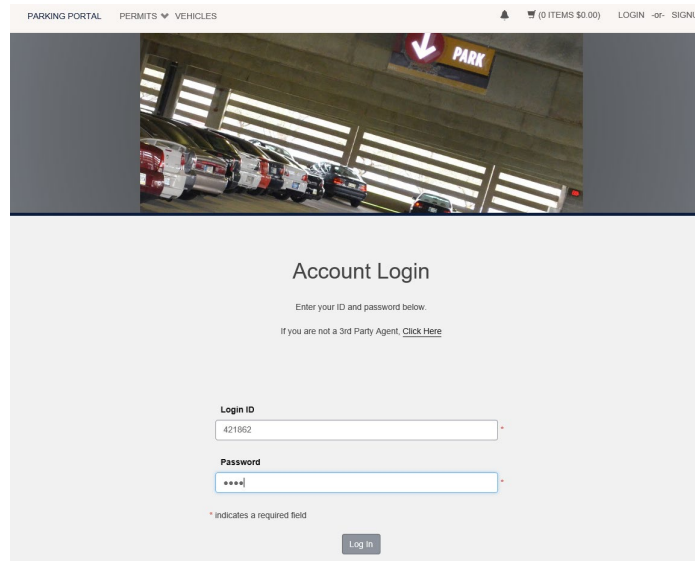
Manage Permit D000559

Below are the details for your Permit.

Permit Number
D000559

-
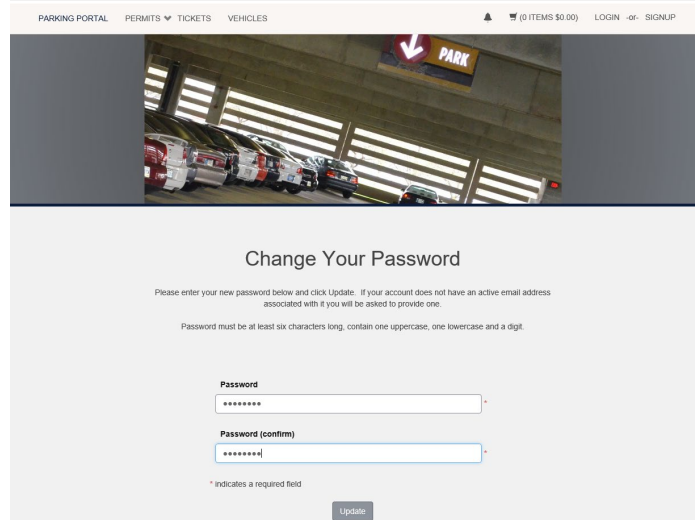
Link Vehicle to Permit

1. Follow Link to: https://boulder.t2hosted.com/cmn/auth.aspx?usertype3=AGENT
2. Login using the ID number provided – If you have already reset your password skip to step 3
   - Your initial password will be your last name
   - You will be required to change your password after the first login
   - Boulder Community Vitality can reset your password if needed
     - call 303-413-7300 or email ParkingServices@BoulderColorado.gov for password resets
   -
   -
3. Click on the 3ʳᵈ Part Agent Link

-

4. Login with your ID and new password

-

5. Click "View Your Permits"

-

6. Click the Permit You Wish to manage:

View Your Permits
and Waitlist Request

Below is a list of the permits you have purchased in the past.
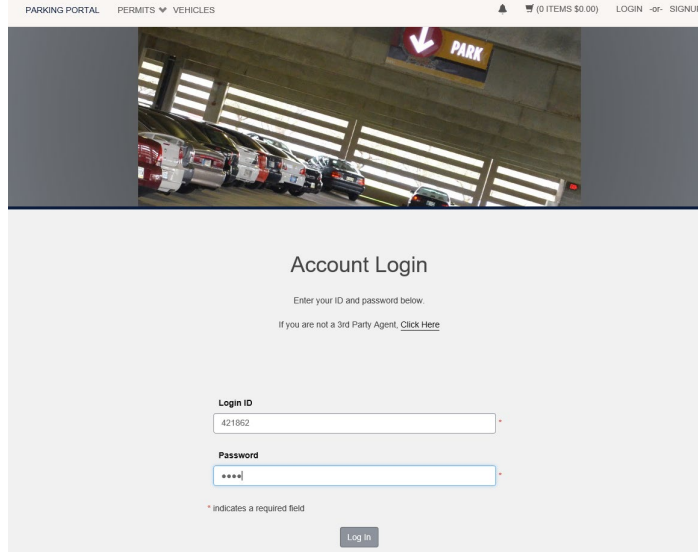
Permits starting with WL are Waitlist request place holders.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date	Card Number
S075	Q4 - 1775 14th	Active	11/05/2020	10/01/2020	06/30/2021	
	Q1 - 1000					

-

7. Click "Manage this Permit"

Your Permit Details

Below are the details for your Permit.

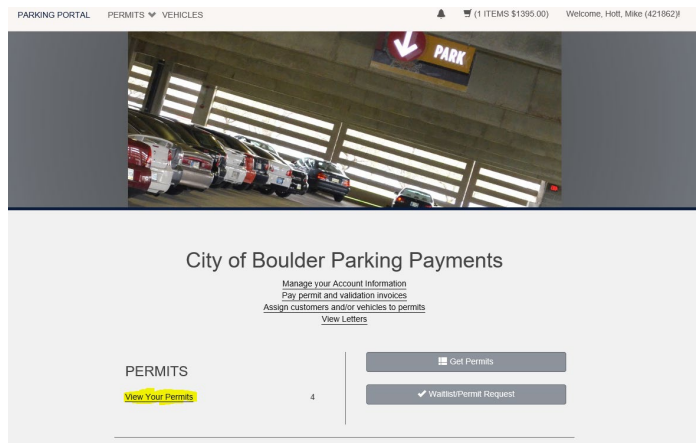|	
Permit Number	S075
Type	Q4 - 1775 14th
Amount Due	$0.00
Status	Active
Issue Date	11/05/2020
Effective Date	10/01/2020
Expiration Date	06/30/2021

[Manage this Permit]

Associated Receipts

-

8. Click "Search for a Vehicle"

Permit Number
D000559
Type
Q1 - 1000 Walnut
Status
Active Return Permit
Issue Date
1/22/2021 2:00:48 PM
Effective Date
1/1/2021 12:00:00 AM
Expiration Date
6/30/2021 11:59:59 PM

Associated Customers

Name	Relationship Start	Relationship End	Actions
Mike Hott	1/22/2021	..	Remove
LEAH MAYOTTE	2/25/2021	..	Remove

Search for a Customer or Insert a New Customer

Associated Vehicles

Plate Number	State	Description	Relationship Start	Relationship End	Actions
T2TESTTEST	CO	2021 BUELL (Beige)	1/26/2021	..	Remove

Search for a Vehicle or Insert a New Vehicle

-

9. Enter Plate Number and select State

Search Vehicles

Plate Number

[   ] *

State

[COLORADO   ▼]

[Search] or [Cancel]

-

10. Click Attach:

Search Vehicles

Plate Number

[T2TESTTEST   ] *

State

[COLORADO   ▼]

[Search] or [Cancel]

Make	Model	Style	Plate	State	Actions
BUELL			T2TESTTEST	COLORADO	[Attach]

[Cancel]

-

✔ The vehicle has been attached to the permit.

Manage Permit D000559

Below are the details for your Permit.

Permit Number

D000559

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