

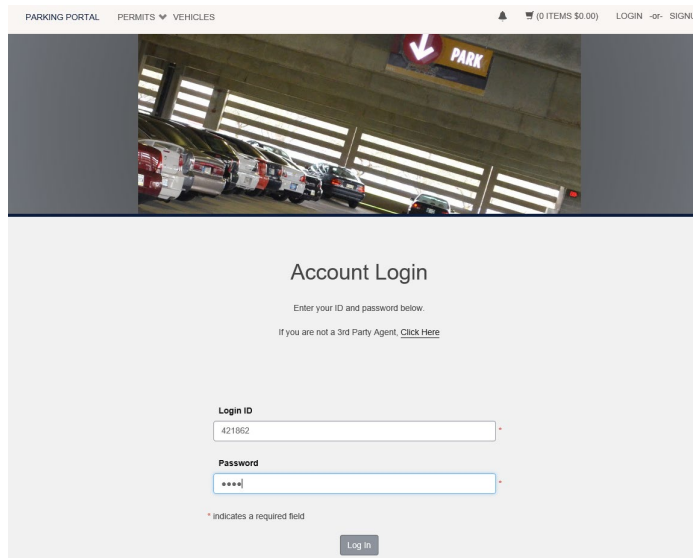


***3rd Party FlexPort
View/Pay Invoices
Quick Start***

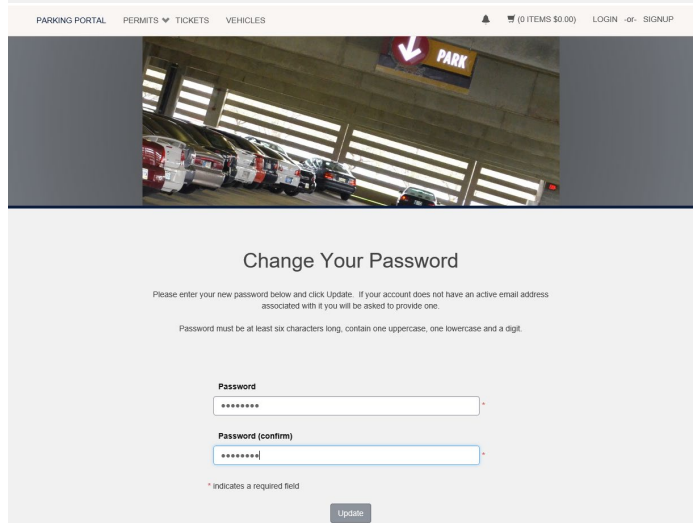
City of Boulder, CO

Invoice Payments

1. Follow Link to: <https://boulder.t2hosted.com/cmnauth.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

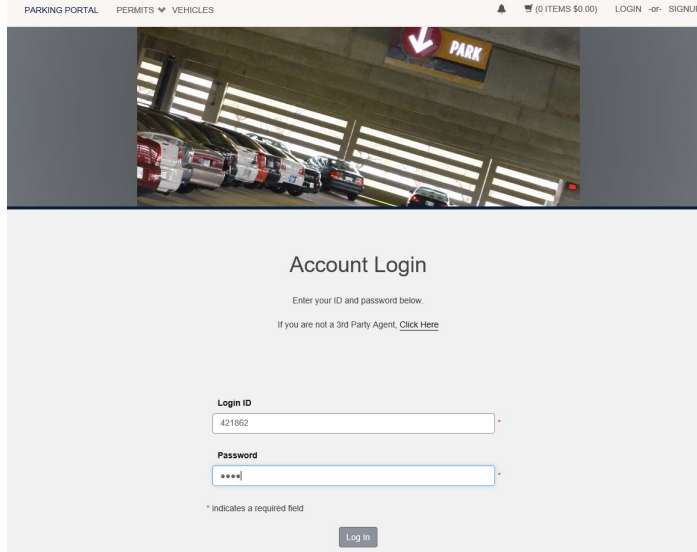


The screenshot shows the 'Account Login' page of a parking portal. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', and 'VEHICLES'. A shopping cart icon shows '(0) ITEMS \$0.00' and 'LOGIN -or- SIGNUP' is visible. Below the navigation is a banner image of a parking garage with a 'PARK' sign. The main heading is 'Account Login' with the instruction 'Enter your ID and password below.' and a link for 3rd party agents. The form contains two fields: 'Login ID' with the value '421862' and 'Password' with masked characters. A 'Log In' button is at the bottom.

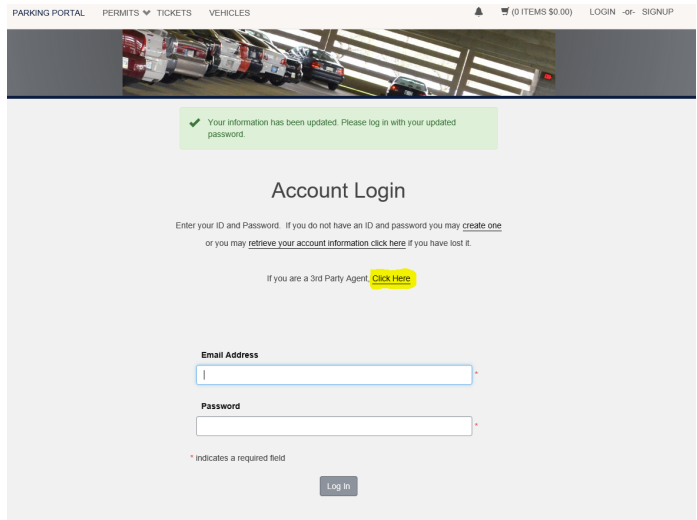


The screenshot shows the 'Change Your Password' page. The navigation bar is similar to the previous page but includes 'TICKETS' and 'VEHICLES'. The main heading is 'Change Your Password' with instructions on how to update the password and a note about email verification. The form has two fields: 'Password' and 'Password (confirm)', both with masked characters. An 'Update' button is at the bottom.

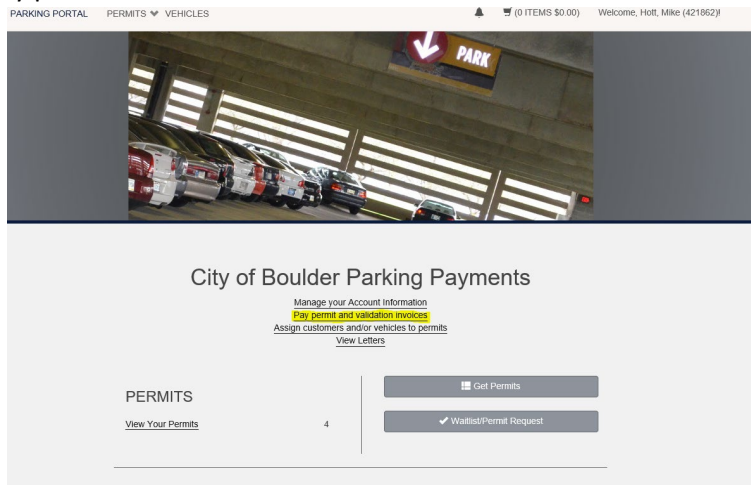
2. Click on the 3rd Part Agent Link



3. Login with your ID and new password



4. Click "Pay permit and validation invoices"



5. "Add Invoice to Cart"

PARKING PORTAL PERMITS VEHICLES (0 ITEMS \$0.00) Welcome, Hott, Mike (421862)

View Your Invoices

Below are your invoices.

Outstanding Invoices

Invoice #	Invoice Date	Amount Due	
2289	1/26/2021	\$1,395.00	Add Invoice to Cart

Paid Invoices

Invoice #	Invoice Date	Last Payment Date	Total Paid
2290	1/28/2021	1/28/2021	\$540.00

6. Click on Cart>>Pay Now

PARKING PORTAL PERMITS VEHICLES (1 ITEMS \$1395.00) Welcome, Hott, Mike (421862)

Invoice 2289 \$1395.00

Total \$1395.00

[PAY NOW](#)

✔ The invoice has been added to your cart

View Your Invoices

Below are your invoices.

Outstanding Invoices

Invoices

You have no unpaid invoices on your account.

Paid Invoices

Invoice #	Invoice Date	Last Payment Date	Total Paid
-----------	--------------	-------------------	------------

7. View Cart – Select CC type and click next

PARKING PORTAL PERMITS VEHICLES (1 ITEMS \$1395.00) Welcome, Hott, Mike (421862)

View Cart

Below are the items in your cart. Click "Next->" to proceed with payment or select "Add Tickets" to add more tickets your cart.
Cash Pass and 20 Day Passes include a non-refundable \$10 fee to cover the cost of the card.

Qty	Type	Description	Amount	Actions
1	Invoice	Invoice 2289	\$1,395.00	Remove

Due Now: \$1,395.00

Select Payment Method

MasterCard

[Cancel Purchase](#) [Add Permits](#)

Checkout

[Next->](#)

• Pay Now

PARKING PORTAL PERMITS VEHICLES (1 ITEMS \$1395.00) Welcome, Hott, Mike (421862)

Payment Information

Please review the total below and click "Next" to proceed with your payment.
Note: Only MasterCard, Visa and Discover payments will be accepted.

Qty	Type	Description	Amount	Actions
1	Invoice	Invoice 2289	\$1,395.00	Remove

Due Now: \$1,395.00

[Pay Now](#)

8. Enter CC information and follow prompts



Card Holder Name:

Credit Card Type:

Credit Card Number:

Expiration Date:

CVC Number: [What is this?](#)

Billing Address

Suite / Apartment

City

State

Postal Code

[Cancel](#)

Link Customer to Permit

1. Follow Link to: <https://boulder.t2hosted.com/cm/aut.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

PARKING PORTAL PERMITS VEHICLES (0 ITEMS \$0.00) LOGIN -or- SIGNUP

Account Login

Enter your ID and password below.
If you are not a 3rd Party Agent, [Click Here](#)

Login ID
421862

Password

* indicates a required field

Log In

PARKING PORTAL PERMITS TICKETS VEHICLES (0 ITEMS \$0.00) LOGIN -or- SIGNUP

Change Your Password

Please enter your new password below and click Update. If your account does not have an active email address associated with it you will be asked to provide one.

Password must be at least six characters long, contain one uppercase, one lowercase and a digit.

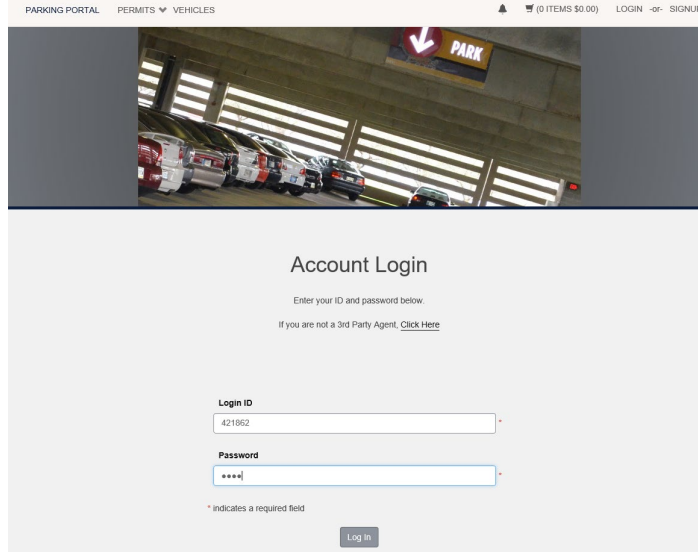
Password

Password (confirm)

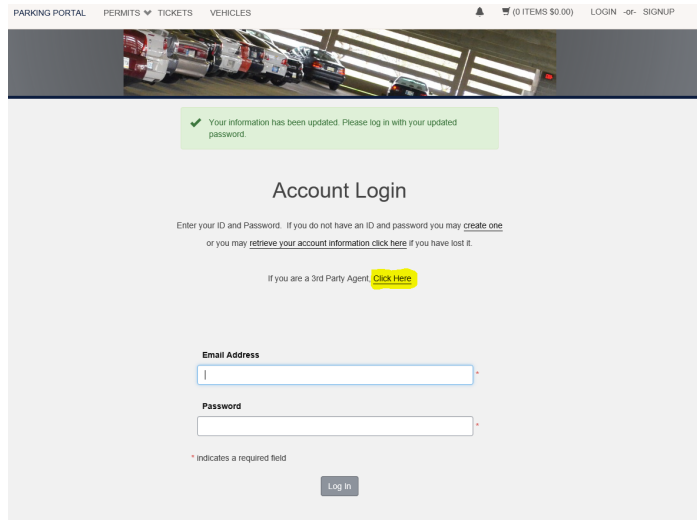
* indicates a required field

Update

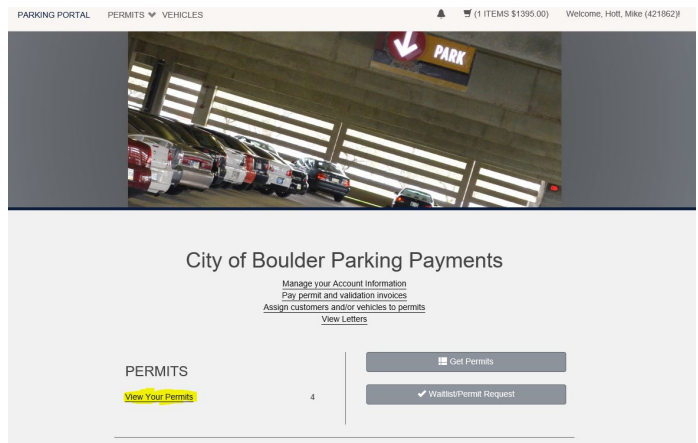
3. Click on the 3rd Part Agent Link



4. Login with your ID and new password



5. Click "View Your Permits"



6. Click the Permit You Wish to manage:

PARKING PORTAL PERMITS VEHICLES (1 ITEMS \$1395.00) Welcome, Hott, Mike (421862#)

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"

PARKING PORTAL PERMITS VEHICLES (1 ITEMS \$1395.00) Welcome, Hott, Mike (421862#)

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. Search for a Customer

PARKING PORTAL PERMITS VEHICLES (1 ITEMS \$1395.00) Welcome, Hott, Mike (421862#)

Manage Permit D000559

Below are the details for your Permit.

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

[Search for a Customer](#) or [Insert a New Customer](#)

Associated Vehicles

9. Enter: Last Name, email and postal code

Associated Customers

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

[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

Email Address

Postal Code

Search or Cancel

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

Cancel

✓ The customer has been attached to the permit.

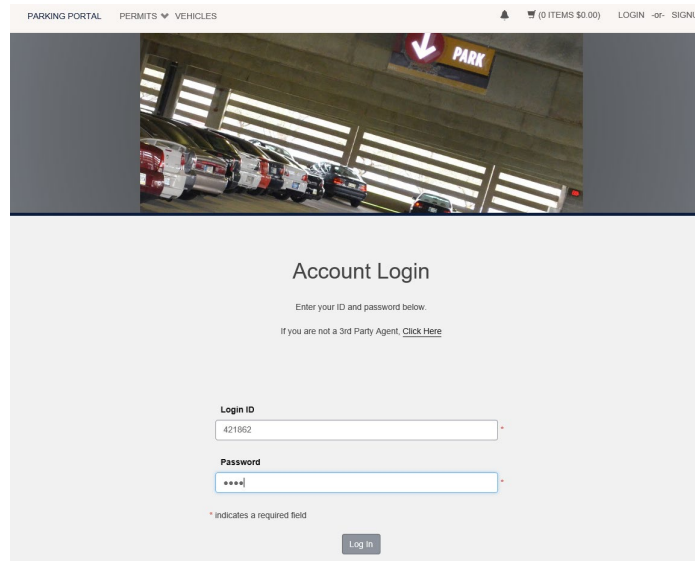
Manage Permit D000559

Below are the details for your Permit.

Permit Number
D000559

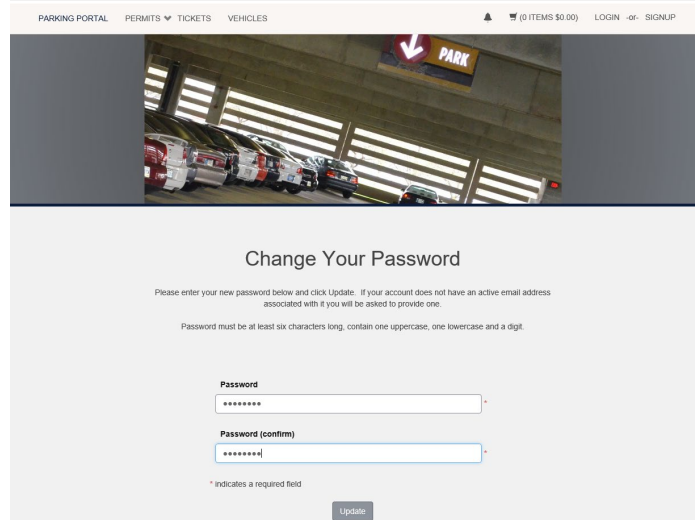
Link Vehicle to Permit

1. Follow Link to: <https://boulder.t2hosted.com/cm/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



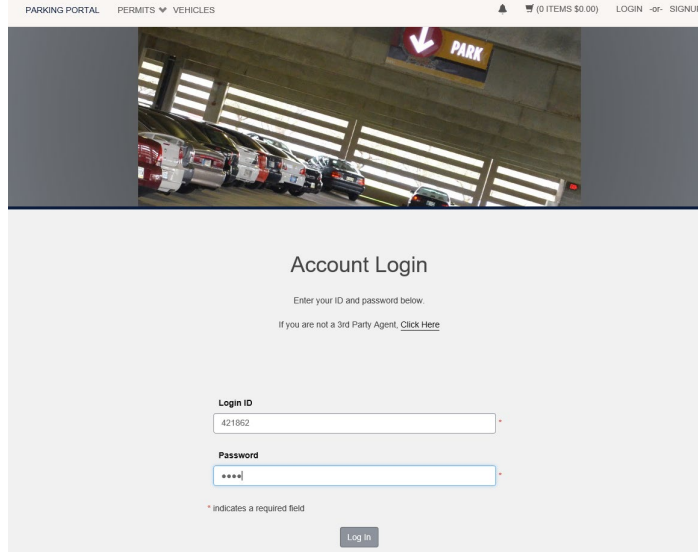
The screenshot shows the 'Account Login' page. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', and 'VEHICLES'. Below the navigation bar is a header image of a parking garage with a 'PARK' sign. The main content area has the title 'Account Login' and the instruction 'Enter your ID and password below.' Below this, there is a link: 'If you are not a 3rd Party Agent, [Click Here](#)'. There are two input fields: 'Login ID' with the value '421862' and 'Password' with masked characters '*****'. A small asterisk indicates a required field. A 'Log In' button is at the bottom.

●

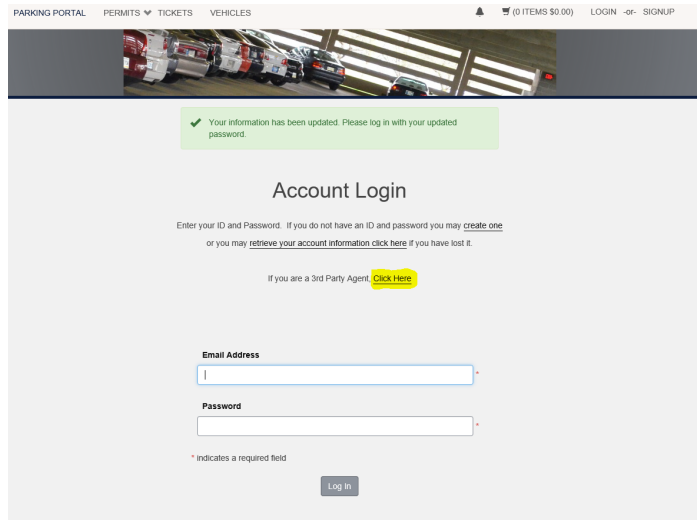


The screenshot shows the 'Change Your Password' page. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', 'TICKETS', and 'VEHICLES'. Below the navigation bar is a header image of a parking garage with a 'PARK' sign. The main content area has the title 'Change Your Password' and the instruction 'Please enter your new password below and click Update. If your account does not have an active email address associated with it you will be asked to provide one.' Below this, there is a note: 'Password must be at least six characters long, contain one uppercase, one lowercase and a digit.' There are two input fields: 'Password' and 'Password (confirm)', both with masked characters '*****'. A small asterisk indicates a required field. An 'Update' button is at the bottom.

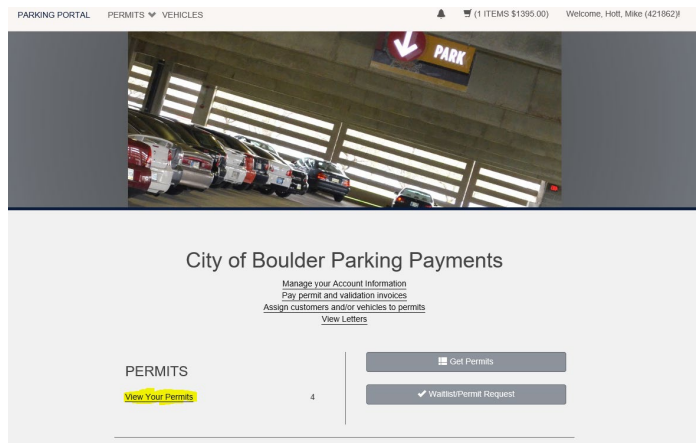
3. Click on the 3rd Part Agent Link



4. Login with your ID and new password




5. Click "View Your Permits"



6. Click the Permit You Wish to manage:

PARKING PORTAL PERMITS ▾ VEHICLES (1 ITEMS \$1395.00) Welcome, Holt, Mike (421862#)




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"

PARKING PORTAL PERMITS ▾ VEHICLES (1 ITEMS \$1395.00) Welcome, Holt, Mike (421862#)



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 Holt	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
T2TESTEST	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

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