



NEW YORK STATE

DOWNTOWN ALBANY EMPLOYEE PARKING

EMPLOYEE PARKING PROFILE INSTRUCTIONS FOR NYS EMPLOYEES WHO ALREADY HAVE AN INDIVIDUAL PARKING PERMIT



WELCOME

The Employee Parking Profile (EPP) is an easy-to-use web-based tool that enables patrons to self-manage their parking needs. Employees who currently hold a permit may login to update preferred lot choice, edit license plates associated with the permit, authorize payroll deductions, and update contact information. **To continue to park in downtown Albany, ALL permit holders must logon and verify their Employee Parking Profile.**

START 



Instructions for employees who already have a parking permit for an OGS-managed lot in downtown Albany

LOGON

Begin your logon by accessing the Employee Parking Profile (EPP) online application via the OGS website at: parking.ogs.ny.gov

For all patrons who already have a parking permit, click **Yes**.



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Do You have a Parking Permit? **Yes** **No**

Continue



NEXT

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ENTER PERSONAL ID DATA

The next screen will prompt you to enter the following personal identification data:

- Last Name
- Last 4 digits of your Social Security number
- Last 5 digits of your Driver's License number
- NYS Employee ID number*

Click **Submit**.



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To review your Employee Parking Profile enter the following

Last Name:

Social Security Number: (last four digits)

Driver's License Number: (last five digits)

NYS Employee ID Number: (Including the 'N')

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*Your NYS Employee ID number can be found on your paycheck/stub:

Thomas P. Di Napoli State Comptroller		JOHN Q PUBLIC			Total Gross	Fed Taxable Gross
					Current	2,542.28
					YTD	33,411.14 31,896.24
Advice #	98765432	Pay Start Date	04/18/2013	Negotiating Unit	Net Pay 1,711.34	
Advice Date	05/03/2013	Pay End Date	05/02/2013	Retirement System		
Department ID	02000	NYS EMPLID	N01234567		Pay Rate	50,987.00
EARNINGS				TAX DATA	Federal	State NYC Yonkers



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Instructions for employees who already have a parking permit for an OGS-managed lot in downtown Albany

ENTER PERSONAL ID DATA

PLEASE NOTE: THIS PAGE IS ONLY IF YOU RECEIVED A LOGIN ERROR.

WHAT IF I RECEIVE THE FOLLOWING LOGIN ERROR?

I am putting in all the correct personal identification information in order to logon, but I am being brought to a page that tells me "a match was not found." What should I do?

A match was not found

Is your Last Name different on your Driver's License? **Yes** **No**

Last Name on your Driver's License? ?

ANSWER:

Make sure the last name on your driver's license is the same as what you are putting in the logon screen. If it is not the same, select **Yes** when prompted.

If the last name on your license is the same as what you entered on the login screen, click continue. You will be brought to a "no match" page. Please enter all your information and OGS Parking Management will contact you to assist you in accessing your EPP.

For additional information and assistance, contact OGS Parking Management at:

518.474.8118

parking.management@ogs.ny.gov

SKIP THIS PAGE IF YOU DID NOT RECEIVE A LOGIN ERROR



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Instructions for employees who already have a parking permit for an OGS-managed lot in downtown Albany

MANAGE YOUR PROFILE

The first time you logon your EPP, your profile will look like this. Some information will already be populated. Your next steps are to fill-in the following:

- Contact email - best for reaching you during normal business hours
- Contact number - best for reaching you during normal business hours
- Work address - select from the dropdown - if your work location is not included in the dropdown, contact OGS Parking Management.
- License plate numbers and state of issue - up to 3 plate numbers for any three of **your** vehicles (including motorcycles) will be allowed to park with your permit. These may be updated at any time.



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EMPLOYEE PARKING PROFILE

First Name:	JOE	NYS Employee ID: ?	N12345678	(Including the 'N')
Middle Initial:	<input type="text"/>	Driver's License Number:	XXXX9	(last five digits)
Last Name:	SMITH	Social Security Number:	XXX9	(last four digits)
Last Name on Driver's License (If Different): ?	<input type="text"/>	Original Hire Date:	5/15/1986	
		Parking Service Date:	5/15/1986	
Bargaining Unit:	MANAGERIAL/CONFIDENTIAL (M/C)			

Contact Email: ?	<input type="text"/>
Confirm Contact Email: ?	<input type="text"/>
Contact Phone Number: ?	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Work Address (Building):	<input type="text"/>
Agency:	28650 - STATE UNIVERSITY OF NEW YORK

Current Lot Code:	MAP	Current Permit Type:	NORMAL	
Current Lot:	MCCARTY AVE PERIPH	Current Billing Type:	PAYROLL DEDUCTION	
Current Permit Number:	95353			

License Plate Numbers (Max 3): ?	State of Issue:	License Plate:
<input type="text"/>	<input type="text"/>	<input type="text" value="FPV8625"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

What type of Permit Type would you like for your preference? [?](#)

Car Pool
 Individual

[View Lot List](#)

Exit Profile
Continue

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CHOOSE YOUR PREFERENCE

At the bottom of the EPP screen, select what type of permit you prefer. For a regular permit, select **Individual**. (For carpool permits, see separate EPP Carpool Instructions.)

Current Contact Email: [redacted]
Contact Phone Number: [redacted] - [redacted] - [redacted] Ext. [redacted]
Work Address (Building): [redacted]
Agency: 28650 - STATE UNIVERSITY OF NEW YORK

Current Lot Code: **MAP** Current Permit Type: **NORMAL**
Current Lot: **MCCARTY AVE PERIPH** Current Billing Type: **PAYROLL DEDUCTION**
Current Permit Number: **95353**

License Plate Numbers (Max 3): [redacted] State of Issue: [redacted] License Plate: FPV8625
[redacted] [redacted]
[redacted] [redacted]

What type of Permit Type would you like for your preference? [?](#) Car Pool Individual
[View Lot List](#)

[Exit Profile](#) [Continue](#)

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What type of Permit would you like? [?](#) [?](#) Individual Car Pool [?](#)
Choose your Preferred Lot [View Lot List](#)
Preferred Lot: [?](#) EPGBS - East Garage -- Garage

The Preferred Lot field will appear.

If you are happy with your current parking and do not wish to compete for another lot, select "I choose to stay in my current parking."

If you wish to select a different lot as your preferred lot, you will continue to park in your current lot until parking becomes available in your preferred lot and your seniority parking date is eligible.



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EPP VERIFICATION

After you complete your EPP permit type preference, a screen with all your updated EPP information will appear. Review your information to verify it is correct.

To complete your updated EPP, check the **Agree*** button, complete the **CAPTCHA** box, and click **Submit**.

*Your EPP is also an electronic authorization of payroll deduction. By checking the **Agree** button, you are authorizing automatic payroll deductions for any permits that you will accept from OGS Parking Management.

Upon successful submission, the following screen will appear:



WHAT HAPPENS NEXT?

Once your parking date is eligible for a parking spot in your preferred lot, you will be contacted by OGS Parking Management. You have the option to either accept a placement in the lot, or decline. You are allowed 2 declinations per lot in a 6 month period, after which you will be frozen from selecting that lot for 6 months. If you are contacted for a lot you no longer wish to park in, please change your preference in your EPP.

