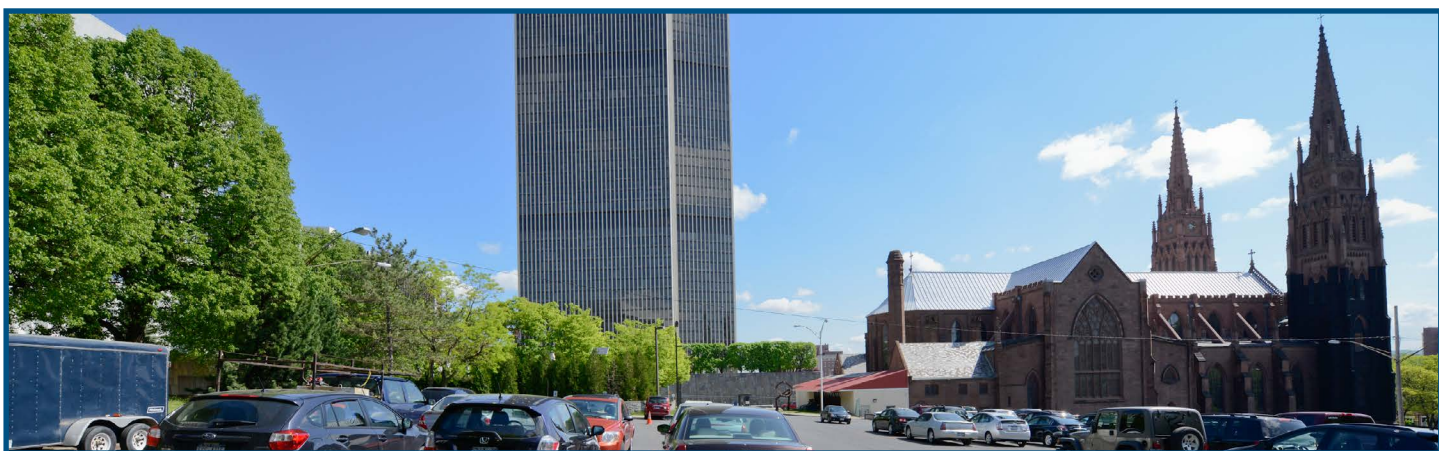




NEW YORK STATE

DOWNTOWN ALBANY EMPLOYEE PARKING

EMPLOYEE PARKING PROFILE INSTRUCTIONS FOR NYS EMPLOYEES WHO WANT TO CONTINUE EXISTING CARPOOL PERMITS



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 carpool 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 current carpoolers must login and verify.

START 

Instructions for employees who want to continue existing carpool permits.

BEFORE YOU BEGIN

Before you begin, there are a few essentials you need to know:

- All current carpools will be grandfathered into their current location.
- The Employee Parking Profile (EPP) should be used to apply for NEW carpool permits. Employees with existing carpool permits must login to their Employee Parking Profile to update and verify their information.
- The new downtown Albany parking system eliminates the three former carpool programs and consolidates carpooling into one unified system.
- Carpool permits are issued for groups of 2-4 employees.
- Carpool permits are available in the following locations: P2 South (not at launch), East Garage, Sheridan Hollow Garage, 625 Broadway Garage, and Grand Street.
- The cost of the carpool permit will be equally divided among the permit group. For example, if a carpool permit is issued for the East Garage for 2 members of a carpool, the bi-weekly payroll deduction for each member is \$12.46 (the garage rate of \$24.92 split by two). For 3 or 4 members, the bi-weekly deduction will decrease accordingly.
- Carpool permits will be enforced. Each carpool will be allowed 20 "missed" days per carpool member. Each day a carpool vehicle enters without one of its members, a parking attendant will charge one of your allowed "missed" days. If the number of allowed "missed" days is exceeded within a year, the carpool permit will be canceled. Long-term absences can be addressed with OGS parking.



NEXT

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Instructions for employees who want to continue existing carpool permits.

LOG-ON

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

If you are a current permit holder, click **Yes**. (If you are a new employee, new to downtown Albany, or never had a parking permit before, click **No**. You will be asked to create a new EPP.)



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

Continue

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NEXT 

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Instructions for employees who want to continue existing carpool permits.

ENTER PERSONAL ID DATA

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	2,415.31
		YTD	33,411.14	31,896.24		
Advice #	98765432	Pay Start Date	04/18/2013	Negotiating Unit	05	
Advice Date	05/03/2013	Pay End Date	09/30/2013	Retirement System	ERS	
		Net Pay		1,711.34		
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 want to continue existing carpool permits.

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 log-on, 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 log-on 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 want to continue existing carpool permits.

MANAGE YOUR PROFILE

The first time you log on 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 drop down - if your work location is not included in the drop down, 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	
Bargaining Unit:	MANAGERIAL/CONFIDENTIAL (M/C)	Parking Service Date:	5/15/1986	

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"/>	FPV8625
	<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](#)

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Instructions for employees who want to continue existing carpool permits.

UPDATE YOUR PREFERENCE

For a carpool permit, select **Carpool**.

What type of Permit Type would you like for your preference? [?](#) **Car Pool** **Individual**
Choose your Preferred Lot [View Lot List](#)
Preferred Car Pool Lot: [?](#)
Please enter all of the following information for the individuals you want to Car Pool with (Max 3)

	? First name	? Last Name	? Employee ID	Email	Contact Number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your current carpool members' information should already be loaded into this section. If you your carpool members' information is not displayed, contact OGS Parking Management at: 518.474.8118, parking.management@ogs.ny.gov

If you wish to remain at your current parking location, simply select "I choose to stay in my current parking."

You may also compete for a new carpool location; select your preferred location in the preferred carpool drop down.



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Instructions for employees who want to continue existing carpool permits.

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 the carpool permit 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 carpool permit in your preferred lot, you will be contacted by OGS Parking Management. You and your carpool members 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, or no longer want to belong to the carpool, please change your preference in your EPP.

