



NEW YORK STATE

DOWNTOWN ALBANY EMPLOYEE PARKING

EMPLOYEE PARKING PROFILE INSTRUCTIONS FOR NYS EMPLOYEES WHO WANT TO APPLY FOR A NEW CARPOOL 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 interested in starting a carpool may use the system to apply for a carpool permit. This document will walk you through how the Employee Parking Profile works for carpools.

START 

Instructions for employees who want to apply for a carpool permit.

BEFORE YOU BEGIN

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

- The new downtown Albany parking system eliminates the three former carpool programs and consolidates carpooling into one unified system.
- The Employee Parking Profile (EPP) should be used to apply for NEW carpool permits. Existing carpool permits will be allowed to continue.
- 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.
- **Important:** Before you start the application process, the members of the carpool must designate a carpool "leader" who will essentially be responsible for applying on behalf of all carpool members inside the EPP system. Only the carpool leader will apply for the carpool permit. The leader should be the person in the group with the longest time in state service to increase the group's eligibility for a permit.



NEXT

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Instructions for employees who want to apply for a new carpool permit.

COMPLETE NEW CARPOOL PERMIT APPLICATION

Complete the new carpool application found on the OGS Parking Management website at: <http://parking.ogs.ny.gov/new-carpool-permit-application>

In order to complete the application, you will need your carpool members' name, contact phone number, email address, and NYSemplid. Once your application is processed by OGS Parking Management, the carpool leader will be contacted to continue to step 2, using the online Employee Parking Profile (EPP) system.

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Instructions for employees who want to apply for a new carpool permit.

LOG-ON

Begin your log-on by accessing the Employee Parking Profile (EPP) online system 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 new employees who want to apply for a carpool permit.

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
		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	05/02/2013	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 apply for a carpool permit.

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 apply for a new carpool permit.

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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Next Step for Carpool Leaders

Next Step for Carpool Members

5 Carpool Leaders Only: UPDATE YOUR PREFERENCE

If you are the carpool leader, select **Carpool** permit type.

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

Choose your Preferred Lot

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" value="JILL"/>	<input type="text" value="WILLIAMS"/>	<input type="text" value="N11234567"/>	<input type="button" value="Find"/>	<input checked="" type="checkbox"/> JILL.WILLIAMS@WCB.COM	(518) 518 - 5188
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Find"/>		
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Find"/>		

To be issued a carpool permit, you must have at least one other carpooler. The carpool members submitted on the carpool online application will be automatically displayed.

If your carpool members are incorrectly displayed, contact OGS Parking Management at: 518.474.8118, parking.management@ogs.ny.gov





Carpool Members Only:

UPDATE YOUR PREFERENCE

As a carpool member, you have the opportunity to compete for an individual permit as well as competing for a carpool permit as your leader's member. If you would like to compete for an individual permit, simply click the individual button and select the preferred lot. If you just want to compete for the carpool permit that your carpool leader has selected, click the individual button and select "I choose to remain in my current lot." (You will notice this was your default preference when you logged on, so just click continue.)



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Instructions for employees who want to apply for a carpool permit.

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.

