



NEW YORK STATE

DOWNTOWN ALBANY EMPLOYEE PARKING

EMPLOYEE PARKING PROFILE INSTRUCTIONS FOR NYS EMPLOYEES WHO ARE NEW TO DOWNTOWN ALBANY AND DO NOT HAVE ANY PARKING



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 are new to downtown Albany, or have never had a parking permit before, can easily register and use the EPP to be placed in the seniority queue for your lot choice.

START 

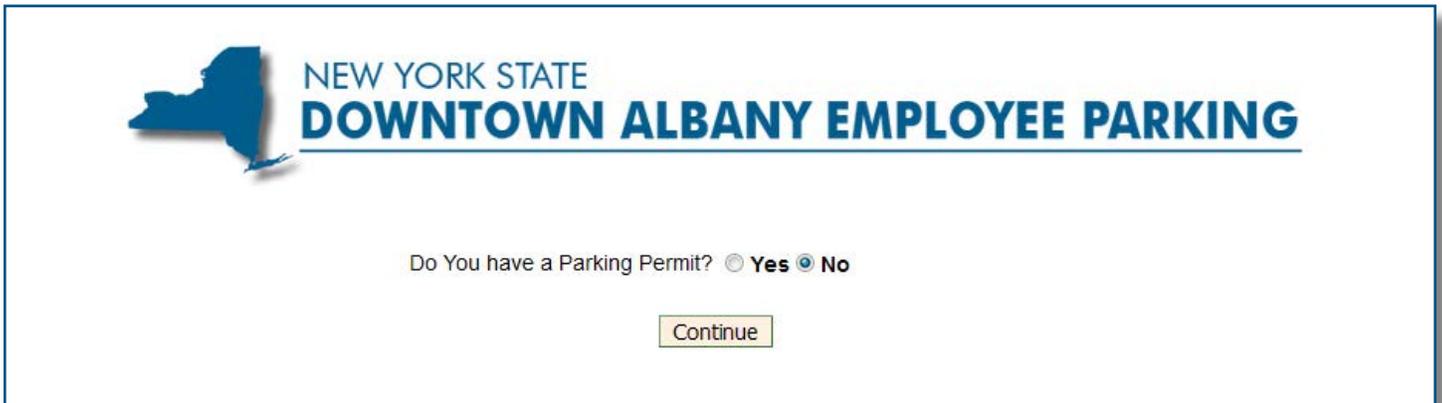
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Instructions for employees (including new employees) who currently do NOT hold a parking permit for an OGS-managed lot in downtown Albany

LOGON

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

If you are a new NYS employee, new to downtown Albany, or currently do not have parking, click **No**.



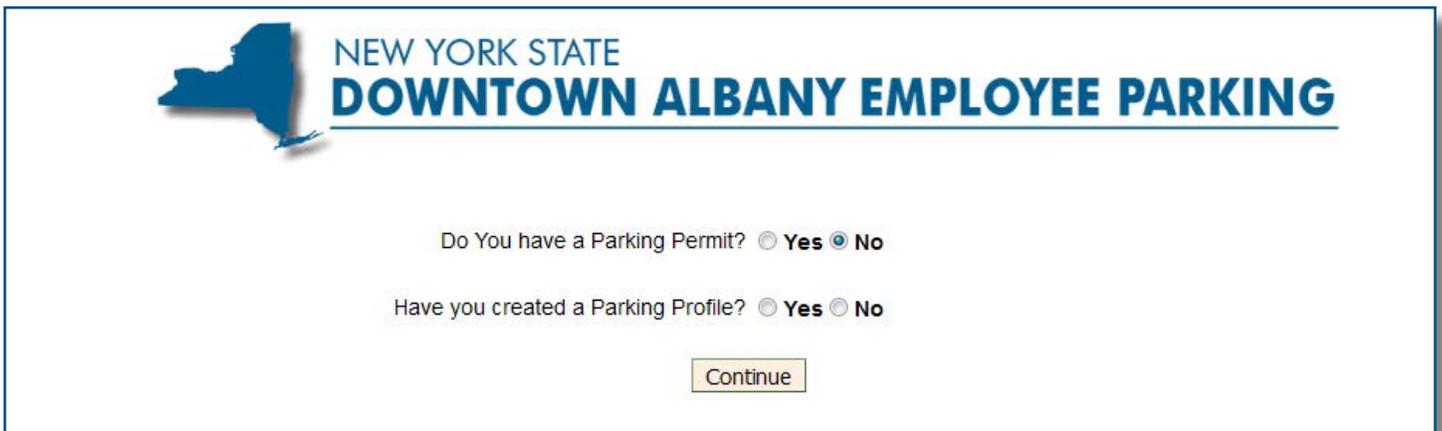
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DOWNTOWN ALBANY EMPLOYEE PARKING

Do You have a Parking Permit? Yes No

Continue

If you have not previously logged on to create an EPP, select **No** to "Have you created a Parking Profile."

If you have already created an EPP, select **Yes**. You will be brought to the EPP you already completed.



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Do You have a Parking Permit? Yes No

Have you created a Parking Profile? Yes No

Continue

Click **Continue**.



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Instructions for employees (including new employees) who currently do NOT hold a parking permit for an OGS-managed lot in downtown Albany

CREATE YOUR PARKING PROFILE

You will be taken to a blank EPP page.
Fill out all data fields in order to create your profile.



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EMPLOYEE PARKING PROFILE

First Name:	<input type="text"/>	NYS Employee ID: ?	<input type="text"/>	(Including the 'N')
Middle Initial:	<input type="text"/>	Driver's License Number:	<input type="text"/>	(last five digits)
Last Name:	<input type="text"/>	Social Security Number:	<input type="text"/>	(last four digits)
Last Name on Driver's License (If Different): ?	<input type="text"/>			

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:	<input type="text"/>

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

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Instructions for employees (including new employees) who currently do NOT hold a parking permit for an OGS-managed lot in downtown Albany

CREATE YOUR PARKING PROFILE

Continued

Notes on completing the data fields in the EPP:

- **Last Name on Driver's License:** Only fill out this field if the last name you use for work is different from what is on your Driver's License.
- **NYS Employee ID Number:** This 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	Net Pay	
Advice Date	05/03/2013	Pay End Date	05/02/2013	Retirement System	ERS	1,711.34	
Department ID	02000	NYS EMPLID	N01234567	Pay Rate		50,987.00	
EARNINGS				TAX DATA	Federal	State	NYC Yonkers

- **Driver's License Number:** Enter last five digits
- **Social Security Number:** Enter last four digits
- **Contact email:** Enter best for reaching you during normal business hours
- **Contact number:** Enter 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.
- **Agency:** Enter the Department ID code found on your paycheck/stub

State Comptroller		
Advice #	98765432	Pay Start
Advice Date	05/03/2013	Pay End
Department ID	02000	NYS EMP
EARNINGS		

- **License plate numbers:** 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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SELECT PERMIT PREFERENCE

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

Work Address (Building): SUNY Plaza Building
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: New York License Plate: FPV8625

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

Exit Profile Continue



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

Choose your Preferred Lot

Preferred Lot: EPGBS - East Garage -- Garage

Select your Preferred Lot (where you want to park) from the drop down. Your name will be added to the seniority queue for that location.

Click **Continue**.



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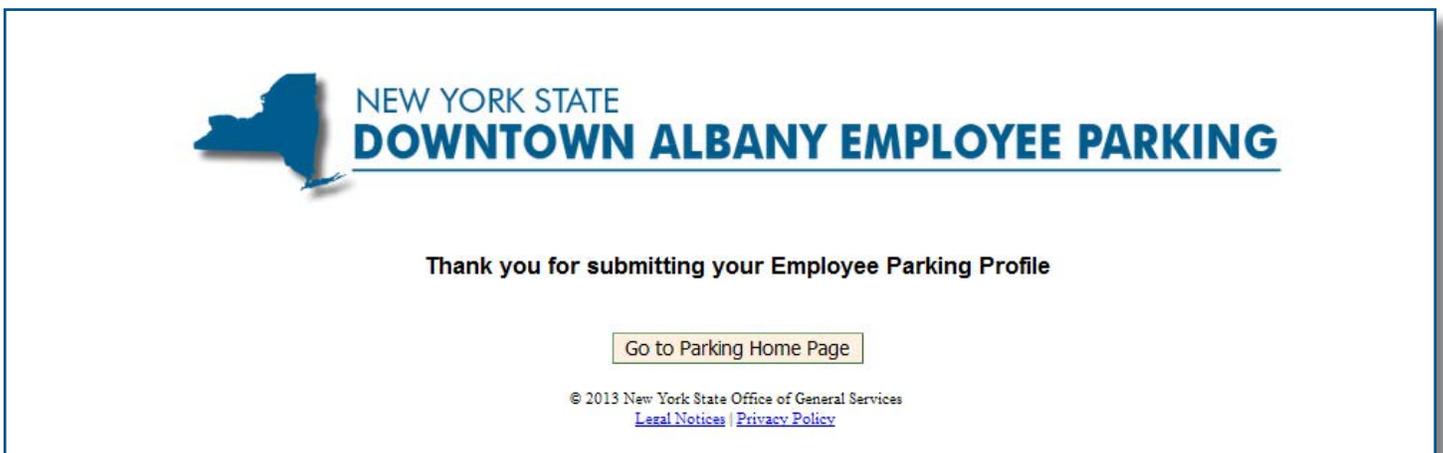
EPP VERIFICATION

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.

