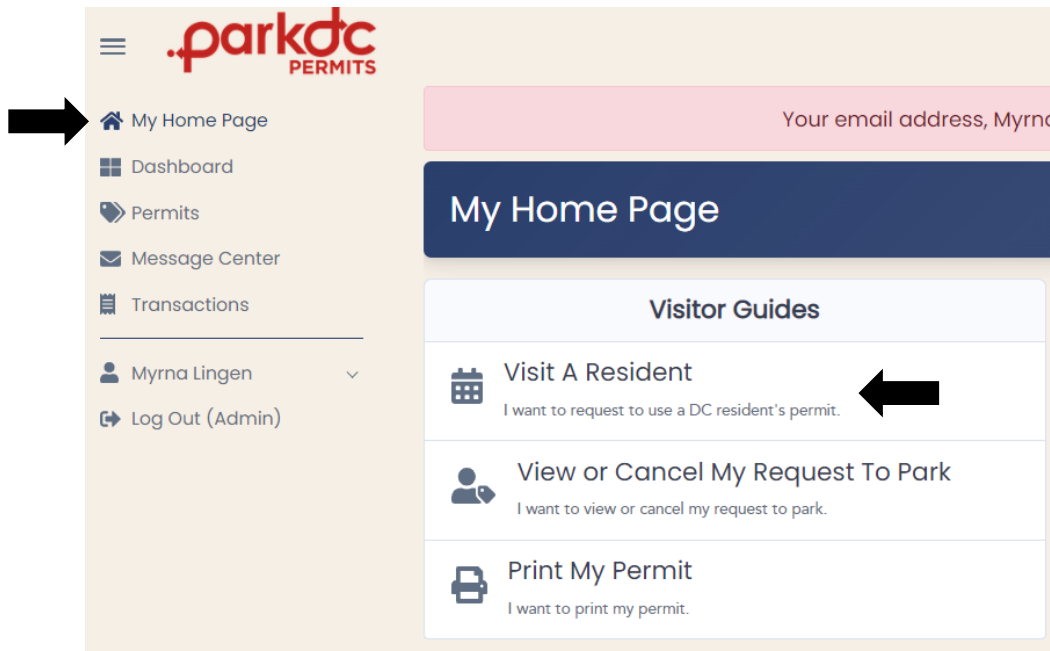



## HOME HEALTH AIDE REQUEST TO PARK


1. To visit a resident as a Home Health Aide, from your “My Home Page”, click on “Visit A Resident”.



2. Enter the Home Health Aide visitor code that the resident has shared with you, then click “Continue.” You can also lookup a resident you have visited before, by clicking on the history button.

Enter Permit Code



**Continue** 

3. Confirm the address you will be visiting, and the start date of your visit. Click “Continue”.


The visitor code you entered gives you access to special permits. Please select the address you will be visiting, your role as a visitor, and the date you will start visiting then click “Continue”. You will be redirected to a page showing you which permits are available to you, based on the information provided.

I am a:

I will be parking at:

My visit(s) will start on:


November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10



4. Click “Add” to select the Home Health Aide Permit for the address requested, and then click “Continue”.

I am a:  I will be parking at:  Starting on:


November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10


 Showing permits for visitor code: 231427

**Home Health Aide Permit** \$0.00  
District residents requiring at home nursing care are issued a Home Health Aide permit.

Parking Locations:  
ANC 5E

5. Only one vehicle can be associated with your permit. Click “Add” to enter your vehicle information.

 **Home Health Aide Permit**  
District residents requiring at home nursing care are issued a Home Health Aide permit.

Vehicle(s)  

Permit Start Date

Only 1 vehicle(s) can be associated with this permit.

6. Select the vehicle and click “Continue”.

The screenshot shows a web form titled "Home Health Aide Permit" with a sub-header "District residents requiring at home nursing care are issued a Home Health Aide permit." and a price of "\$0.00". Below the title, there is a "Vehicle(s)" section with an "+ Add" button and a note: "Only 1 vehicle(s) can be associated with this permit." A checkbox is checked for "Myrna's Car (ABC123)". To the right, the "Permit Start Date" is set to "11/08/2022". At the bottom, a "Total" row shows "\$0.00". Two buttons, "Add Permit" and "Continue", are located in the bottom right corner.

7. Your Home Health Aide contract with the resident must be uploaded to your account for review and approval. The contract must contain a business letterhead and be signed by the resident dated within 30 days of the contractor order.

Once your document is uploaded click “Checkout”.

The screenshot shows a "Documents" section with the instruction "Please click the tabs below to see which documents are needed to approve your permit(s)." There are two tabs: "Permit Documentation" and "Home Health Aide Permit", with the latter being selected. Below the tabs, it says "All Documents Uploaded" with a green checkmark. Underneath, it says "Choose one of the document set options below" and "Option 1" is selected. The "Option 1" section contains a list of documents to be uploaded, with "Home Health Aide Contract with Resident" listed as "Pending Review". To the right, there is a "Please select the type of document you will be uploading" section with a dropdown menu set to "Home Health Aide Contract with Resident". Below this, there are three requirements: "Sign contract with the Resident", "Dated within 30 days of contractor order", and "Business letterhead". There are two radio button options: "Upload a new file" (selected) and "Choose a previously uploaded file". A "Choose File" button is next to a text input field containing "email.png". Below the input field is a "Document:" label and an "Upload" button. A large black arrow points down from the "Upload" button to the "Checkout" button at the bottom right of the page.

8. Your request to park will be sent to the resident for approval. The verifications team will review the contract within 24-48 hours. Once approved, you will receive a notification.

9. From your “My Home Page”, click on “Print My Permit”, and then “Print”.

The screenshot shows the .parkdc PERMITS website interface. On the left is a navigation menu with options: My Home Page, Dashboard, Permits, Message Center, Transactions, Myrna Lingen, and Log Out (Admin). A black arrow points to the 'My Home Page' link. The main content area has a header 'My Home Page > Print My Permit' and a 'Visitor Guides' section with three options: 'Visit A Resident', 'View or Cancel My Request To Park', and 'Print My Permit'. A second black arrow points to the 'Print My Permit' option. To the right, a permit preview is shown for 'Home Health Aide Permit ANC5E' with details for Resident LINGEN, M, 1 vehicle assigned, and validity from November 08, 2022 to May 07, 2023. A 'Print' button is visible at the bottom of the preview. A notification at the top right states: 'Your email address, Myrnatesting2022@paylock.com, has not been verified'.

10. Under Destination choose the printer and click “Print”.

The screenshot shows the permit printing interface. On the left is the permit document with the following text: 'Permit #: DC148077', 'Home Health Aide Permit ANC5E', 'ISSUED TO LICENSE PLATE: DC-ABC123', 'Valid: November 08, 2022 to May 07, 2023'. Below this is a list of terms and conditions. On the right is a dark-themed print settings panel. It shows 'Print' with '1 sheet of paper'. The 'Destination' is set to 'Office Printer'. Other settings include 'Pages: All', 'Copies: 1', and 'Color: Black and white'. A 'More settings' dropdown is also visible. At the bottom right of the panel are 'Print' and 'Cancel' buttons.