

HOW TO SHARE A VISITOR CODE

Welcome to ParkDC Permits! Here you will learn how to share the permit code with your Visitor. They will need to sign up for a ParkDC Permits Visitor account. They can use your permit code to request to park.

1. From the "My Home Page", click "Share My Permit with a Visitor".





2. Select the permit type you would like to give your guest access to.

Share the permit code with your Visitor. They will need to sign up for a ParkDC Permits Visitor account. They can use your permit code to request to park. Approve or deny visitor requests . Change permit access settings.



• Click "Share" and then on the "envelope icon" to send the code by email.

	Share		×
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File Message Insert Draw Options Format Text	t Review Help Q Tell me what you	want to do	
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Send Cc			
Subject Visitor Code			
Dear Visitor,			
To begin parking, please create an account or log back into your acc You can choose from one of the below four easy methods: Online: https://dot.mwparkinginfo.com/cws/ Mobile App: ParkDC Permits Phone: 202-671-2631 Klosk's: https://tops.ddot.dc.gov/DDOTPERMITSYSTEM/DDOTPerm On the Dashboard, click "Request to Park" and enter the Visitor, Ho	count with your username and password. altOnline/OPA/Kiosks.aspx ome Health Aide or Contractor code: 75646 and d	Slick "Continue."	
To get updates on your request, check the message center on your	r account or check the email provided when you r	registered your account.	
If you have any questions or need further assistance, view the instr 2631.	ructional videos <u>https://ddot.myparkinginfo.com</u>	/cws/pages/videos or contact the Help Center	r 24 hours a day, 365 days a year at 202-671-
Regards, DDOT Parking and Ground Transportation Division			

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• You may provide the code to your visitor verbally as well or "Copy" and then paste it to send through a text message if you are on your mobile device.

*Note: Once your visitor has requested access, you will need to approve the request.

Your visitor will now request to park at your house using the code that you shared. Please wait for your visitor to tell you to approve their request to park.

Share the permit code with your Visitor. They will need to sign up for a ParkDC Permits Visitor account. They can use your permit code to request to park. Approve or deny visitor requests . Change permit access settings.



3. To see the request from your "My Home Page", click on "Approve or Deny Parking Requests".



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4. You can either approve or deny the request. To approve, click "Approve Vehicle" and select yes. To deny, click "Deny," enter a reason for denial, and click "ok."

Note: If you deny the request, your visitor will not be allowed to park."

Visitor Parking Permit ANC5E PERMIT # DC134613	•
Visitor Code 172569 ট 🏞	l
Visitor Name IYESHA RAYNOR	l
Vehicle(s) ABC123 (ABC123)	
Parking Locations 5E	
Parking Approve Deny	•

Do you want to approve this vehicle?		>	¢
	No	Yes	



5. To print your permit once approved, from your "My Home Page" click on "Print My Permit".



6. The permit will now reflect the vehicle that was approved to park. Click "Print" and display the permit properly on the dashboard of the vehicle.

Visitor Parking Permit ANC5E	
PERMIT # DC134613	
Vehicle(s) ABC123 (ABC123)	I
Parking Locations 5E	I
Parking Dates from November 01, 2022 10:35 AM to November 01, 2022 11:55 PM	
Time Requested 13 hours 20 minutes (includes 0 minutes	•
Print	

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