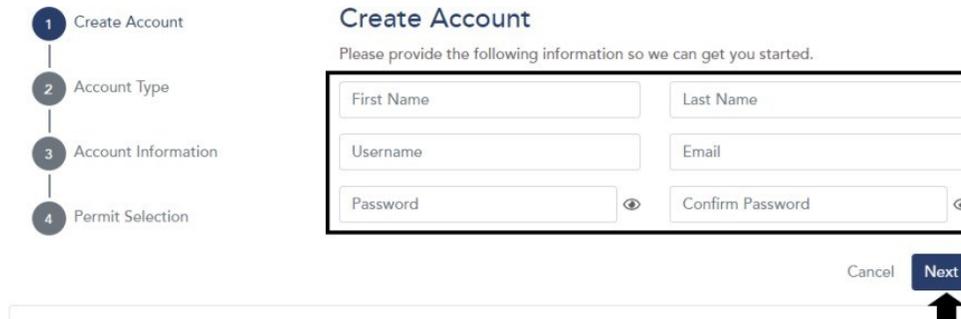


# HOME HEALTH AGENCY ACCOUNT SIGN UP

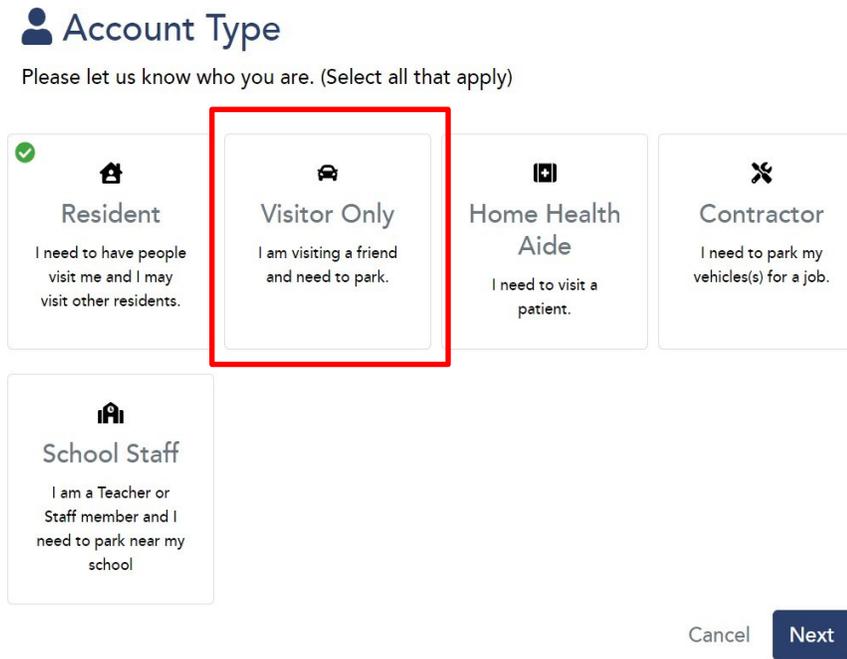
## 1. CREATE PARKDC PERMITS ACCOUNT

1. Access ParkDC Permits at [ddot.myparkinginfo.com](http://ddot.myparkinginfo.com) and click **Sign Up!**
2. Enter the required information and click **Next**



The screenshot shows the 'Create Account' form with a progress indicator on the left. The progress indicator has four steps: 1. Create Account (selected), 2. Account Type, 3. Account Information, and 4. Permit Selection. The form itself has the title 'Create Account' and a sub-header 'Please provide the following information so we can get you started.' Below this are input fields for First Name, Last Name, Username, Email, Password, and Confirm Password. At the bottom right, there are 'Cancel' and 'Next' buttons. An arrow points to the 'Next' button.

3. Select **Visitor Only** and click **Next**



The screenshot shows the 'Account Type' selection screen. The title is 'Account Type' with a person icon. Below the title is the instruction 'Please let us know who you are. (Select all that apply)'. There are five selection cards: 'Resident' (with a green checkmark), 'Visitor Only' (highlighted with a red box), 'Home Health Aide', 'Contractor', and 'School Staff'. Each card has an icon, a title, and a description. At the bottom right, there are 'Cancel' and 'Next' buttons. An arrow points to the 'Next' button.

## 2. CONTACT DDOT TO RECEIVE A HOME HEALTH AGENCY ACCOUNT

1. Email [ddot.parking@dc.gov](mailto:ddot.parking@dc.gov) with the following information
  - a. Agency Name
  - b. Agency Address
  - c. Agency Point of Contact Person
  - d. ParkDC Permits Username

Once your account has been upgraded by the DDOT team, you will have access to add home health aide permits directly.

## 3. ISSUE PERMITS

1. Go to the **Permits** page and then click **Create New Permit**. Select **Home Health Agency** in the dropdown, click **+Add New**, then click **Continue**

Permits  
View all purchased permits.

+ Add Permit

Search by Permit Number or Licer

Select a permit type.

Bridges PCS  
Active: 5

2. Add the home health aide's vehicle with **+Add New** and click **Continue**

Cart Details  
Review your cart and fill out all necessary information.

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

Vehicle(s) + Add New  
Only 1 vehicle(s) can be associated with this permit.

Mary's Car (LKJ123)  
 ABC123 (ABC123)

Permit Start Date  
07/21/2023

Total \$0.00

Create New Permit Continue

3. Select the document type you are uploading in the dropdown. Click **Browse** to locate your file. After selecting your file, click **Upload** and then **Checkout**.

## Documents

Please click the tabs below to see which documents are needed to approve your permit(s).

Permit Documentation  
Home Health Aide Permit

Choose one of the document set options below

Option 1

Option 1

Please upload ALL OF THESE document(s) below:

Home Health Aide Contract with Resident ⓘ

Please select the type of document you will be uploading

Document Type

Select

Upload

4. Your permit will be reviewed by our verification staff within the next 24-48 hours. We will send a notification to your account once the required documentation has been reviewed.

## Success!

Your request is being processed. Your permit is currently pending and will be reviewed by our verification staff within the next 24-48 hours. We will send a notification to your account once the required documentation has been reviewed.

[Back to Home Page](#)

# PRINT PERMITS

1. After your permit is approved, you can print your permit from the Permits page or the Home page. The permit must be printed and displayed on the vehicle dashboard.

