

**PARKING PROCEDURE**  
*Housestaff Registration 2021-2022*

Housestaff Liaisons,

IT'S THAT TIME AGAIN!

We want to thank you for your continued support of the parking program. As we continue to make improvements to the application, permit and billing process, we look forward to serving you.

Please take this time to review your accounts to make sure each resident listed belong to your allocation and is an existing parker. If you find there are Residents that are missing or should be a part of your allocation, we ask that you please let us know so that we can make the necessary corrections. You can locate this information by selecting the **Allocate Permit Option using the online portal**.

For updating payment information, the link below for the clearing accounts form is listed below. This form must be completed before assigning permits. [Any journal entry invoice not paid within 90 days of receipt may cause the parking access to be suspended due to non-payment.](#)

<http://www.umaryland.edu/parking/forms/housestaff-clearing-account-form/>

The current schedule for the Housestaff Permit process is:

- April – May - HouseStaff Liaisons develop and review allocations for the next rotation
  - Email all information to Diane Campbell
    - Excel list of new and returning residents
    - Completed new applications
- May 15<sup>th</sup> thru June 1<sup>st</sup> - parking cashiers office will begin processing packets for pick up
  - Appointments will be required for pick-up and a link will be sent when the packet is completed
- June 1<sup>st</sup> onward - emails will be sent to liaisons for permit pick-up
- July 1<sup>st</sup> thru July 15<sup>th</sup> - Return all returned or unissued permits to the parking cashiers office
- July 30<sup>th</sup> - Cutoff date for all permit adjustments for returned permits
- August 30<sup>th</sup> - Final cutoff date for any adjustments for invoicing to be sent

Please feel free to notify me, Diane Campbell ([dcampbell@umaryland.edu](mailto:dcampbell@umaryland.edu)) if you are in need of your Login/Password as well as any other questions or concerns you may have. We look forward to a smooth 2021-2022 Housestaff Registration.

**Diane Campbell**  
**Business Service Coordinator**  
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