

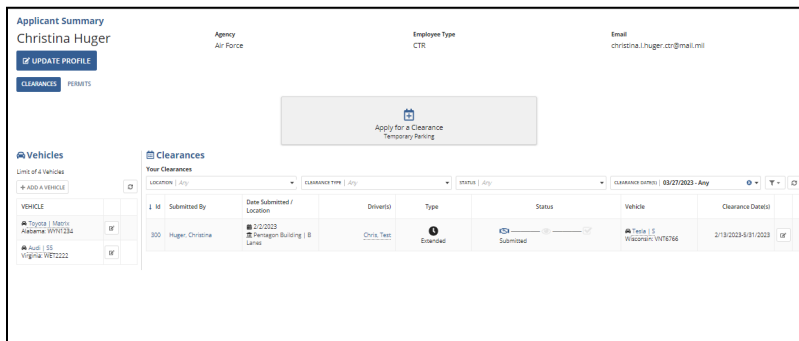
# REQUESTING A PARKING CLEARANCE – GENERAL REQUESTOR

## Individual Clearance

In the Parking Management System (PMS), the General Requestor (GR) can submit, edit, view, or cancel individual parking clearance(s) for themselves. A GR cannot submit, view, or alter parking clearances on behalf of another user. A GR with Metro Transit Benefits Program (MTBP) privileges or who is a permit holder can request temporary parking clearances for up to eight days per calendar month. A GR who does not have MTBP privileges or is not a permit holder can request temporary parking clearances up to 10 days per calendar month. The selected days can be nonconsecutive days. If a temporary parking clearance is needed for longer than the allotted days, the GR should contact the PMO for further assistance.

### GR Homepage - Clearances

Upon successful login to the PMS, the GR will be presented with their personalized PMS homepage.



GR Clearances Homepage

From the homepage, the GR has several options:

- Update the Profile
- Return to the homepage
- Apply for a Parking Clearance
- Add a vehicle

To update the user profile, click **Update Profile** located underneath the user's name.



To return to the main homepage, click the WHS icon located in the upper left corner of the webpage.



GR User Profile Update

## Requesting a Clearance - GR

To add a vehicle, click **+ Add a Vehicle** under the **Vehicles** section of the PMS GR homepage.

The screenshot shows the PMS GR homepage for Christina Huger. The 'Vehicles' section is highlighted, and a red box is drawn around the '+ ADD A VEHICLE' button. The 'Clearances' section is also visible, showing a table with one entry for a submitted clearance.

Id	Submitted By	Date Submitted / Location	Driver(s)	Type	Status	Vehicle	Clearance Dates
300	Huger, Christina	2/2/2023 Pentagon Building   B Lane	Chris, Test	Extended	Submitted	Test   5 Wisconsin W16766	2/13/2023-5/31/2023

### GR Add a Vehicle

To apply for a parking clearance, click **Apply for a Clearance Temporary Parking**.

The screenshot shows the PMS GR homepage for Christina Huger. A red box is drawn around the 'Apply for a Clearance Temporary Parking' button in the center of the page. The 'Vehicles' and 'Clearances' sections are also visible.

### GR Apply for a Clearance

To edit or delete a vehicle, click as appropriate the **edit** or the **trash can** icon located next to the vehicle you want to modify.

The screenshot shows the PMS GR homepage for Christina Huger. A red box is drawn around the 'Vehicles' section, which contains a list of vehicles with edit and delete icons next to each entry.

VEHICLE	EDIT	DELETE
Toyota   Motor Alabama W167234		
Audi   55 Virginia W167222		

### Stored Vehicles



**NOTE**  
If a vehicle is used in a past or current clearance request, you will not have the option to delete the vehicle. If you need to delete a vehicle from your PMS homepage but are unable to do so, contact the PMO for assistance.

## Requesting a Clearance - GR

To review or modify parking clearances that were previously submitted, refer to the **Clearances** section located near the center of the PMS homepage.

Applicant Summary  
Christina Huger  
Agency: Air Force  
Employee Type: CTR  
Email: christina.l.huger.ccr@email.mil

UPDATE PROFILE  
CLEARANCES PERMITS

Apply for a Clearance  
Temporary Parking

**Clearances**

Your Clearances  
Location: Any | Clearance Type: Any | Status: Any | Clearance Dates: 03/27/2023 - Any

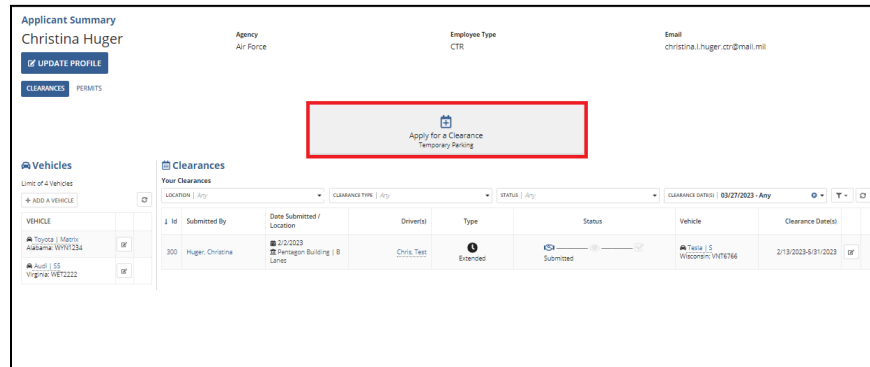
ID	Submitted By	Data Submitted / Location	Driver(s)	Type	Status	Vehicle	Clearance Date(s)
300	Huger, Christina	2/2/2023 Pentagon Building   B Lines	Chris, Test	Extended	Submitted	Tesla   S Wisconsin, WI7E766	2/18/2023-6/31/2023

**PMS GR Your Clearances**

Requesting a Clearance - GR

## Requesting a Temporary Clearance

**Step 1** – From the **PMS homepage**, click **Apply for a Clearance - Temporary Parking**



**PMS GR Apply for a Clearance**

The Temporary Parking Clearance Request page will be displayed.

**Step 2** – Complete the sections on the **Temporary Parking Clearance Request** page.

The screenshot shows the 'Temporary Parking Clearance Request' form. It has several sections: 'Location' with radio buttons for Pentagon Building, Mark Center Building, Surface Building, 400 Army/Play Dr-Dorchester, and FDR #2-Dorchester; 'Driver Information' with fields for Driver's Last Name (jones), Driver's First Name (jones), Employee Type (CTR), Email (jones38.ccr@mail.mil), and Phone Number (410) 542-6047; 'Visitee Contact Information' with a dropdown for 'Who are they visiting?'; 'Vehicle Information' with fields for Make / Model (BMW X1), License Plate Number (98C21CV), License Plate State (Maryland), and an 'UPDATE VEHICLE' button; 'Clearance Date(s)' with a date field (04/08/2024) and an 'ADD DATE' button; and a 'Comments' section with a text area. At the bottom, there is a 'File Upload Section' with an 'UPLOAD' button and a 'CANCEL' button.

### Temporary Parking Clearance Request

**Location:** Select the visiting location. Depending on your selection, you may be prompted to choose a sub location (i.e., a specific parking area).

**Driver Information:** Review the **Driver Information** section for accuracy. The Department, Agency, Division, Room Number, and Phone Number can be modified by updating your profile. All other information is derived from your CAC and cannot be modified from the PMS website.

**Visitee Contact Information:** Are you visiting a POC at the location?

- If the answer is no, select the **Me** radio button.
- If the answer is yes, select the **Someone Else** radio button.

You will be prompted to provide the contact details for your Point of Contact (POC). You can search for the POC's contact information by entering their government email address in the **Search by email\*** field or you can enter their contact information manually by selecting **Create New POC**.

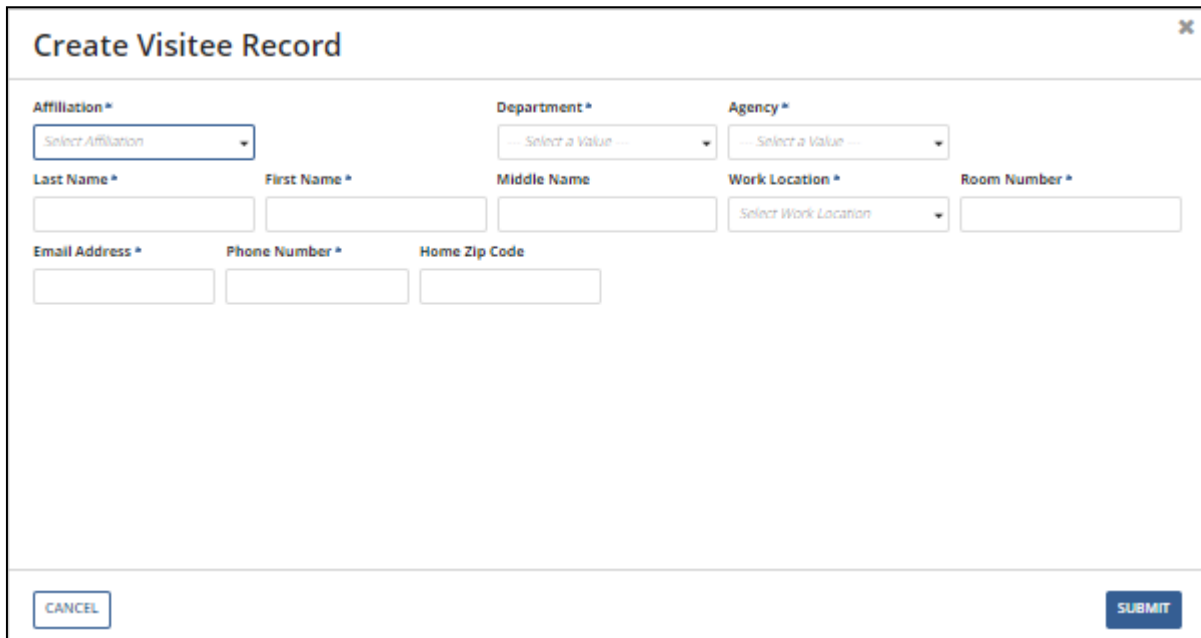


### Visitee Contact Information

If you choose to enter your POC's information manually, select the **CREATE NEW PERSON** option (See Figure 15).

The Create Visitee Record dialog will be displayed.

Complete the **Create Visitee Record** dialog. Click **Submit**.



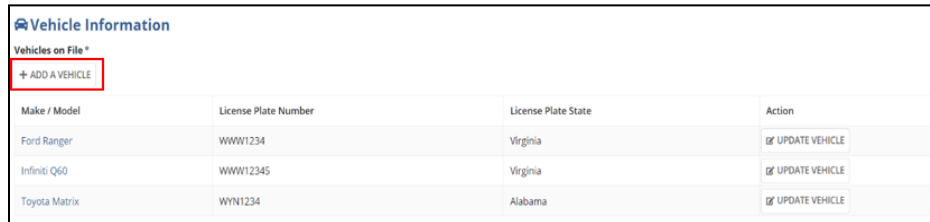
### New Point of Contact (Visitee)

**Visitee Information:** After providing the visitee's details, review the **Visitee Contact Information** section for accuracy. This section will reflect your POC's contact information.

## Requesting a Clearance - GR

**Vehicle Information:** Select the vehicle associated with this parking clearance request. You can either add a new vehicle or choose an existing vehicle on file (See Figure 17).

To add a vehicle, select **+ Add a Vehicle** located under the **Vehicle Information** section.



**Vehicle Information**

Vehicles on File \*

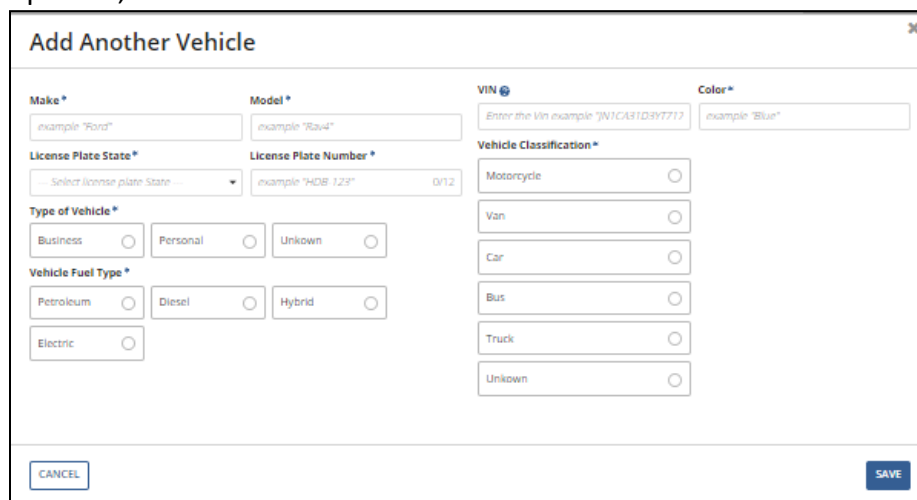
**+ ADD A VEHICLE**

Make / Model	License Plate Number	License Plate State	Action
Ford Ranger	WWW1234	Virginia	UPDATE VEHICLE
Infiniti Q60	WWW12345	Virginia	UPDATE VEHICLE
Toyota Matrix	WYN1234	Alabama	UPDATE VEHICLE

**Vehicle Information – Add a Vehicle**

Add the vehicle details to the **Add Another Vehicle** window by completing the required fields.

Upon completion, click **Save**.



**Add Another Vehicle**

**Make \***  **Model \***

**VIN**  **Color \***

**License Plate State \***  **License Plate Number \***

**Type of Vehicle \***

Business  Personal  Unknown

**Vehicle Fuel Type \***

Petroleum  Diesel  Hybrid  Electric

**Vehicle Classification \***

Motorcycle  Van  Car  Bus  Truck  Unknown

**Add Another Vehicle**

The newly added vehicle will now be listed in the list of your vehicles to choose from.

## Requesting a Clearance - GR

To choose an existing vehicle or a recently added vehicle, select the vehicle from the list of existing vehicles located under the **Vehicle Information** section. The desired selection will be highlighted in blue (as in the sample below).

You also have the option to edit a vehicle in your list of existing vehicles. To do so, click on **Update Vehicle** for the vehicle you want to modify. Make the needed changes and click **Save**.

Make / Model	License Plate Number	License Plate State	Action
BMW X1	59B23CV	Maryland	<a href="#">UPDATE VEHICLE</a>

**List of Available Vehicles**

**Update Vehicle**

Make\*  Model\*  VIN  Color\*

License Plate State\*  License Plate Number\*  7/12

Type of Vehicle\*

Business  Personal  Unkown

Vehicle Fuel Type\*

Petroleum  Diesel  Hybrid  Electric

Vehicle Classification\*

Motorcycle

Van

Car

Bus

Truck

Unkown

**Update Vehicle**

**Clearance Dates:** Enter the desired dates for this parking clearance request. You are allotted up to eight days per calendar month for MTBP and permit holders and up to 10 days per calendar month for non-MTBP and non-permit holders. You cannot select a date more than 30 days in advance. Your dates can be nonconsecutive.

## Requesting a Clearance - GR

**Clearance Date(s)**

NO OVERNIGHT PARKING ALLOWED. YOU CAN PARK BETWEEN THE HOURS OF 0500 AND 1800 FOR UP TO 10 DAYS PER CALENDAR MONTH

March- Used: 1 Remaining: 9

Date:
03/27/2023

[Add Date](#)

### Clearance Dates

The current date will automatically appear in a row underneath the **Clearance Dates** section. To edit this date, click on the calendar icon in the date row and select a new date.

09/28/2022

### Edit Clearance Date

To add a new date row, click **+ Add Date** located under the **Clearance Dates** section. Next, click the **calendar** icon in the date row and select the desired date. To delete a date row, click on the **trash can** icon located in the date row you want to delete.

After the dates are selected, the application will display the number of days you have used thus far for the specified month and the number of days you have remaining for the specified month.



#### NOTE

**Overnight parking is not allowed. You can park between the hours of 0500 and 1800.**

Comments: If desired, enter comments associated with this parking clearance request. There is a 2000-character limit. This section is optional.

File Upload Section: If desired, attach files associated with this request by selecting **Upload** or dragging and dropping files in the **Drop files here** field located in the **File Upload Section** next to the *Upload* button. This section is optional.

**File Upload Section**

Click the Upload button to open the file browser and select the file to upload

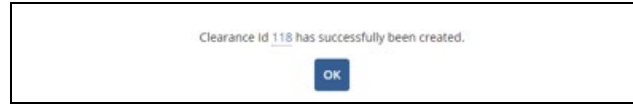
[UPLOAD](#) Drop files here

### File Upload Section

**Step 3** – After completing all sections, click **Save** (located in the bottom right corner of the **Temporary Parking Clearance Request** webpage).

Upon successful completion, a confirmation page will appear stating that your clearance was successfully created.

## Requesting a Clearance - GR



### Confirmation Page

You will receive an email confirmation when your parking clearance request is approved or rejected by the PMO.

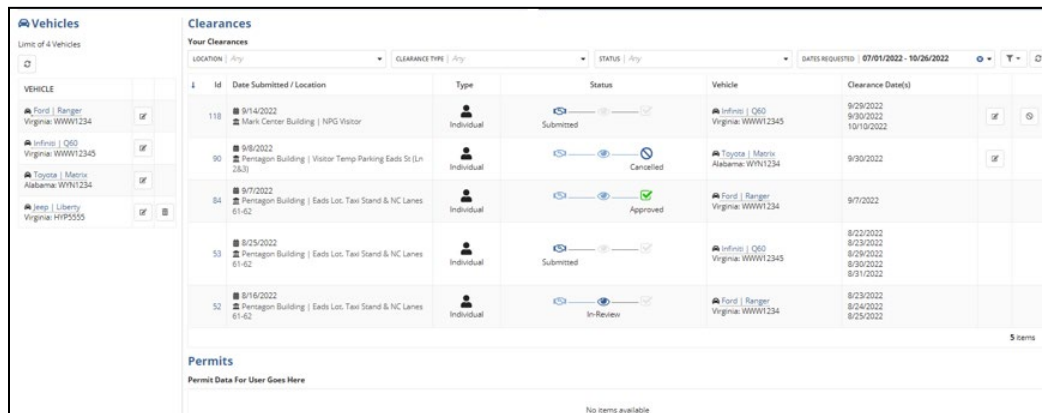


#### NOTE

**Submission of a parking clearance request does not constitute approval. The request must be approved by the PMO.**

## View, Edit, or Cancel Parking Clearance Requests

From the homepage, the GR can view, edit, cancel, or check the status of a parking clearance request under the **Clearances** section.






Id	Date Submitted / Location	Type	Status	Vehicle	Clearance Date(s)
118	9/14/2022 Main Center Building   NPG Visitor	Individual	Submitted	Infiniti   Q60 Virginia WWW12345	9/29/2022 9/30/2022 10/10/2022
90	9/8/2022 Pentagon Building   Visitor Temp Parking Eads St (Ln 283)	Individual	Cancelled	Toyota   Matrix Alabama-WN1234	9/30/2022
04	9/7/2022 Pentagon Building   Eads Lot: Taxi Stand & NC Lanes 61-62	Individual	Approved	Ford   Ranger Virginia WWW1234	9/7/2022
53	8/25/2022 Pentagon Building   Eads Lot: Taxi Stand & NC Lanes 61-62	Individual	Submitted	Infiniti   Q60 Virginia WWW12345	8/22/2022 8/23/2022 8/29/2022 8/30/2022 8/31/2022
52	8/16/2022 Pentagon Building   Eads Lot: Taxi Stand & NC Lanes 61-62	Individual	In Review	Ford   Ranger Virginia WWW1234	8/23/2022 8/24/2022 8/25/2022

### Your Clearances

Submitted parking clearance requests can be filtered by **Location**, **Clearance Type**, **Status**, and **Clearance Dates**.

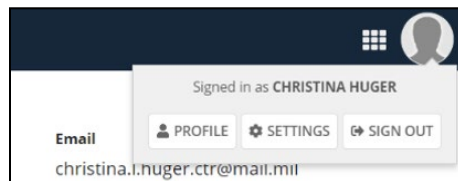
## Requesting a Clearance - GR

Parking clearance requests in “Submitted” status can be edited or canceled. To edit or cancel a parking clearance that has been submitted, click on the edit icon or the cancel icon associated with the clearance ID you want to edit or cancel.

VEHICLE	ID	Date Submitted / Location	Type	Status	Vehicle	Clearance Date(s)	
Ford   Ranger Virginia: WW1234	118	9/14/2022 Mark Center Building   NPG Visitor	Individual	Submitted	Infiniti   Q60 Virginia: WW12345	9/29/2022 9/30/2022 10/19/2022	 
Infiniti   Q60 Virginia: WW12345	90	9/8/2022 Pentagon Building   Visitor Temp Parking Eads St (Ln 283)	Individual	Cancelled	Toyota   Matrix Alabama: WW1234	9/30/2022	
Toyota   Matrix Alabama: WW1234	84	9/7/2022 Pentagon Building   Eads Lot, Taxi Stand & NC Lanes 61-62	Individual	Approved	Ford   Ranger Virginia: WW1234	9/7/2022	
Jeep   Liberty Virginia: HPS555	53	8/25/2022 Pentagon Building   Eads Lot, Taxi Stand & NC Lanes 61-62	Individual	Submitted	Infiniti   Q60 Virginia: WW12345	8/22/2022 8/23/2022 8/29/2022 8/30/2022 8/31/2022	
	52	8/16/2022 Pentagon Building   Eads Lot, Taxi Stand & NC Lanes 61-62	Individual	In Review	Ford   Ranger Virginia: WW1234	8/23/2022 8/24/2022 8/25/2022	

### Editing a Parking Clearance

To sign out of the application, click the silhouette located in the upper right corner of the webpage.



### PMS Profile, Settings, Sign Out