



Parking Management System

Quick Guide


PMS Login

Overview

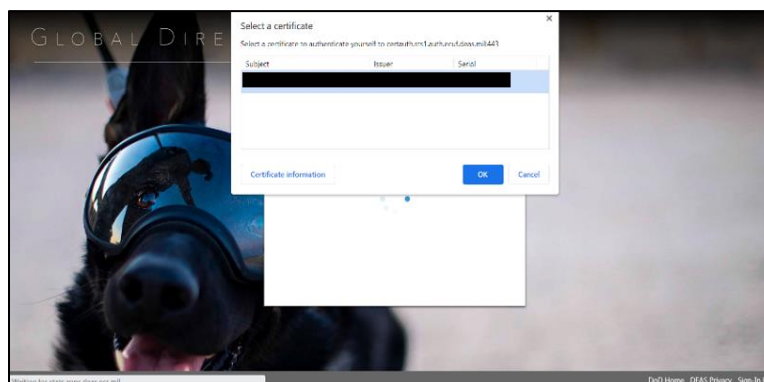
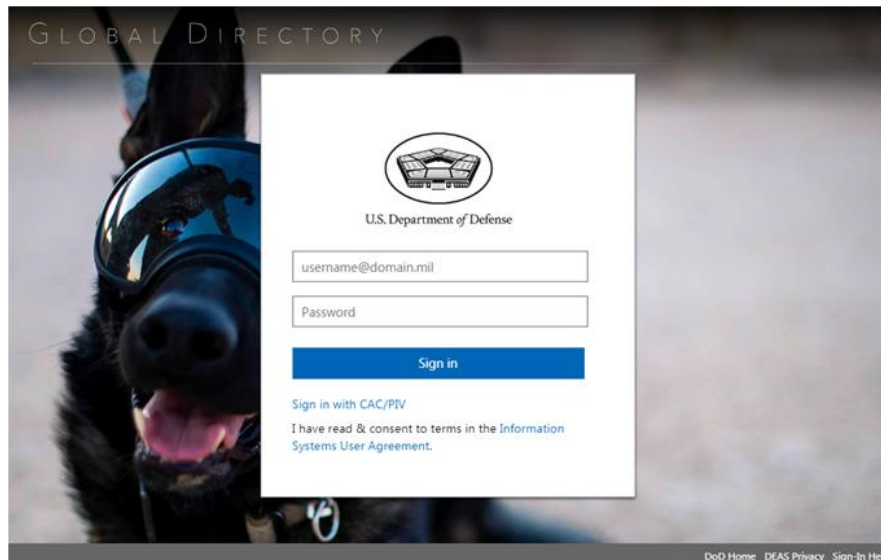
The PMS uses the Global Federated User Domain (GFUD), an authentication service provider, to protect data and restrict access to the application. To gain access to the PMS, personnel must possess a DoD issued Common Access Card (CAC) and have Government Furnished Equipment (GFE) such as a government-issued computer.

User Login

To log into the PMS, navigate to <https://parkingmanagement.whs.mil> in your internet browser.

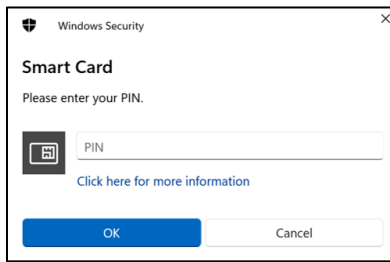
 **NOTE: If an error occurs to prevent the login process please contact the PMO**

1. At the **U.S. Department of Defense Login** page, click **Sign in with CAC/PIV**.



The **Smart Card / PIN** dialog will display.

2. Enter your CAC PIN. Click OK.



After a successful login, you will have access to the PMS homepage. The homepage display and functionality will differ based on your user role (i.e., GR, AR, CPR, DR, and PMO Staff).

Update User Profile

During your initial login to the PMS, you will be prompted to update your user profile prior to viewing your homepage. The non-editable information in your User Profile is derived from your CAC. This information cannot be changed from the PMS website. You are required to complete the fields that can be modified with your applicable information: **Phone Number, Home Zip, Work Location, and Room Number**. If a field is not applicable to you, type NA in the field. Once complete, click **Submit**.

A screenshot of a web form titled "Update Profile". The form contains several fields: "Affiliation*" (dropdown menu with "CTR" selected), "DoD ID*" (text field with "*****" entered), "Department*" (dropdown menu with "Department of Air Force" selected), "Agency*" (dropdown menu with "Air Force" selected), "Division*" (dropdown menu with "AF/A1 (0014)" selected), "Last Name*" (text field with a blacked-out name), "First Name*" (text field with a blacked-out name), "Middle Name" (text field), "Work Location*" (dropdown menu with "Pentagon Building" selected), "Room Number*" (text field with "NA" entered), "Email Address*" (text field with a blacked-out email), "Phone Number*" (text field with "(123) 123-1234" entered), and "Home Zip Code*" (text field with "12346" entered). At the bottom left is a "CANCEL" button and at the bottom right is a "SUBMIT" button.

Failure to update your user profile may result in you not being able to submit for a parking clearance or parking permit.

The user profile can be updated at any time by clicking **Update Profile** on your respective PMS homepage.



Migrated Records

If vehicles listed on your homepage are listed with “unknown” labels complete the process below. This process will allow you to access your vehicle information to make any changes needed.

Select **ASSOCIATE MIGRATED RECORDS**


The screenshot shows the 'PMS MY HOMEPAGE' interface. At the top, there are fields for 'Agency', 'Employee Type', and 'Email'. A blue button labeled 'ASSOCIATE MIGRATED RECORDS' is highlighted with a red box. Below this, there are sections for 'Vehicles' and 'Clearances'. The 'Vehicles' section shows a table with one entry: 'BMW | XT Maryland - 2B455AC'. The 'Clearances' section has a table with columns: 'Id', 'Submitted By', 'Date Submitted / Location', 'Driver(s)', 'Type', 'Status', 'Vehicle', and 'Clearance Date(s)'. The table is currently empty, with 'No items available' displayed below it.


Select all records to update and **SUBMIT** to return to **PMS MY HOMEPAGE** and refresh.

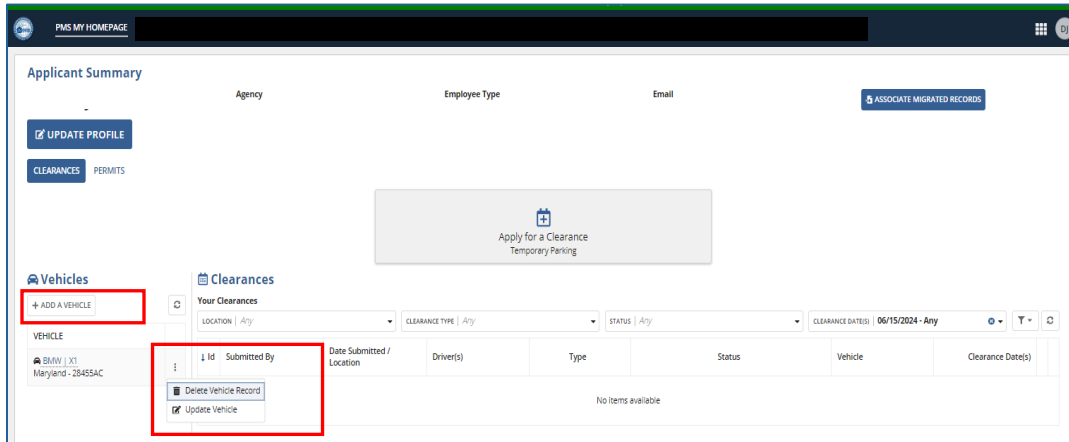
The screenshot shows the 'My Records' interface. It has two sections: 'Vehicles Records' and 'Permit Records'. Both sections have a table with columns and a 'No items available' message below them. In the 'Vehicles Records' table, the first checkbox is highlighted with a red box. In the 'Permit Records' table, the first checkbox is also highlighted with a red box. At the bottom right, a blue button labeled 'SUBMIT' is highlighted with a red box. At the bottom left, there is a 'CANCEL' button.

PERMIT HOLDERS

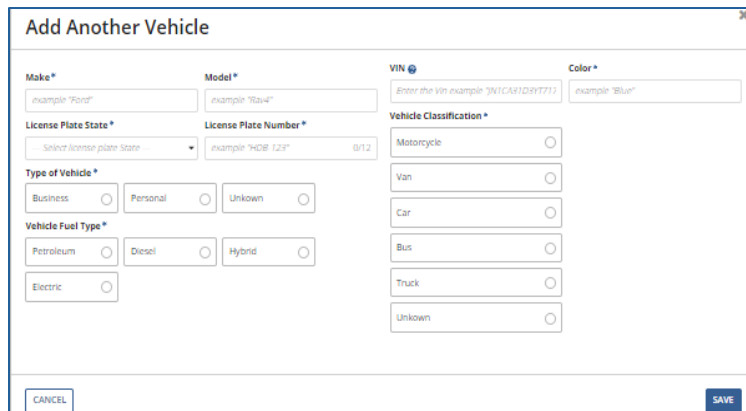
Updating/Adding/Removing Vehicles

 **NOTE: For vehicle permit holders: If updates to vehicles are required it will need to be reassociated with the active permit. This includes adding and removing vehicles. This update process will REQUIRE the permit holder to download and sign a new Form DD1199 generated from within the system.**

Select the ellipse  icon next to the vehicle to update or delete the vehicle.
Select the ADD VEHICLE button to add a vehicle.



Complete all fields and select SAVE



The 'Add Another Vehicle' form includes the following fields and options:

- Make***: Text input (example: "Ford")
- Model***: Text input (example: "F150")
- VIN**: Text input (example: "1N1CA8T28Y771")
- Color***: Text input (example: "Blue")
- License Plate State***: Dropdown menu (example: "Select license plate State")
- License Plate Number***: Text input (example: "4HD8 128")
- Type of Vehicle***: Radio buttons for Business, Personal, Unknown
- Vehicle Fuel Type***: Radio buttons for Petroleum, Diesel, Hybrid, Electric
- Vehicle Classification***: Radio buttons for Motorcycle, Van, Car, Bus, Truck, Unknown

Buttons: CANCEL, SAVE

Enter updates and select SAVE

Update Vehicle

Make*
BMW

Model*
X1

VIN ⓘ
Enter the Vin example "3N1CA11D9H7711"

Color*
White

License Plate State*
Maryland - MD

License Plate Number*
2B455AC 7/12

Vehicle Classification*

- Motorcycle
- Van
- Car**
- Bus
- Truck
- Unknown

Type of Vehicle*

- Business
- Personal**
- Unknown

Vehicle Fuel Type*

- Petroleum**
- Diesel
- Hybrid
- Electric

CANCEL
SAVE

From the PMS Homepage Select PERMITS

Applicant Summary

Agency: _____ Employee Type: _____ Email: _____

[ASSOCIATE MIGRATED RECORDS](#)

[UPDATE PROFILE](#)

[CLEARANCES](#) [PERMITS](#)

Apply for a Clearance
Temporary Parking

Vehicles

[+ ADD A VEHICLE](#)

VEHICLE
BMW X1 Maryland - 2B455AC

Clearances

Your Clearances

LOCATION | Any CLEARANCE TYPE | Any STATUS | Any CLEARANCE DATE(S) | 06/12/2024 - Any

Id	Submitted By	Date Submitted / Location	Driver(s)	Type	Status	Vehicle	Clearance Date(s)
No items available							

Select PERMITS from the grid and select the permit ID to update

Your Tasks

Overnight Requests

Permits

Permits

[Replace Lost / Stolen Permit](#)

Location: Pentagon Building

Department: _____

Agency: _____

Division: _____

Permit Types: _____

Appl type: _____

Status: _____

Permit Holder Name: _____

Permit Number: _____

License Plate Number: _____

Id	Permit Number	Permit Holder(s)	Vehicle(s)	Permit Type	Agency/Division	Permit Application Type	Start Date	Expiration Date	Location	Status	Submitted By	Actions
2729	N-C0005	Jones, Denise	Ford Escape Alabama - AR3838	NORTH C	CJCS CPR Alloc- CJCS	Single Occupancy Vehicle	6/12/2024	3/1/2025	Pentagon Building	Approved	Jones, Denise	⋮
2728		Jones, Denise	Ford Escape Alabama - AR3838	CORRIDOR 5	CJCS CPR Alloc- CJCS	Single Occupancy Vehicle			Pentagon Building	Rejected	Jones, Denise	⋮

Select **Permit Details** from the **Summary** page to update/add

2729 - N-C0005 DEACTIVATE PERMIT

Summary **Permit Details** Overnight Requests Documents Audit

Request Progress

- Submitted for Eligibil...
- Eligibility Review
- Eligible
- Submitted DD1199
- Reviewed by CPR
- Submitted to PMO
- Approved

Permit Information

Permit Requester	Jones, Denise	Location	Pentagon Building
Phone Number	(703) 000-6000	Permit Type	NORTH C
Email Address	denise.r.jones38.cpr@email.mil	Start Date	Jun 12, 2024
Department	Joint Chief Staff	Expiration Date	Mar 1, 2025
Agency	Chairman Joint Chiefs of Staff	Completed By:	Jones, Denise
Division	CPR Allocations Chairman Joint Chiefs of Staff	Completed On:	Jun 12, 2024
Created By:	Jones, Denise		
Created On:	Jun 12, 2024		
Updated By:	Jones, Denise		
Updated On:	Jun 12, 2024		

Events

Search Permit Event Histories

2024

- JUN 12
 - Uploaded Documents
Denise Jones - 11:54 AM
 - PMO Reviewed Permit Record
Denise Jones - 11:52 AM
 - Uploaded Documents
Alpha Harding - 11:31 AM
 - CPR Reviewed Permit Record
Alpha Harding - 11:31 AM
 - Uploaded Documents
Denise Jones - 11:28 AM

1 - 5 of 7 >

Updates Feed

0 Comments

Select **Update Vehicles**

2729 - N-C0005 **UPDATE VEHICLES**

Summary **Permit Details** Overnight Requests Documents

Permit Details

ACTIVE ONLY | True

Search PMS Permit Detail Record Event Histories

Details Id	Person	Vehicle	Vehicle License	Created By	Created At	Last Updated By	Last Updated At	Status	Active
<input type="checkbox"/> 5317	Jones, Denise	Ford Escape	Alabama - AR3838	Denise Jones	6/12/2024 11:25 AM	Denise Jones	6/12/2024 11:25 AM	Approved	Yes

Updates

STATUS RECORD | Pending UPDATE TYPE | Any

ID	Permit ID	Status	Update Type	Created By:	Created At:	Last Updated By:	Last updated At:
No items available							

No events to display

Permit Details grid will list current information for vehicles on Permit.

Selecting vehicles from this section will remove the vehicle from the Permit.

Update Vehicles

Permit Details

Details Id	Person	Vehicle	Vehicle License	Created By	Created At	Last Updated By	Last Updated At	Status	Active
<input type="checkbox"/> 5317	Jones, Denise	Ford Escape	Alabama - AR3838		6/12/2024 11:25 AM		6/12/2024 11:25 AM	Approved	Yes

Add Vehicles to active Permit

From this section select vehicle to add to your active Permit and SUBMIT

To add vehicles to the active Permit select from the **Vehicles on File** section

To **Add** a new vehicle select **Create New Vehicle**

To **Delete** a vehicle from the current permit select vehicle under **Permit Details**

Update Vehicles

Permit Details

<input type="checkbox"/>	Details Id	Person	Vehicle	Vehicle License	Created By	Created At	Last Updated By	Last Updated At	Status	Active
<input type="checkbox"/>	5317	Jones, Denise	Ford / Escape	Alabama - AR3838		6/12/2024 11:25 AM		6/12/2024 11:25 AM	Approved	Yes

ADD VEHICLES

Jones, Denise

CREATE NEW VEHICLE

Vehicles on File *

<input type="checkbox"/>	Type	Make / Model	License Plate State	License Plate Number	VIN	Registration	Permit	Actions
<input type="checkbox"/>		Ford / Escape	Alabama	AR3838	F849438938494867		No	
<input type="checkbox"/>		Ford / Fusion	Maryland	MD3838	F938842040590842		No	

Add Another Vehicle

Make * Model * VIN * Color *

License Plate State * License Plate Number *

Vehicle Classification *

Motorcycle

Van

Car

Bus

Truck

Unknown

Type of Vehicle *

Business Personal Unknown

Vehicle Fuel Type *

Petroleum Diesel Hybrid

Electric

CANCEL SAVE

CANCEL SUBMIT

Signing DD199

The GR is prompted to digitally download, signs, uploads, and submits a signed DD199 and SUBMIT to the PMO for approval.

Do not use any other previous forms you may have. Selecting this download option will generate the DD199 with current vehicle and other information pertaining to this request.

Step 1 Select Download DD199

Download DD1199

Please Upload Signed DD1199. Your documents will not be uploaded until you press Submit

UPLOAD

Step 2: Save Downloaded DD199 to folder

Save As

Organize New folder

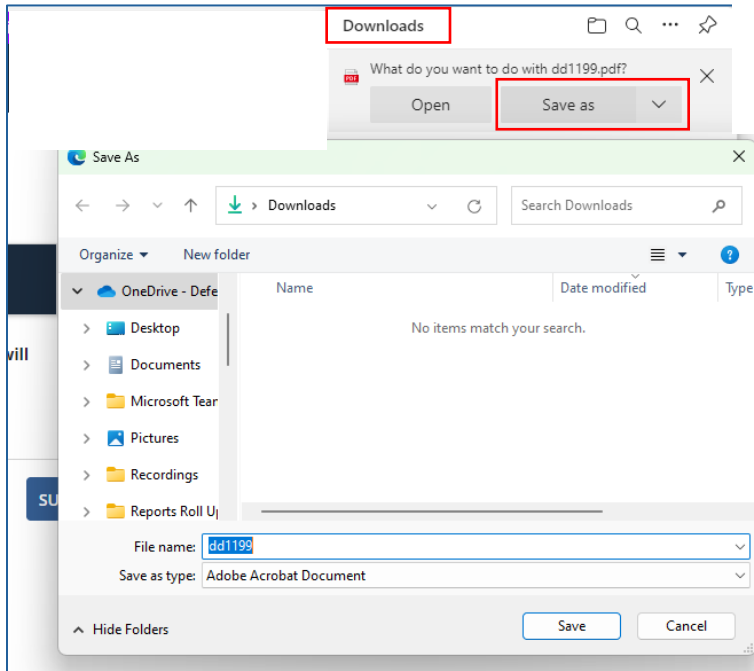
Documents

File name: dd1199

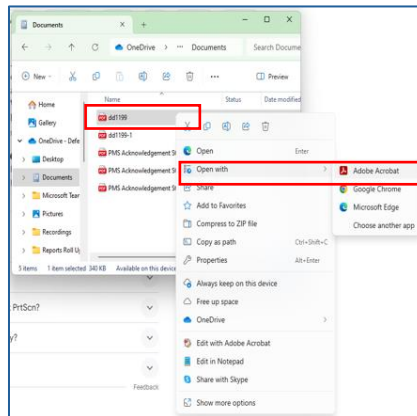
Save as type: Adobe Acrobat Document

Save Cancel

Step 3: To sign/upload the form properly use the **Save As** option on the **Downloads** button to save the form to a folder. If **Save As** option is not used error will occur during the upload process due to unauthorized signatures.



Step 4: : Open file explorer locate the saved folder and right click to open the document with Acrobat.



Permit Details



NOTE: Only vehicles that indicate **APPROVED** status and **YES** as active on the grid are cleared to park.

Any **PENDING** status indicates the update is pending approval CPR or PMO.

2729 - N-C0005 UPDATE VEHICLES

Summary **Permit Details** Overnight Requests Documents

Permit Details

ACTIVE ONLY | True

Details Id	Person	Vehicle	Vehicle License	Created By	Created At	Last Updated By	Last Updated At	Status	Active
5317	Jones, Denise	Ford Escape	Alabama - AR3838	Denise Jones	6/12/2024 11:25 AM	Denise Jones	6/12/2024 11:25 AM	Approved	Yes

Updates

STATUS RECORD | Pending UPDATE TYPE | Any

Id	Permit ID	Status	Update Type	Created By:	Created At:	Last Updated By:	Last updated At:
14	2729	Pending CPR	Updated Vehicles	Denise Jones	6/12/2024 12:09 PM	Denise Jones	6/12/2024 12:10 PM

Denise Jones Created Permit Detail Record
Jun 12, 2024 12:09 PM