INSTRUCTIONS FOR PLACING A PARKING ORDER FOR A UC-MANAGED LOT

The following parking lots are managed by UCOP Parking and Transportation in Building & Administrative Service Center.

THE PARKING PROVIDER IS **UC REGENTS** AND ACCOUNT NUMBER IS **YOUR LAST NAME**. It's your responsibility to establish a parking account with the appropriate contact below prior to ordering online to ensure space availability.

<table>
<thead>
<tr>
<th>Name of Parking Lot</th>
<th>Parking Lot</th>
<th>Contact</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin Building</td>
<td>1111 Franklin Street Oakland, CA 94607</td>
<td><a href="mailto:commuterserviceshelp@ucop.edu">commuterserviceshelp@ucop.edu</a></td>
<td>$128/m $50/m (motorcycle)</td>
</tr>
<tr>
<td>Frank Mar</td>
<td>1200 Harrison Street Oakland, CA 94607</td>
<td><a href="mailto:commuterserviceshelp@ucop.edu">commuterserviceshelp@ucop.edu</a></td>
<td>$102/m</td>
</tr>
<tr>
<td>415-20th Street Building</td>
<td>415-20th Street Oakland, CA 94612</td>
<td><a href="mailto:commuterserviceshelp@ucop.edu">commuterserviceshelp@ucop.edu</a></td>
<td>$105/m $50/m (motorcycle)</td>
</tr>
<tr>
<td>UC Berkeley-Standard C (Central Campus Lots &quot;C&quot;)</td>
<td>2150 Kittredge Street Berkeley, CA 94704</td>
<td>Judy Fivecoat, (510) 643-1914, <a href="mailto:j5co@berkeley.edu">j5co@berkeley.edu</a> or <a href="mailto:prktrans@berkeley.edu">prktrans@berkeley.edu</a></td>
<td>$137/m</td>
</tr>
<tr>
<td>Note: Mention you are UCOP employee and will be paying via payroll deduction.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Berkeley-Standard F (Faculty/Staff, “F”)</td>
<td>2150 Kittredge Street Berkeley, CA 94704</td>
<td>Judy Fivecoat, (510) 643-1914, <a href="mailto:j5co@berkeley.edu">j5co@berkeley.edu</a> or <a href="mailto:prktrans@berkeley.edu">prktrans@berkeley.edu</a></td>
<td>$98/m</td>
</tr>
<tr>
<td>Note: Mention you are UCOP employee and will be paying via payroll deduction.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCDC - Academic Initiative-Standard</td>
<td>1608 Rhode Island Ave, NW, Washington DC 20036</td>
<td>Mac Hamlett, (202) 974-6365, <a href="mailto:mac.hamlett@ucdc.edu">mac.hamlett@ucdc.edu</a></td>
<td>$150/m</td>
</tr>
<tr>
<td>UCPATH Center (also known as the UCOP Riverside IntelliCenter)</td>
<td>14350 Meridian Pkwy, Riverside, CA 92518</td>
<td>Darryl Brown, (951) 787-5021 <a href="mailto:Darryl.Brown@ucop.edu">Darryl.Brown@ucop.edu</a></td>
<td>$10/m (payroll deduction) $120/yr (no payroll deduction)</td>
</tr>
</tbody>
</table>
1. If you are a permanent career employee and a new participant, you must sign up as a new user at http://www.commutercheckdirect.com. The company ID number is 1259.

2. Log in to your account at http://www.commutercheckdirect.com to place your parking order. Move your mouse over to Place An Order and select Parking.

4. Enter **UC Regents** in the **Parking Provider Name** and click on **Search** button.
5. Scroll down the page to see the result of the search. Click on the name to select your parking lot. Employees in the Oakland locations will see five lots. For employees in Washington, D.C., the result will show one lot, UCDC - Academic Initiative-Standard. For employees at UCPath Center in Riverside, the result will show one lot, UCPath Center.

Oakland-SF Bay Area:
UCDC:

UCDC - ACADEMIC INITIATIVES - STANDARD - UC REGENTS

1608 Rhode Island Ave, NW
Washington DC, DC 20036
N/A

UCPath Center:

UCPATH CENTER – UC REGENTS

14330 Meridian Pkwy
Riverside, CA 92518
N/A
6. Do the following on the next screen:
   - Enter the amount for your **Monthly Parking Cost** without a dollar ($\$) sign.
   - Enter your last name for **Account Number**.
   - Check the box for 
     - I have an existing Monthly Parking Relationship with my Parking Provider.
   - Choose Yes for **Recurring Options** and make your selection. (Note: Choose No if you only want to pay for one month.)
   - Click on **Check Out** button.
7. Review the **Order Summary** and check on the box for

![Image](73x521 to 83x531)

- I agree that I ordered the above parking product(s). I certify that only I will use the product(s) for the sole purpose of commuting to and from work. If applicable, I authorize my employer to deduct this order amount from my paycheck on a pre-tax basis (up to the monthly IRS limit) and the remainder on a post-tax basis.

Click on **Purchase** button to complete your order.

![Image](141x296 to 652x448)

8. Later that day you will receive an email containing the summary of your order. Note that this order is not yet confirmed; it can still be changed or cancelled until the 1st of the following month, which is the cutoff date for making changes to current orders for all participants. On the 3rd, you will receive a confirmation of your order and the ordered amount will then be deducted from your next paycheck.

**Bi-weekly pay employees:** The amount will be split evenly between the two paychecks you receive each month. However, anytime there is a new order or a change in the order amount, UCOP P&T tends to miss the payroll deadline for the 1st paycheck of the month due to its being so close to the 3rd of the month when we receive the confirmation of all orders from Commuter Check Direct. In that case, we will have to make an appropriate payroll adjustment later, either issuing a refund and adding to the actual amount to collect the fund owed to us. Contact us at **commuterserviceshelp@ucop.edu** if you have any questions about your payroll deduction.