



INSTRUCTIONS TO SET UP AN ACCOUNT FOR A NEW DAY PASS OR MONTHLY PARKING PERMIT USING DOE'S ONLINE PAY-FOR PARKING SYSTEM

Before getting started, you will need the following: a personal credit card and your vehicle's make, model and tag number (license plate).

STEP 1: Enter the Online Pay-For-Parking website.

Using Google Chrome (DO NOT use Internet Explorer or any other browser) go to the following website:
<https://www.doeforrestalparking.com/>

Step 2: Register for a New Account.

Click on the appropriate **'Register Day Pass Account'** or **'Register For New Parking Permit'** module.

Step 3: Input all Account Information Requested (Personal, Vehicle, Additional and Payment).

Fill out all of the information requested on the Account Registration page. All fields marked with an asterisk indicate a required field. When complete, click on **'Register Profile'** at the bottom of the page. You must read and accept the Terms of Service to complete the account registration.

You will receive a follow-up e-mail with your account credentials once your new account application has been reviewed and approved.