# 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 “C”)</td>
<td>1995 University Avenue, Suite #110 Berkeley, CA 94704 (Previous location was on Kittredge)</td>
<td><a href="mailto:smiddendorf@berkeley.edu">smiddendorf@berkeley.edu</a> or <a href="mailto:prktrans@berkeley.edu">prktrans@berkeley.edu</a></td>
<td>$151/m</td>
</tr>
<tr>
<td>UC Berkeley-Standard F (Faculty/Staff, “F”)</td>
<td>1995 University Avenue, Suite #110 Berkeley, CA 94704 (Previous location was on Kittredge)</td>
<td><a href="mailto:smiddendorf@berkeley.edu">smiddendorf@berkeley.edu</a> or <a href="mailto:prktrans@berkeley.edu">prktrans@berkeley.edu</a></td>
<td>$109/m</td>
</tr>
<tr>
<td>UCDC - Academic Initiative-Standard</td>
<td>1608 Rhode Island Ave, NW, Washington DC 20036</td>
<td><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><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 or contract 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. Click on Place an Order and select Park.
3. Enter your home and work zip codes on next screen.
4. Select “I HAVE AN ACCOUNT WITH A PROVIDER.”
5. Select “Monthly Direct Pay.”
6. Enter **UC Regents** for **Parking Provider Name**, and depending on the location, enter the following for the **Zip Code** and the **Within** range:

- **Oakland & Berkeley**:  zip code 94610 and within 5 miles
- **UCDC**:  zip code 20036 and within 1 mile
- **UCPC**:  zip code 92518 and within 1 mile

Then click on **Find Your Provider** button.
7. Scroll down the page to see the results of the search. Click on **Select** when you see your lot. For the Berkeley location, there will be two selections with the Kittredge address (old UC Berkeley P&T office address), select one to see if the payment information on the next page contains your correct parking permit, i.e., **UC Berkeley-Standard C** or **UC Berkeley-Standard F**, before you proceed to the next page.

**Oakland & Berkeley:**

![Parking Provider Results](image-url)
UCDC:

UC Regents
1608 Rhode Island Ave, NW
Washington DC, DC
0.09 miles

UCPath Center:

UC Regents
14350 Meridian Pkwy
Riverside, CA
0.39 miles
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**.
   - Choose Yes for **Recurring Options**
   - Choose No for “**Are there any months you do not need this order?**” If you want to opt out parking for certain months, then choose Yes. Please be advised that you must notify your parking provider in advance about suspending your parking to avoid penalty because some parking providers allow a limited number of times per year that you can suspend your parking.
   - Check the box for “**I have read and agree to the terms of service**” before clicking on the **Next** button.
7. Review Your Cart on the next page and click on Proceed to Checkout.

8. On the Review and Place Order page, check the box for “I have read and agree to the terms of service” and click on the Place Order button to complete your order.
9. 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.

**IMPORTANT NOTICE TO BI-WEEKLY PAY EMPLOYEES:** The amount will be split evenly between the two paychecks you receive each month. However, for certain months when the payroll processing deadline for the first bi-weekly paycheck of the month (B1) is **before** the 3rd of the month, and you have made a change to your order, UCOP P&T will make the following one-time adjustment to the deduction on your second paycheck (B2):

- **New Deduction:** Full amount will be deducted on B2. Effective the following month, the new amount will be split evenly between B1 and B2.
- **Cancellation:** Recurring deduction will be stopped and the amount collected on B1 refunded.
- **Increase in amount:** The difference in amount will be added one-time to the recurring deduction on B2. Effective the following month, the new amount will be split evenly between B1 and B2.
- **Decrease in amount:** The difference in amount will be refunded one-time to the recurring deduction on B2. Effective the following month, the new amount will be split evenly between B1 and B2.

You can find the **Payroll Processing Schedule** under **Quicklinks** after you log in to your UCPayPath account. Contact us at commuterserviceshelp@ucop.edu if you have any questions about your payroll deduction.