



# Merin Hunter Permit Online Application Instructions

## Permit Request

Before making a permit request, you will be required to create a new guest account. Account name/Company name must be entered in the FIRST NAME field. You will need to enter **VALIDATION CODE: 9262**

**Guest User Registration**

Enter all required information below and click "Create Account"

**Email Address**

**Email Address (confirm)**

**First Name**  
**Company Name**

**Middle Name**

**Last Name**  
**Point-of-Contact (Ex. John Smith)**

**Phone 1**

**Phone 2**

**Phone 3**

**Address**

**Address line 2**

**Suite/Apt #**

**City**

**State/Province**  
FLORIDA

**Postal Code**

**Address Type**  
Mailing

**Password**

**Password (confirm)**

**Validation Code (If Applicable)**

\* indicates a required field

- Visit the on-line parking portal home page at [fortlauderdaleparking.t2hosted.com](http://fortlauderdaleparking.t2hosted.com), click SIGNUP
- Complete all required fields, be sure to enter the Company name in the FIRST NAME field only.
- In the LAST NAME field, enter the Point-of-contact for the company. (Example: John Smith)
- Enter the VALIDATION Code provided to you, Click Create Account.
- Allow up to 5 minutes for your request to be reviewed by Parking Services Staff.

# Permit Sale

Once you are approved to purchase a Merin Hunter Permit, you may log back into the parking portal to purchase your permit.

### Purchase a Permit

You have been authorized to purchase a permit. Please read the instructions on each page carefully!!!

[Next >>](#)

- Once you are approved, under the “Permits” menu or within the permits section of the Flexport home page, click **Get Permits**.
- Click **Next** on the “Purchase a Permit” screen.

### Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	<input type="text" value="1"/>	\$90.00	DECEMBER MERIN HUNTER MONTHLY-COVERED	12/01/2023	12/31/2023
<input type="radio"/>	<input type="text" value="1"/>	\$90.00	FEBRUARY MERIN HUNTER MONTHLY-COVERED	02/01/2024	02/29/2024
<input type="radio"/>	<input type="text" value="1"/>	\$90.00	JANUARY MERIN HUNTER MONTHLY-COVERED	01/01/2024	01/31/2024
<input type="radio"/>	<input type="text" value="1"/>	\$90.00	MARCH MERIN HUNTER MONTHLY-COVERED	03/01/2024	03/31/2024
<input type="radio"/>	<input type="text" value="1"/>	\$65.00	DECEMBER MERIN HUNTER MONTHLY-ROOF	12/01/2023	12/31/2023
<input type="radio"/>	<input type="text" value="1"/>	\$65.00	FEBRUARY MERIN HUNTER MONTHLY-ROOF	02/01/2024	02/29/2024
<input type="radio"/>	<input type="text" value="1"/>	\$65.00	JANUARY MERIN HUNTER MONTHLY-ROOF	01/01/2024	01/31/2024
<input type="radio"/>	<input type="text" value="1"/>	\$65.00	MARCH MERIN HUNTER MONTHLY-ROOF	03/01/2024	03/31/2024

- Select the Monthly permit you wish to purchase - **please be sure to confirm if you are purchasing Covered parking or Rooftop parking before making your final selection.**
- Under Quantity, select the number of permits you wish to purchase. It is recommended to review the license plates you have active on your account to confirm the total number **before** making a purchase.
- Once you are ready to complete your purchase, complete the checkbox section at the bottom of the page and click **Next** to proceed with payment.

### View Cart

Important: To avoid making duplicate payments, Do not click the Pay Now button more than once time or click your browser back button. Your payment may take several moments to process.

Qty	Type	Description	Amount	Actions
1	Bulk Permit	DECEMBER MERIN HUNTER MONTHLY-COVERED (12/01/2023 - 12/31/2023) <a href="#">view details</a>	\$96.30	<a href="#">Remove</a>

**Due Now: \$96.30**

Select Payment Method

[Cancel Purchase](#) [Add Citations](#) [Add Permits](#)

### Checkout

Email Address

[Pay Now](#)

- The permits will be auto-assigned to the license plate numbers listed on you account - please be sure to check the number of permits against the number of license plates currently registered on the account
- The system will not auto assign permits if a separate payment is processed after the initial payment or at a later date.
- **For new parkers needing permits mid month:**
  - Add the new license plate to your account through the Parking Portal.
  - Proceed with purchasing the exact number of new permits needed, then contact Melannie Rodriguez to confirm the new plate number and date the new permit was purchased to assign the permit.