PARKING APPLICATION WORKSHEET

Please note that numeric characters only require one touchtone telephone key for each entry but that alphabetic characters are entered by using three keys on the touchtone telephone pad for each character. Make sure to include any dashes (−) or spaces in your entry. The following chart depicts the combinations of characters required for alpha entry on the phone:

| A = *21 | I = *43 | Q = *01 | Y = *93 |
| B = *22 | J = *51 | R = *72 | Z = *02 |
| C = *23 | K = *52 | S = *73 | / = *04 |
| D = *31 | L = *53 | T = *81 | # = *05 |
| E = *32 | M = *61 | U = *82 | Apostrophe (‘) = *06 |
| F = *33 | N = *62 | V = *83 | Comma (,) = *08 |
| G = *41 | O = *63 | W = *91 | Dash (−) = *03 |
| H = *42 | P = *71 | X = *92 | Period (.) = *09 |

Example:
Lot Choice: [U] is entered as [* 8 2 #]
Licence: [A 1 H C 4 0 7] is entered as: [* 2 1 * 4 2 * 2 3 4 0 7 #]
Licence: [W 8 L J 4 M E] is entered as: [* 9 1 8 * 0 3 4 * 0 3 * 6 1 * 3 2 #]

COMPLETE THE FOLLOWING WORKSHEET BEFORE CALLING THE UMREG/ACCESS SYSTEM:

1. STUDENT NUMBER: ____________________________ #
   To correct a mistake when entering press [*]
2. PIN NUMBER: ____________________________ #
   To correct a mistake when entering press [*]
   NOTE: Use the PIN number you used on the UMREG Registration System. If you have never registered before, use your birthday in YYMMDD order.
3. LICENCE PLATE NUMBER(S): To correct a mistake when entering press [#]
   LICENCE: ____________________________
   is entered as ____________________________ #
   If you do not require all boxes please enter the # after the last box used

NOTE: ADVISE PARKING SERVICES DIRECTLY OF ANY ADDITIONAL LICENCE PLATE NUMBERS, NAME OF VEHICLE OWNERS AND DRIVER’S STUDENT NUMBERS TO BE ADDED TO YOUR PERMIT.

4. LOT CHOICE: To correct a mistake when entering press [#]
   PREFERRED LOT: ____________________________ #
   eg. I.U etc... is entered as ____________________________ #
   Complete this information for a 2nd & 3rd choice in the event your preferred lot is not available. DO NOT ENTER THIS INFORMATION IF YOUR FIRST CHOICE IS ACCEPTED.
   Second Choice ____________________________ #
   eg. I.U etc... is entered as ____________________________ #
   Third Choice ____________________________ #
   eg. I.U etc... is entered as ____________________________ #

5. VISA OR MASTERCARD: To correct a mistake when entering press [*]
   Expiry Date ____________________________ #

ONCE YOU HAVE COMPLETED THE ABOVE WORKSHEET FOLLOW THE PROCEDURE BELOW:

1. Call the UMREG/ACCESS number .................................................(204) 958-7600
2. Choose “Other Functions” option ..................................................Press 2
3. To Apply for Parking .................................................................Press 5 and the # key
4. Follow the voice commands
5. If you run into difficulty, call the Parking Office at (204) 474-9483