



FlexVal

How to Make Printable Validations

1) Get the user name and password from DPW.

2) Go to this link: <https://parkburlington.t2hosted.com/ppa/auth.aspx>

3) Login and you will then see something like this:

This is a listing of the validations that are available to you.

4) Click on the validation that you would like to produce and you will go to the next page.

Skip the first two sections on that page and go to the third which should look like this:

5) Type in the quantity and expiration date (**coordinate with DPW to confirm appropriate expiration**) then "Submit Request"

The internet will churn for a few minutes.

6) In the meantime, scroll back to the top of the page and click on "View Validation Requests"

7) Search the request queue in the date box. This will produce a list of validations.

The validations that you requested should be in the list and there will be an indication if the validation is ready.

8) When ready, you can then download the PDF and print it! Cut them out and distribute them to the appropriate people.

This is the generic method of printing a validation. Depending on how the validation is configured, it could be for discount or free parking subsidized by a pilot program and/or billed back to you in a monthly invoice. Please be sure you understand the definition of the validation you are printing and its appropriate usage.