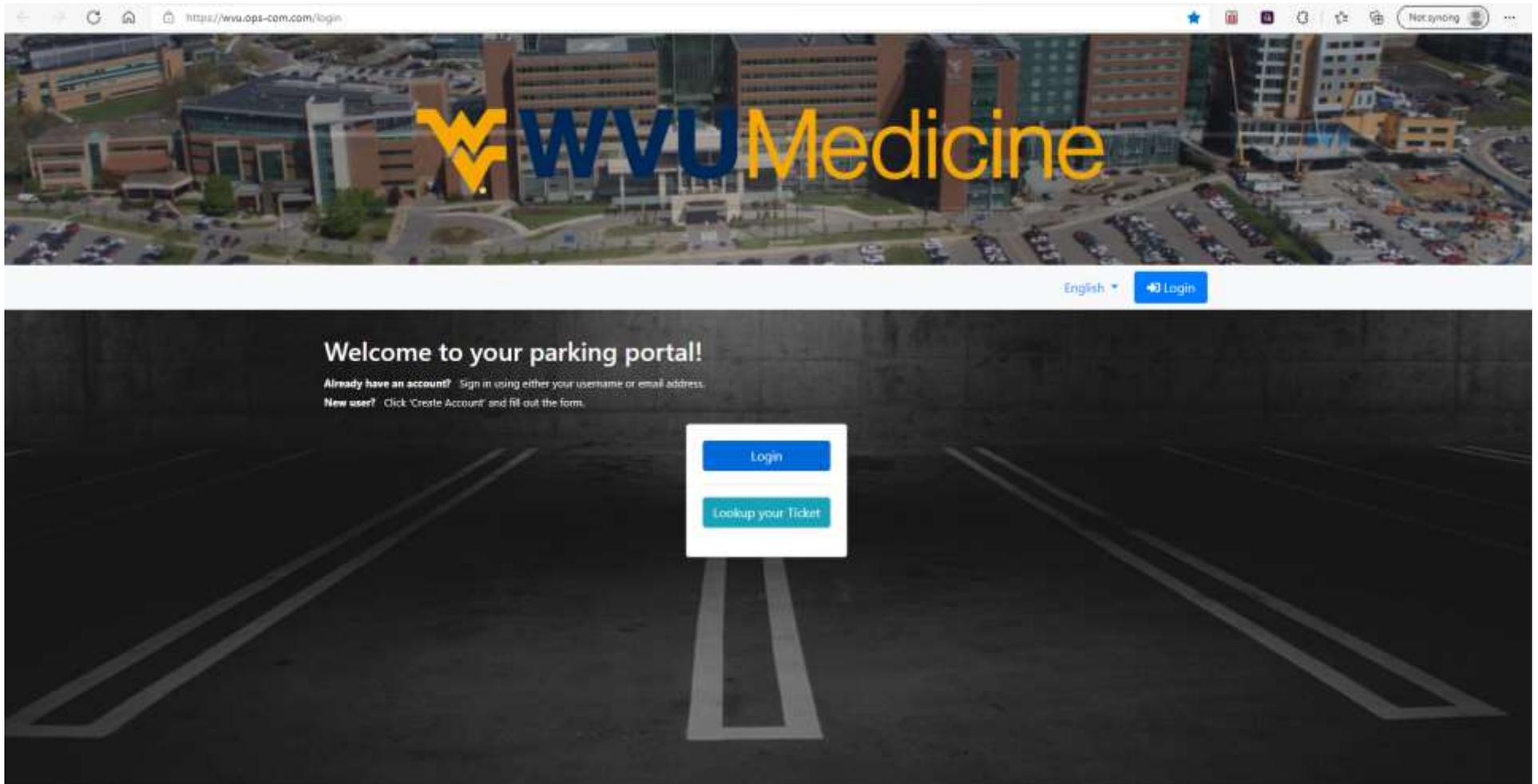




Vehicle Registration Guide



Step 1: Visit the main parking portal at [Login - West Virginia University Hospital - OPS-COM](https://www.wvu-ops-com.com/login) and choose the 'Login' button located in the middle of the page.



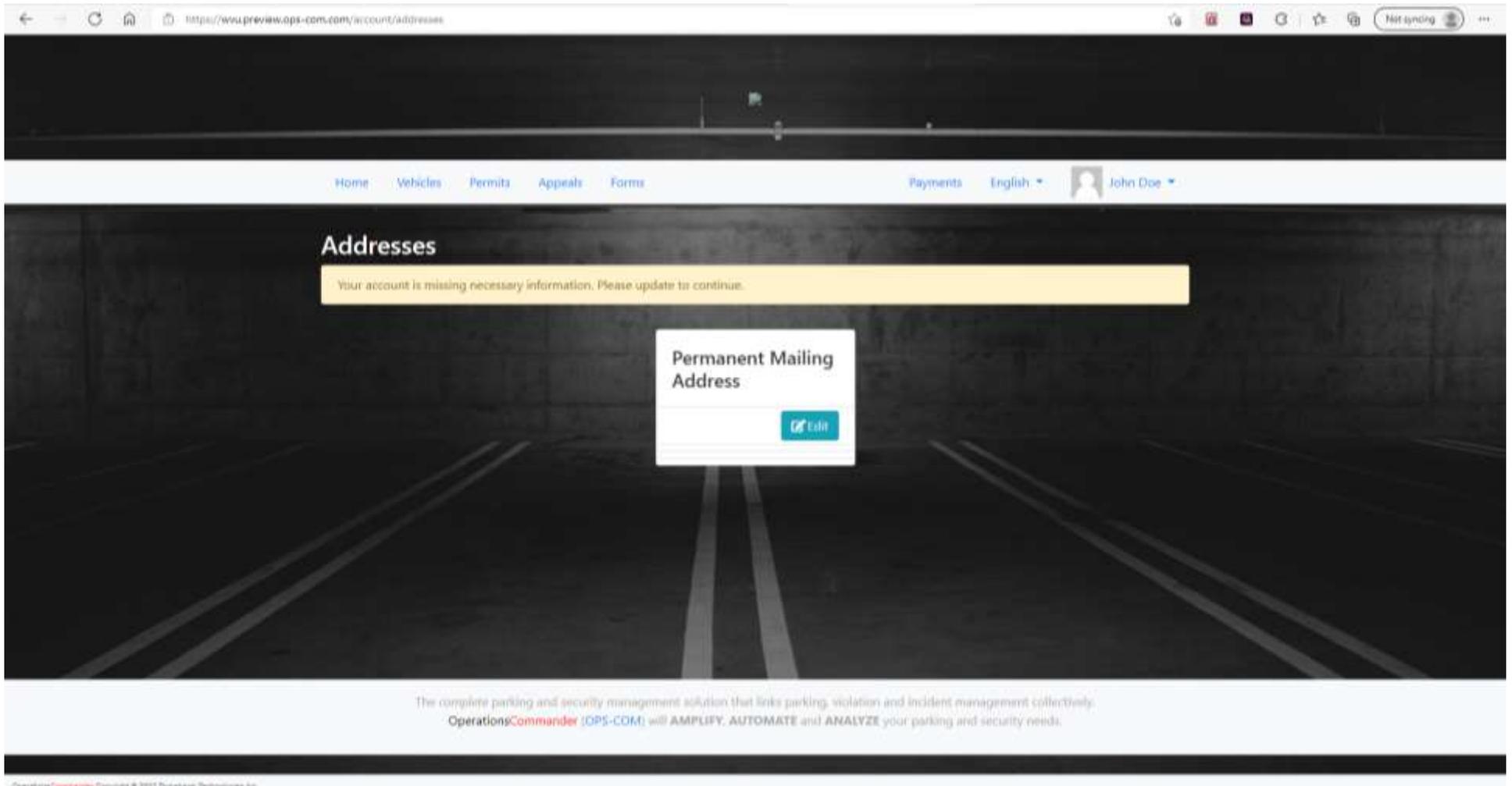
Step 2: Input your existing WVUH login and choose the 'Sign In' button.



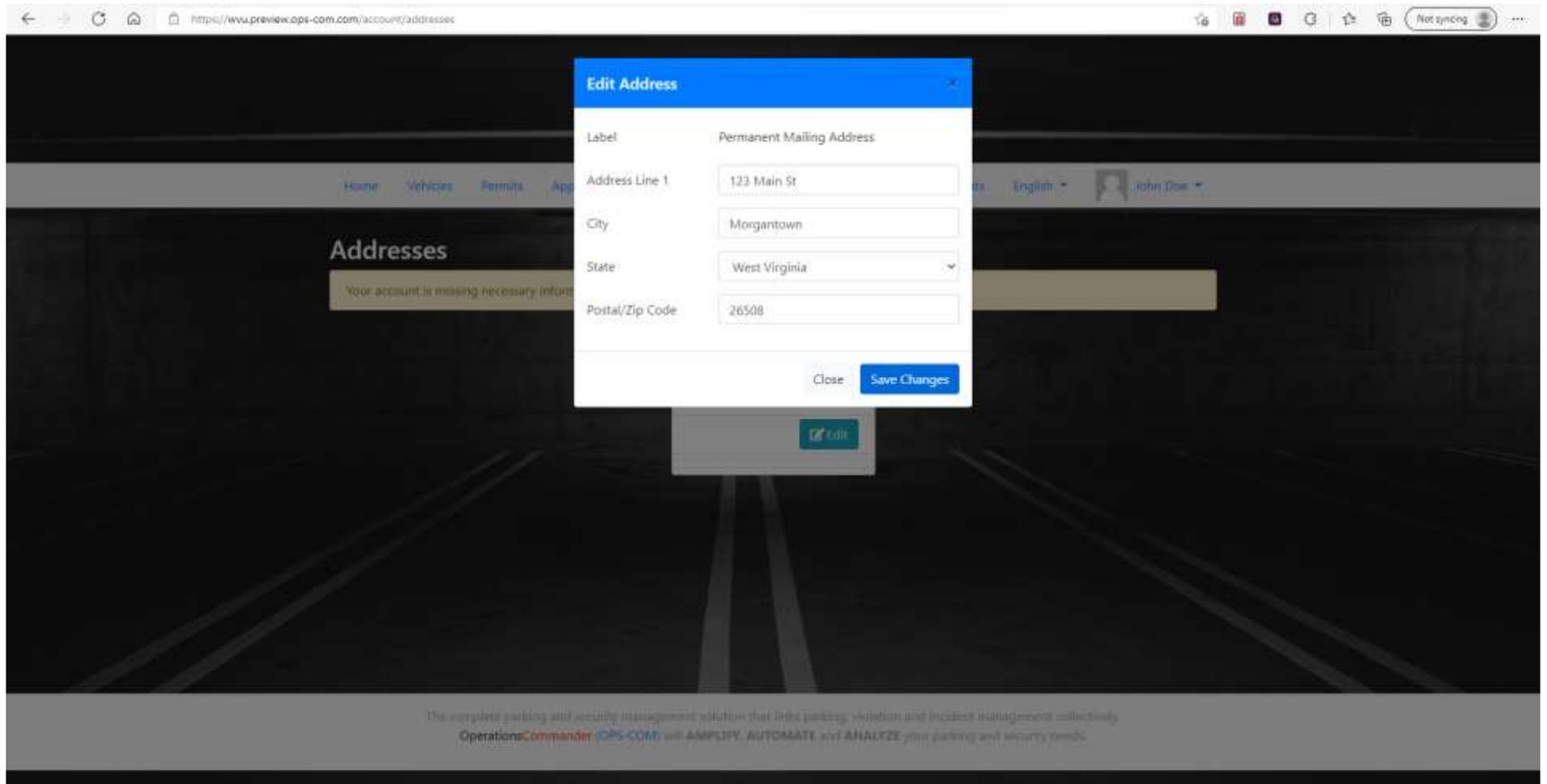
The image shows a web browser window displaying a login page for WVU Medicine Allied Health Solutions. The browser's address bar shows a URL starting with "https://ts.wvuhs.com/...". The page features the WVU Medicine logo and the Allied Health Solutions logo. Below the logos, there is a prompt: "Please login using your credentials." followed by two input fields: "Example username" and "Password". A blue "Sign in" button is positioned below the password field. The background of the page is a photograph of a stethoscope resting on a tablet, which is placed on a laptop keyboard.

© 2018 Microsoft

Step 3: Once you have successfully logged in you may begin adding in your personal information. If your address did not import from Workday, please insert it here using the 'edit' button.



Step 3a: Once you have completed entering your mailing address click the 'Save Changes' button.



Step 4: After manually entering your address (or if your address auto-imported from Workday) you will be routed to the **Profile Information** page. Here you will need to ensure your user type, username, email, and name are listed correctly. Once you have done so, please enter your contact number before clicking the 'Save Changes' button.

Home Vehicles Permits Appeals Payments English Foster Phillips

Profile Information

Your account is missing necessary information. Please update to continue.

[Personal information](#)
[Staff information](#)

Personal Information

User Type: WVU Employee

Username: [Redacted]

Email Address: [Redacted]

First Name: [Redacted]

Middle Name: [Redacted]

Last Name: [Redacted]

Cell Phone: [Redacted]

Preferred Language: English

Address Information

Your address can be viewed and changed here.

Staff Information

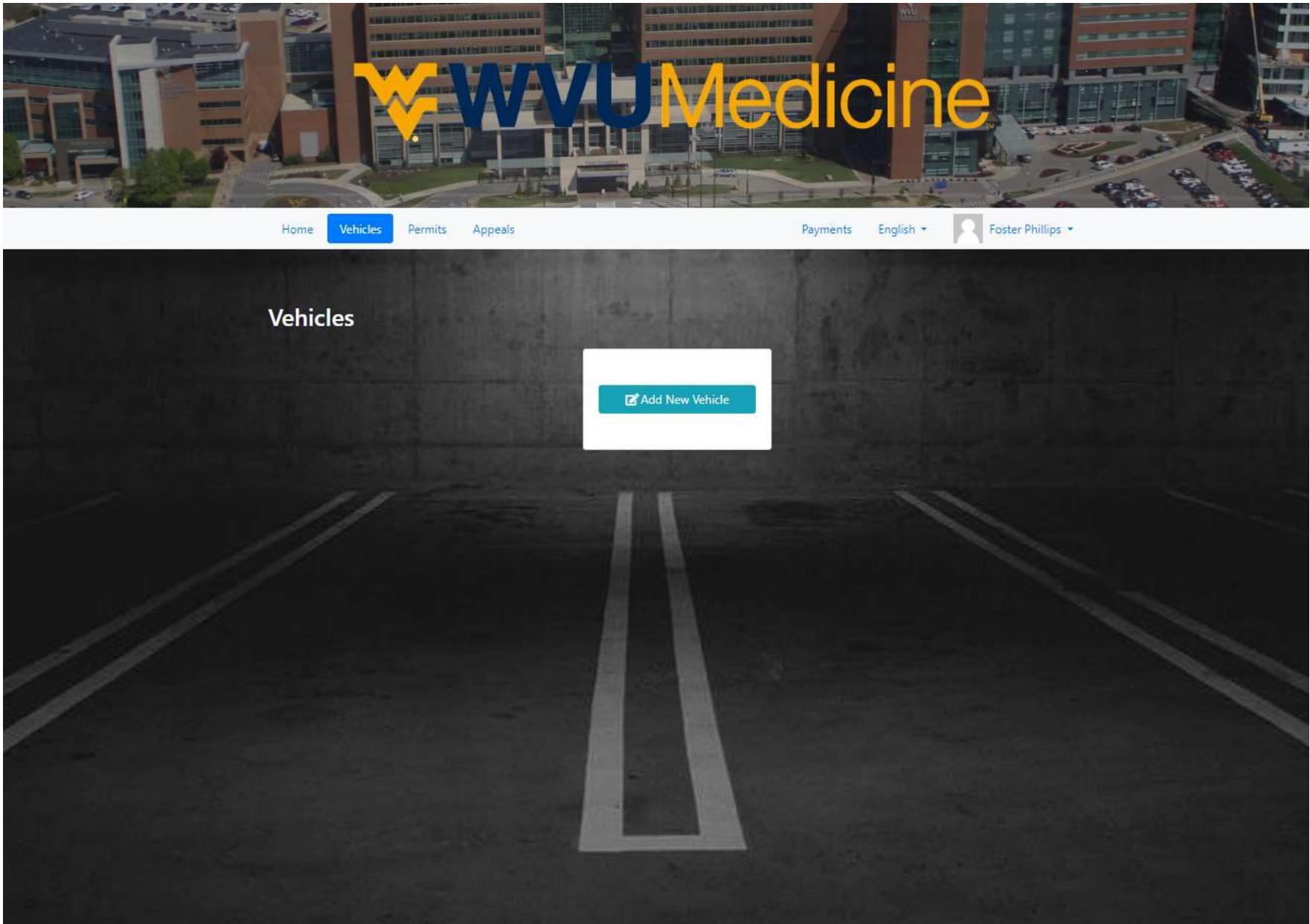
Salutation: Select an Option

Employee Number: 300016878

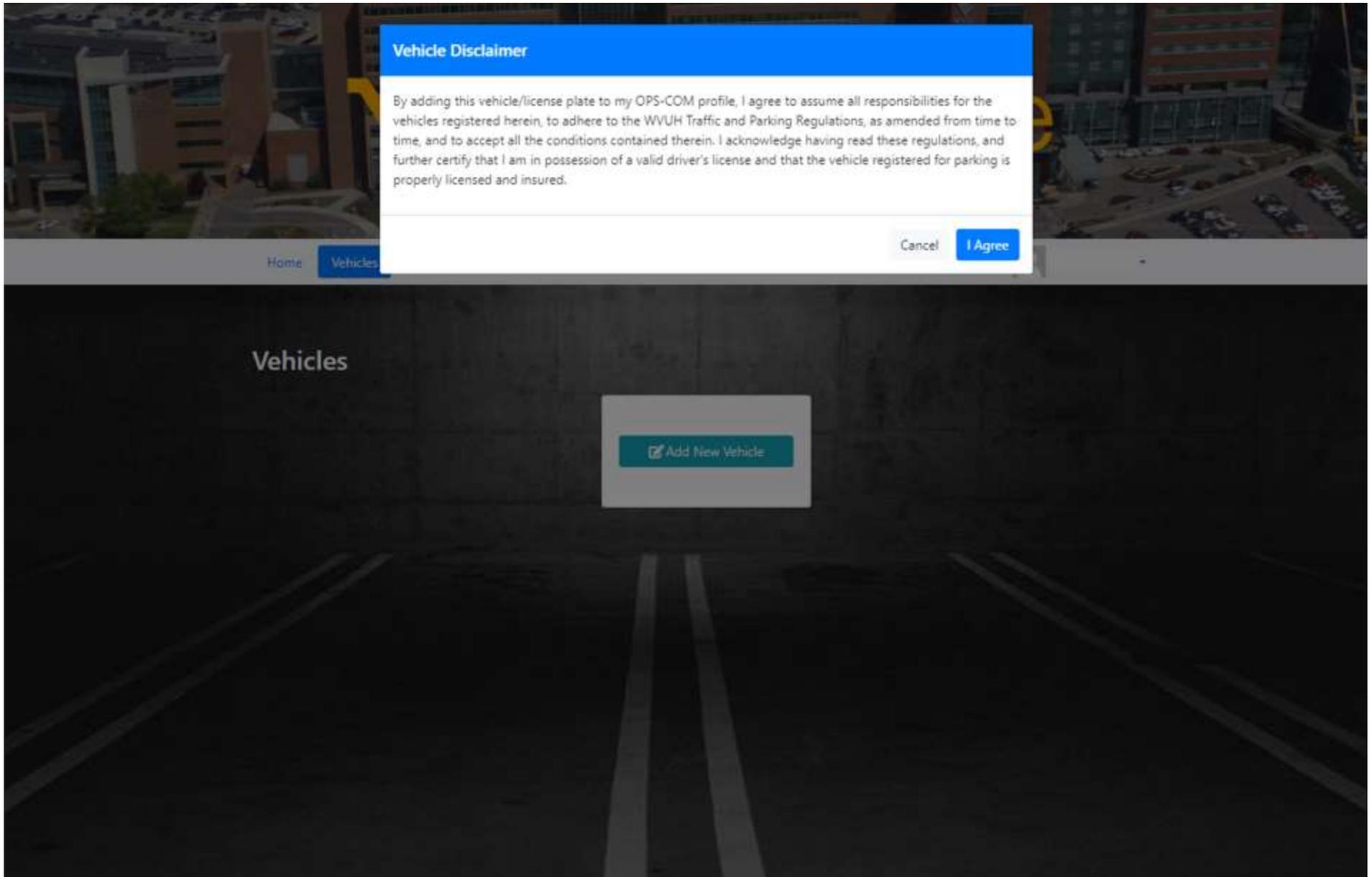
Campus Phone: [Redacted]

[Save Changes](#)

Step 5: Under the 'Vehicles' tab choose the 'Add New Vehicle' button.



Step 6: After acknowledging the Vehicle Disclaimer you will be allowed to enter in your vehicle information. You do not need to have proper capitalization or spacing for your license plate however please ensure the letters/numbers are correct. Once you are done you may select 'Save Changes'.



Step 7: Next you will insert your license plate number followed by your vehicle information. You do not need to have proper capitalization or spacing for your license plate; however, please ensure the letters/numbers are correct. Once you are done you may select 'Save Changes'.

This is a demo/preview space. Changes here will not affect th

Add New Vehicle

Plate:

State:

Plate Type:

Make:

Vehicle Type:

Colors:

Year:

Home Vehicles Permits App Payments English John Doe

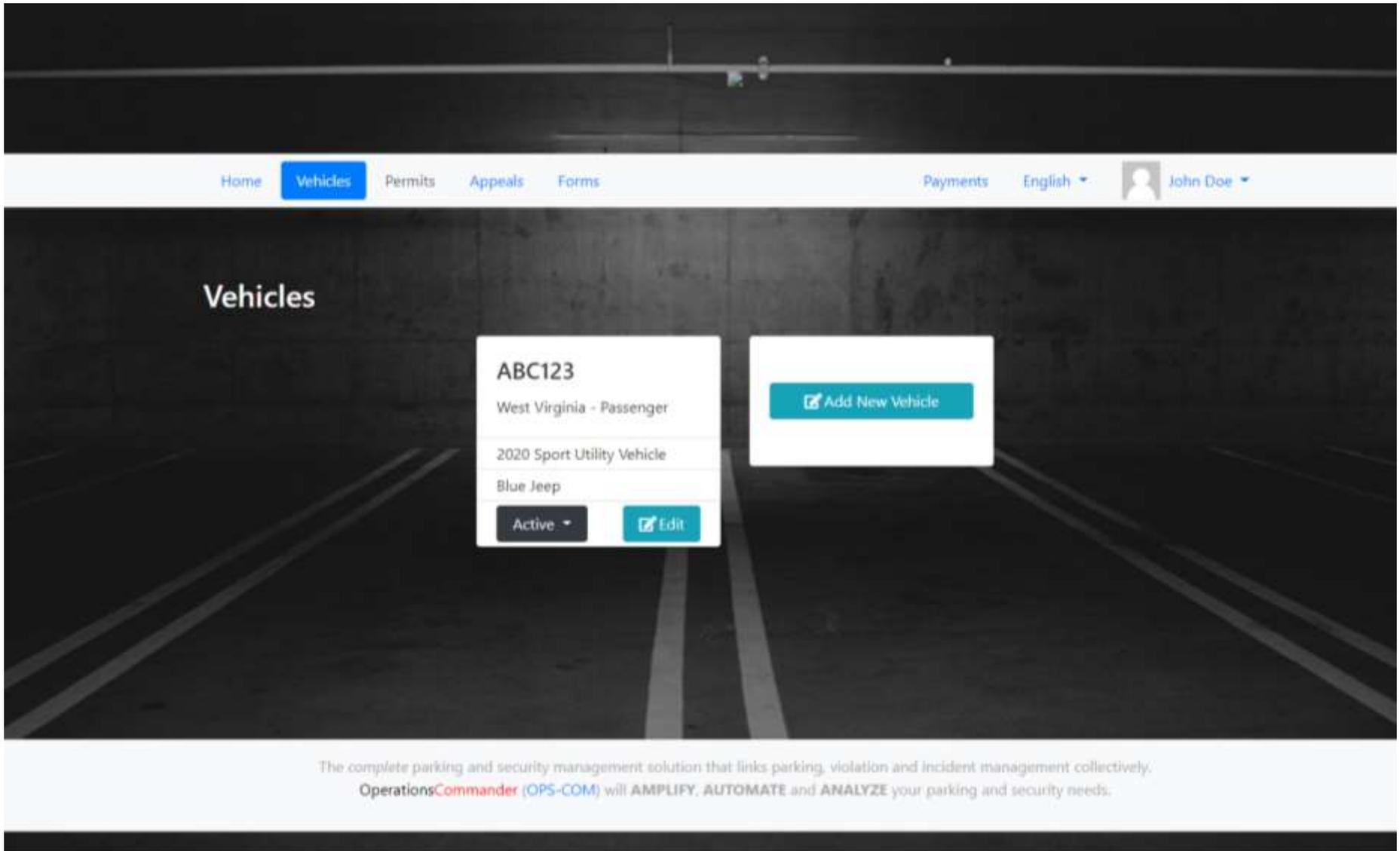
Vehicles

The *complete* parking and security management solution that links parking, violation and incident management collectively.
OperationsCommander (OPS-COM) will **AMPLIFY**, **AUTOMATE** and **ANALYZE** your parking and security needs.

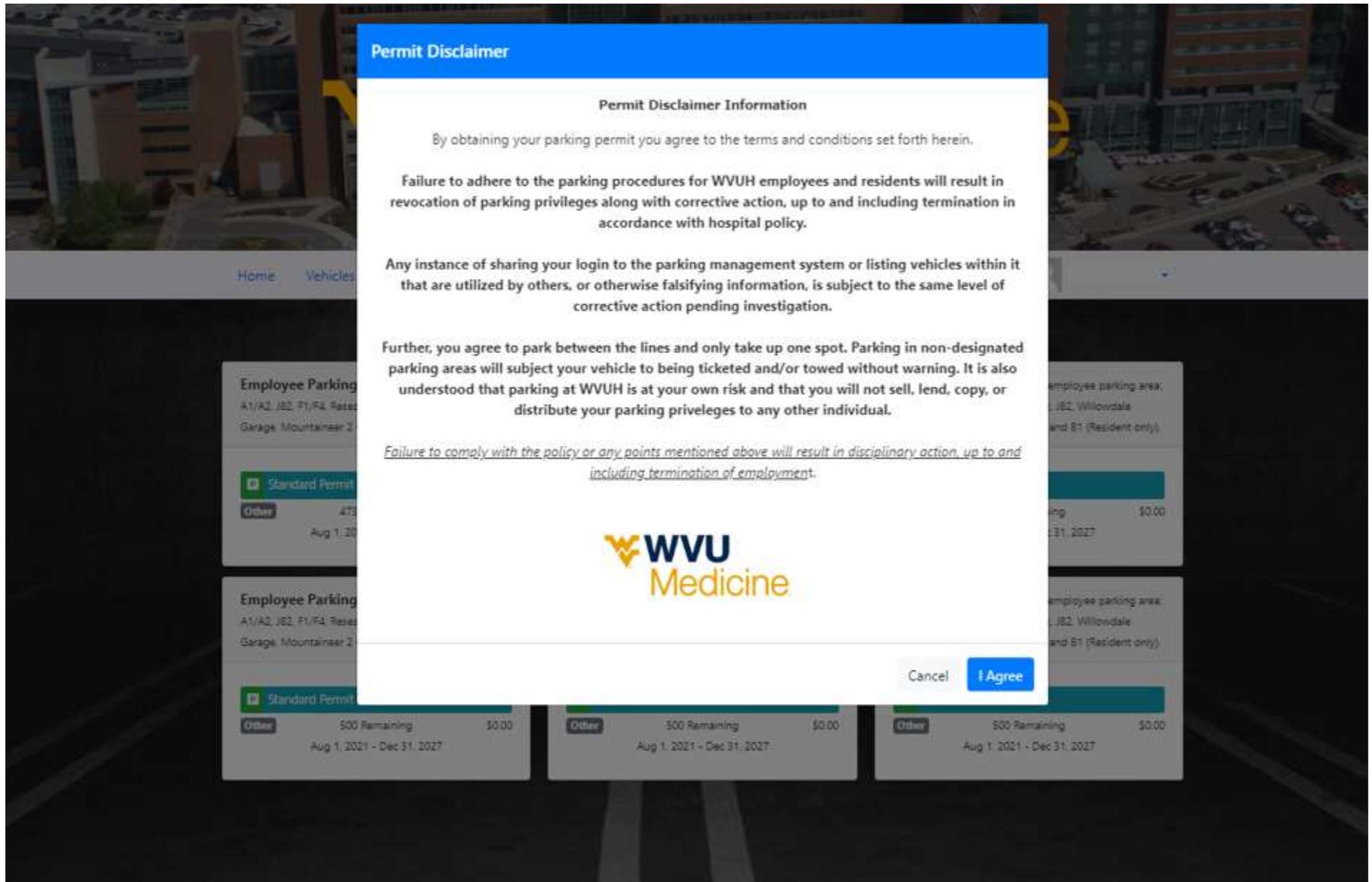
Step 7b: If you have multiple vehicles that you need to include then you may do so by adding them here (5 max).

***Please note, even though you have multiple vehicles registered only one can be “Active” at a time. If you need to switch vehicles for the day you may do so here by logging in from your mobile device and choosing the grey ‘Active’ button under the correct vehicle.

Inactive vehicles will be subject to enforcement.



Step 8: The next step is for finalizing your virtual permit. You are required to claim a permit so that it can be linked to your license plate in the system. Your license plate will become your permit. After acknowledging the disclaimer you will be asked to choose an employee parking area.



Step 9: Once you have confirmed your information is correct click the blue 'Reserve Permit' button.

The screenshot displays the WVU Medicine website interface. At the top, there is a navigation bar with links for Home, Vehicles, Permits, Appeals, Payments, and English. A user profile icon is visible on the right side of the navigation bar. The main content area is divided into three columns. The left column is titled 'Personal Information' and is currently empty. The middle column is titled 'Employee Parking 1' and contains the following text: 'Any employee parking area: A1/A2, J82, F1/F4, Research Park, J82, Willowdale Garage, Mountaineer 2 Garage, and B1 (Resident only)'. Below this text is a table with two columns: 'Sale Window' and 'Other'. The table shows a 'Permit' for '\$0.00' and a 'Total Owing' of '\$0.00'. The right column contains a blue 'Reserve Permit' button, an 'or' separator, and a grey 'Cancel' button.

Sale Window	Other
Permit	\$0.00
Total Owing	\$0.00

Step 10: You will now be moved to the sales window. Because all employee & resident parking at WVU is **free** the dollar amounts will be zeroed out. You simply need to click 'Continue to Checkout', 'Submit Payment', and 'Confirm Payment' on the following pages.

The screenshot shows the WVU Medicine website interface. At the top, there is a navigation bar with links for Home, Vehicles, Permits, Appeals, Payments, and English. Below the navigation bar, there are four buttons: Cart, Checkout, Confirm Payment, and Processing. The main content area is titled "Payments" and features a table of permits. The table has columns for Sales Window, Submit Date, Permit Number, and Amount. A single permit is listed with a checkmark, a submit date of May 02, 2023, a permit number of 0028, and an amount of \$0.00. To the right of the table, there is a summary box showing "Total Owing" as \$0.00 and a "Continue to Checkout" button.

Permits			
Sales Window	Submit Date	Permit Number	Amount
<input checked="" type="checkbox"/> Perm	May 02, 2023	0028	\$0.00
Permits - Total Owing			\$0.00

Total Owing \$0.00
Continue to Checkout



✓ Cart

✓ Checkout

Confirm Payment

Processing

Payments

Permits			
Sales Window	Submit Date	Permit Number	Amount
Perm	May 02, 2023	0038	\$0.00
Permits - Total Owning			\$0.00

Total Owning	\$0.00
Zero dollar item.	
Cancel Payment	Confirm Payment

Step 11: After declaring your permit you will be moved to the processing screen with a green confirmation box. **You are now finished!**

The screenshot displays the WVU Medicine website interface. At the top, the WVU Medicine logo is overlaid on an aerial view of a hospital building. Below the logo is a navigation bar with links for Home, Vehicles, Permits, Appeals, Payments, and English. A user profile icon is visible on the right side of the navigation bar.

A central green confirmation box contains the following text:

Your payment has been received and processed successfully.

Zero dollar processed automatically.

Transaction details:

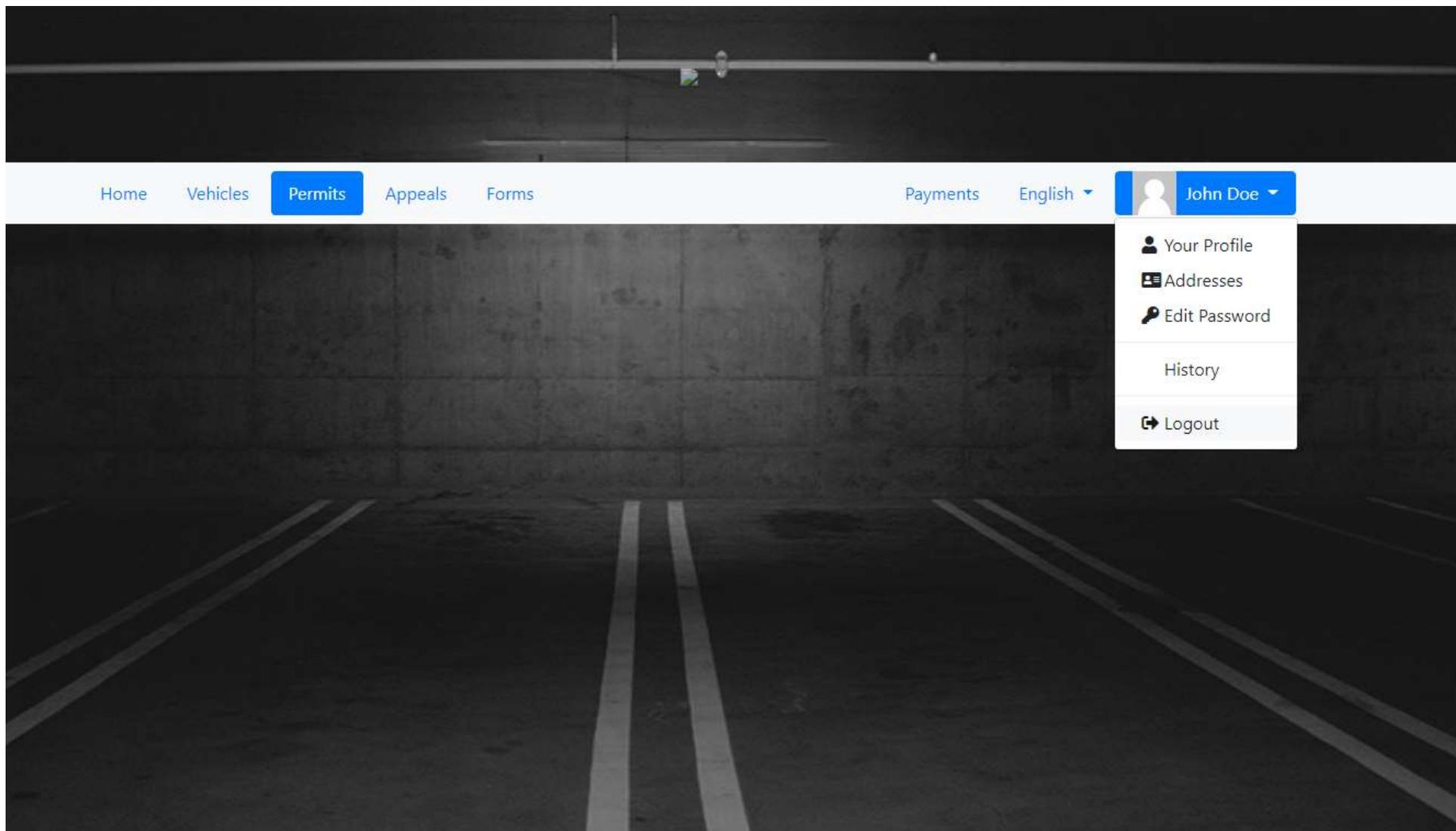
- Username: fjp10001
- Company: Not Applicable
- Submitted: 2023-05-02 12:07 pm
- Amount: \$0.00
- Payment Method: Cash
- Processed: 2023-05-02 12:07 pm
- Confirm Code: a388bz0d0c8e7439791e

Below the confirmation box, there are two summary tables:

Permits			
Sales Window	Submit Date	Permit Number	Amount
Perm	May 02, 2023	0028	\$0.00
Permits - Total Owing			\$0.00

Total Owing	\$0.00
--------------------	---------------

You can now log out by choosing the drop down under your name and selecting "logout", or by simply closing the webpage entirely.



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