TENANT EMPLOYEE (Company-Pays)

To become eligible for an OAK Tenant Employee Parking Permit to park in the OAK employee parking lots, all tenant employees are required to complete an online parking application for a company-pays or an employee-pays parking permit even though a paper parking application was submitted in the past.

Link to the Company-Pays Tenant Employee Parking Application:
https://portofoakland.jotform.com/222357891824161

Name of the Link: New OAK Online Tenant Employee Parking Application for Employee Lots (OMC/NAL) & Management Lots (T1/T2)-(Company-Pays)

Tenant Employee completes the following online parking application:
Tenant Employees should have the following documents readily available when filling out the online application.

- Current *unexpired* Vehicle registration
- Discount Qualifying Documentation (Senior, Military, Student) if they qualify

IMPORTANT: Remind your Employees (Applicant) to have these documents handy!
AUTHORIZED SIGNER

The Authorized Signer for Tenant Employee Parking will:

1. **Review** the application submittal
2. **Approve or Deny** the application

Authorized Signer receives the email notification below after the tenant employee completes and submits the online application. [You may receive this notification again for the same applicant, if you Denied their application and the applicant clicks the “edit link” and subsequently resubmits their application.]

The Authorized Signer will receive this email notification once the tenant employee (applicant) completes and submits the online parking application.
STEP 1. REVIEW

The Authorized Signer will Review the online application submittal for the following items:

- Is the Tenant Employee (applicant) authorized to receive a company-pays permit?
- Is the Vehicle Registration Valid and Current (not expired)?
- Does the vehicle registration match the vehicle information entered on the online form?
- Is the uploaded Discount Qualifying Document correct?
  - See Discount Parking Qualifications Document (below or on the parking webpage)
  - **Note:** Click on the attachments rather than the links to access the uploads

Step 1. Review the application for the following: item a through item d

Step 2. Approve or Deny the application by selecting one of the three buttons:
- Yellow Button = Approve for Employee Lot (OMC/NAL)
- Green Button = Approve for Management Lot (T1/T2) – Port has final approval
- Red = Deny and include comment
The details of the submission are found here as well as on the attachments.

Do Not click on these links – You will receive an Error message.

Click on these attachments to access the submitted uploads.

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Click on these attachments to access the submitted uploads.
DISCOUNT PARKING QUALIFICATIONS

Link to Discount Qualification Document

Discount Link can also be found on the Employee Parking Webpage

PORT OF OAKLAND
I ♦ OAK

DISCOUNT PARKING QUALIFICATIONS

OAK has three (3) qualifying parkers who may receive a 10% discount to their employee parking at Oakland International Airport. Each qualifying parker will be responsible for submitting the correct qualifying documentation before a discount is applied.

The 10% discount only applies to a single parking permit. If you apply for a second permit, it will be at the non-discounted rate.

ALL DISCOUNTS MUST BE VERIFIED IN PERSON AND WILL NOT BE RETROACTIVELY APPLIED TO AN ACCOUNT.

Senior: Defined as any employee 55 years or older
  • Picture ID that shows Employee’s Name and DOB

US Military: Active or Veteran
  • Active or veteran ID card that shows Employee’s Name

Student: Must be currently enrolled in classes
  • Student must be enrolled with 1 or more class at a school, community college, university or trade school. Must be currently enrolled in classes and present official enrollment letter, class schedule for the current academic term, registration receipt or tuition receipt transcript that show classes currently in progress. Documentation should show Employee’s Name, School Name, Current Academic Term.
STEP 2. APPROVE OR DENY BY AUTHORIZED SIGNER

Once the review of the application is completed, the Authorized Signer will click one of the following three buttons to approve or deny the application submittal:

**Yellow Button**: Approve for Employee Lot (OMC/NAL)

**Green Button**: Approve for Management Lot (T1/T2) – Port has final approval

When Approving the application, including a comment is optional but can be used to include additional information to the tenant employee (applicant).

**Red Button**: Deny and include comment for the tenant employee (applicant)

When Denying the application, it is beneficial to include a comment of the reason the application was denied; i.e., the submitted registration was blurry, the submitted registration has expired, etc.
TENANT EMPLOYEE (Company-Pays)

The Yellow and Green Approve button will generate the email notification below to the tenant employee (applicant):

```
From: Port of Oakland <noreply@formresponse.com>
Date: Friday, November 4, 2022 at 2:36 PM
To: Friday Eve (Applicant)
Subject: APPROVED - Your OAK Employee Parking Permit Request has been APPROVED

Dear Friday Eve,

Your OAK Parking Application has been approved by your Company/Employer. They have included the following comment:

[Approved comments]

Your Company will reach out to you soon but please be patient as the OAK Parking Office is only open limited days/hours. The OAK office hours can be found on the OAK Parking Webpage.

Thank you!
```

A comment here is optional but you can include one to convey a personal message to your employee.

The Red Deny button will generate the email notification below to the tenant employee (applicant):

```
From: Port of Oakland <noreply@formresponse.com>
Date: Friday, November 4, 2022 at 2:35 PM
To: Friday Eve (Applicant)
Subject: DENIED - Your OAK Employee Parking Permit Request has been DENIED

Dear Friday Eve,

Your OAK Employee Parking Application was denied for the following reason(s):

[Denied comments]

Please click this link: [edit link] and resubmit your application. You will be notified when your resubmission has been approved.

Thank you!
```

Provide a comment here to assist employee with making the necessary corrections to their denied application so it can be approved.

The applicant will need to click this “edit link” to correct and resubmit their application.
AUTHORIZED SIGNER – If application submittal was Approved

The authorized signer will:

- Pick up the parking permit
- Pick up Location: Parking Permit Office, Terminal One, 2nd Floor
- Pick up Hours: Tuesday 12:30 p.m. – 4:30 p.m. and Thursday 9:00 a.m. – 12:30 p.m.

Who can pick up the parking permit once the parking application have been approved?

- Authorized Signer
- Authorized Signer designee
- Tenant Employee (Applicant) – bring picture ID

AUTHORIZED SIGNER – If application submittal was Denied

If the authorized signer Denies the application, the email notification below – this time with corrections from the applicant - will be received again, provided the applicant clicks the “edit link” and subsequently resubmits their application.

The authorized signer will:

1. **Re-Review** the application submittal
2. **Approve or Deny** the application
Authorized Signer for Employee Parking
Guide to Approve OAK Tenant Employee Parking Application (Online)
Employee/Terminal Parking Lot
(Company-Pays)

VEHICLE REGISTRATION (sample)

The validity dates of the vehicle registration

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STATE OF CALIFORNIA - DEPARTMENT OF MOTOR VEHICLES

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LIENHOLDER

REGISTERED OWNER

OAKLAND CA 94605

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VEHICLES:

[Motorcycles Only]

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