

Direct Bill Contract Instructions

Welcome! Every day more than 160,000 people visit the Texas Medical Center - patients, visitors, employees and students. Our goal is to provide convenient parking with professional care and service to everyone. This document is designed to assist with answering questions about obtaining a parking contract and completing the online form. Parking Contracts are processed during the hours of 8:00am to 4:00pm, Monday through Friday. Contracts remain active until we receive a termination request from the contract holder or the contract is terminated for non-payment. For contracts that are terminated for non-payment, any outstanding balance will need to be paid before a new contract can be issued.

SIGN UP FOR PARKING IN 3 EASY STEPS:

- Go online to: <https://payments.lazparking.com/paris3c/mpc2/#!/signup/3680>
- Complete the Online Form, select your preferred parking location and enter payment information.
- Receive your parking card by mail.

Completing the Online Parking Contract Form

Complete all fields of the online Parking Contract Form. In the "Affiliated Institution or School" field please include the TMC member institution that you are affiliated with. For example: BCM, UT, HCCS, TCH, etc.

The Desired Start Date is the effective date that you want your contract to begin.

- New contracts with a start date on or before the 15th of the month will be charged the full monthly rate.
- New contracts with a start date on or after the 16th of the month will be charged one half the monthly rate.

How do I make my initial payment to activate my parking contract?

Initial payment is accepted by credit card only and will be immediately processed, once your completed online application has been received. Once the initial payment has been processed the parking card will become active as of the effective date of the contract.

When are payments due?

All Direct Individual Bill and Small Group Bill contracts require a credit card on file. Once the parking contract is established, monthly payments are due by the 1st of each month and automatically charged to your credit card. All past due accounts are subject to deactivation and applicable fees assessed for returned payments.

How will I receive my parking card?

The parking card will be mailed to the address provided on your account. If immediate access is needed, an email will be sent with a barcode to use to access your assigned location until the parking card is received in the mail.

Can I change parking locations on an existing parking contract with TMC?

Location changes to an existing contract can only be processed effective for the 1st of the month. Please submit requests by email to contractparking@tmc.edu.

How do I update my account information?

Manage your account through our customer portal at <https://payments.lazparking.com/paris3c/ParisWeb-SignIn.asp?app=tmc>. Make updates to your contact, vehicle and credit card information in addition to viewing payment history and print receipts.

How do I terminate my parking contract?

To terminate the contract, submit written notification to Texas Medical Center via our website (www.tmc.edu), by email to contractparking@tmc.edu, by fax to 713-791-6143 or by US mail to Texas Medical Center, Contract Parking Dept. 2450 Holcombe Blvd Suite 1, Houston, Texas 77021.

Termination requests will be effective through the last day of the month. The termination request must be received on or before the last day of the month in which the parking services are no longer needed. No refunds will be issued for unused parking.