



Mailroom

Dashboard

Mail Log

Search

Permit Return

Mail Summary

Certified Mails		Regular Mails	
State Permit	City Permit	State Permit	City Permit
712	318	712	318
Special Permit	Miscellaneous	Special Permit	Miscellaneous
756	800	756	800

Mailroom Activity Summary

Accounts Creation	Applications Creation & Submission
712	318



Mailroom

Dashboard Mail Log Search Permit Return

Mail Log

Mail Type:
Received Via:
Application Type:

Log ID ↕	Mail Type ↕	Received Via ↕	Application Type ↕	Sender Name ↕	Tracking No ↕	Mail Received on ↕
MLID001	NYSPPPD	Mail	New	Adriana C. Ocampo	1Z 999 AA1 01 2345 6784	1/1/2020
MLID002	NYCPPPD	Drop-off	Renewal	Albert Einstein	1Z 999 AA1 01 2345 6784	1/1/2020
MLID003	Miscellaneous	Email	Lost/Stolen	Sample Constructions	1Z 999 AA1 01 2345 6784	1/1/2020
MLID004	Miscellaneous	Mail	Renew	Sample Constructions	NA	1/1/2020
MLID005	Miscellaneous	Drop-off	Lost/Stolen	Sample Constructions	NA	1/1/2020
MLID006	NYSPPPD	Email	Renewal	Cecilia Payne-Gaposchkin	1Z 999 AA1 01 2345 6784	1/1/2020
MLID007	NYSPPPD	Email	Renewal	Chien-Shiung Wu	NA	1/1/2020
MLID008	NYCPPPD	Mail	New	Dorothy Hodgkin	NA	1/1/2020
MLID009	NYCPPPD	Mail	Lost/Stolen	Edmond Halley	1Z 999 AA1 01 2345 6784	1/1/2020



Mailroom

Dashboard Mail Log Search Permit Return

Add New Mail

Mail Information

Mail Type* Select an option ▾	Received Via* Select an option ▾	Application Type* Select an option ▾
Certified Mail* <input checked="" type="radio"/> No <input type="radio"/> Yes	Tracking Number _____	
Date of Mail Received* Select Date	Date of APA Entry 2/26/2020	Created by John Doe

Sender Information

Organization Name
Street Address

First Name* First Name	Last Name* Last Name
Primary Phone Number xxx-xxx-xxxx	Email Address Email Address
Street Address Street Address	Apt/Flr/Ste Number Apt/Flr/Ste Number
Country Select from the list ▾	State Select from the list ▾
City City	Zip Code Zip
Borough Select from the list ▾	

Three possible error messages:

Address not in USPS Repository

USPS API down. Address not verified.

Borough and Zip code mismatch as per GIS data.

In the database - any address changes will not be over-written but will create new entries in DB (for Auditing purpose) but not on UI.

The mailing address entered above is not in the USPS repository. Please select this checkbox if you still like to save this mail.

Documents

Drop your files here

Or

[Browse](#)

Uploaded File	File Type	Notes
File_1.pdf	Select an option ▾	Type notes
File_1.pdf	Select an option ▾	Type notes



Mailroom

Dashboard Mail Log Search Permit Return

Mail Details

Mail Information

Mail Type NYSPPPD ▾	Received Via Mail ▾	Application Type * New ▾
Certified Mail <input checked="" type="radio"/> No <input type="radio"/> Yes	Tracking Number _____	
Date of Mail Received 1/1/2020	Date of APA Entry 2/26/2020	Created by John Doe

Sender Information

Organization Name

First Name Adriana C	Last Name Ocampo
Primary Phone Number 111-222-3344	Email Address Aocampo@email.com
Street Address Street Address	Apt/Flr/Ste Number Apt/Flr/Ste Number
Country Select from the list ▾	State Select from the list ▾
City City	Zip Code Zip
Borough Select from the list ▾	

Three possible error messages:

Address not in USPS Repository

USPS API down. Address not verified.

Borough and Zip code mismatch as per GIS data.

In the database - any address changes will not be over-written but will create new entries in DB (for Auditing purpose) but not on UI.

The mailing address entered above is not in the USPS repository. Please select this checkbox if you still like to save this mail.

Documents

Uploaded File	File Type	Notes
File_1.pdf	Letter of Request ▾	Lorem Ipsum
File_1.pdf	Medical Certificate ▾	Lorem Ipsum

Void this log entry



Mailroom

[Dashboard](#) [Mail Log](#) [Search](#) [Permit Return](#)

Mail Details

Mail Information

Mail Type NYSPPPD ▾	Received Via Mail ▾	Application Type * New ▾
Certified Mail <input checked="" type="radio"/> No <input type="radio"/> Yes	Tracking Number _____	
Date of Mail Received 1/1/2020	Date of APA Entry 2/26/2020	Created by John Doe

Sender Information

Organization Name

First Name Adriana C	Last Name Ocampo
Primary Phone Number 111-222-3344	Email Address Aocampo@email.com
Street Address Street Address	Apt/Flr/Ste Number Apt/Flr/Ste Number
Country Select from the list ▾	State Select from the list ▾
City City	Zip Code Zip
Borough Select from the list ▾	

Documents

Uploaded File	File Type	Notes
File_1.pdf	Letter of Request ▾	Lorem Ipsum
File_1.pdf	Medical Certificate ▾	Lorem Ipsum

Void Details

This log entry has been voided.

Void Date 2/26/2020	Voided by John Doe
------------------------	-----------------------

[Cancel](#)



Mailroom

Dashboard Mail Log Search Permit Return

Search Permit to mark it as Returned

Permit Number

123456

Search

Permit Information

Application ID

NYSPPPD001

Permit Type

NYSPPPD001

Permit Number

123456

Permit Effective Date

01-01-2019

Permit Expiration Date

01-01-2020

Permit Status

Expired

Documents

Drop your files here

Or

[Browse](#)

Uploaded File	File Type	Notes
File 1.pdf	Select an option ▾	Type notes 
File 1.pdf	Select an option ▾	Type notes 

Mark the permit as Returned

Cancel

Save



Mailroom

Dashboard Mail Log Search Permit Return

Search Account

Search by: Individual Application Permit

First Name

First Name

Last Name

Last Name

Email Address

Email Address

Date of Birth

Select Date

Document Type

Select from the list ▾

Document Number

Example: 123456

Application ID

NYSPPPD001

Permit Number

Example: 123456

Clear

Search

Search Results

Create Account

First Name	Last Name	Email Address	Date of Birth	Application ID	Permit No.	Document Type	Document Number	APA Status	Actions
Adriana	Ocampo	Aocampo@email.com	10-10-1970	NYSPPPD001	--	Drivers License	123 456 789	Active Account	View Profile

Relevant fields are displayed as per the radio button selection.

Search by 'Individual' will have the application and permit columns blank.

Search by 'Application ID' – will result specific application by that ID and user details.

Search by permit – all columns will be populated.



Mailroom

Dashboard Mail Log Search Permit Return

Search Account

Search by: Individual Application Permit

First Name

First Name

Last Name

Last Name

Email Address

Email Address

Date of Birth

Select Date



Document Type

Select from the list

Document Number

Example: 123456

Application ID

Example: NYSPPPD001

Permit Number

123456

Clear

Search

Search Results

Create Account

First Name	Last Name	Email Address	Date of Birth	Application ID	Permit No.	Document Type	Document Number	APA Status	Actions
Adriana	Ocampo	Aocampo@email.com	10-10-1970	NYSPPPD001	123456	Drivers License	123 456 789	Active Account	View Profile

Relevant fields are displayed as per the radio button selection.

Search by 'Individual' will have the application and permit columns blank.

Search by 'Application ID' – will result specific application by that ID and user details.

Search by permit – all columns will be populated.

Mailroom

Dashboard [Mail Log](#) Search Permit Return

Create Account for Individual

 All fields on this form are mandatory unless indicated as optional.

Basic Information

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Email Address	
<input type="text"/>	<input type="text"/>	
Street Address	Apt/Flr/Ste Number	
<input type="text"/>	<input type="text"/>	
Country	State	
<input type="text"/>	<input type="text"/>	
City	Borough	
<input type="text"/>	<input type="text"/>	
Zip Code	<input type="text"/>	

Account Information and Password

Username

Password

Confirm Password

Communication Preferences

Regular Mail Email

Security Questions

Security Question 1 Select from the list	Your Answer
<input type="text"/>	<input type="text"/>
Security Question 2 Select from the list	Your Answer
<input type="text"/>	<input type="text"/>
Security Question 3 Select from the list	Your Answer
<input type="text"/>	<input type="text"/>

Documents to Upload

Drop your files here

Or
[Browse](#)

Uploaded File	File Type	Notes
File 1.pdf	Letter of Request	Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum 
File 1.pdf	Letter from Dept of education	Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum 
File 1.pdf	Tax Exemption Form	Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum 
File 1.pdf	IRS Tax Letter	Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum 
File 1.pdf	Contract	Type here 
File 1.pdf	Medical Document	Type here 

[Back to Mail Log](#)

Select account

Individual - Parking Permits ▾

Add Organization

[Dashboard](#) [Applications](#) [Permits](#) [Documents](#)

My Profile

[Change Password](#)[Edit](#)

Account Information

First Name

John

Middle Name

Kite

Last Name

Doe

Username

jdoe@email.com

Date of Birth

05-12-1997

Primary Phone Number

111-222-3344

Email Address

jdoe@email.com

Address & Communication Preference

Street Address

348 Ashburton Avenue

Apt/Flr/Ste Number

2nd Floor

Country

USA ▾

State

New York ▾

City

Yonkers

Borough

Out of Borough ▾

Zip Code

10701

Communication Method

 Regular Mail Email

Security Questions

Security Question 1

Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum? ▾

Your Answer

Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum

Security Question 2

Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum? ▾

Your Answer

Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum

Security Question 3

Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum? ▾

Your Answer

Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum Lorem Ipsum Lorem ipsum

Documents Information

Document Type

Municipality ID ▾

Document Number

ABC1234

[View Documents History](#)



[Back to Mail Log](#)

Select account

Individual - Parking Permits ▾

Add Organization

Dashboard Applications Permits Documents

Summary of Applications and Permits

Applications - Need more Information		Permits - Intended to Revoke	
NYC PPPD	NYS PPPD	NYC PPPD	NYS PPPD
7	3	5	2

Applications Overview by Status

	Draft	In-progress	Approved	Rejected / Closed
NYC PPPD	6	3	5	2
NYS PPPD	8	3	3	5

Permits Overview by Status

	Active	Expired	Revoked/ Suspended	Never Received Lost/Stolen/Damaged
NYC PPPD	5	11	2	2
NYS PPPD	3	8	0	0



[Back to Mail Log](#)

Select account

Individual - Parking Permits ▾

Add Organization

Dashboard Applications Permits Documents

Applications

Search... 🔍

Permit Type ▾

Status ▾

Apply Filters

Start New Application

Application ID ↕	Permit Type ↕	Application Type ↕	Last Modified Date ↕	Application Status ↕	Actions
NYS-PPPD001	NYS PPPD	New	1/1/2020	Draft	Clone Delete
NYC-PPPD001	NYC PPPD	Renewal	1/1/2020	In Progress	Clone
NYC-PPPD001	NYC PPPD	Lost/Stolen	1/1/2020	Need more information	Clone
NYC-PPPD001	NYC PPPD	Never Received	1/1/2020	Closed	Clone
NYC-PPPD001	NYC PPPD	New	1/1/2020	Draft	Clone Delete
NYC-PPPD001	NYC PPPD	New	1/1/2020	Draft	Clone Delete
NYC-PPPD001	NYC PPPD	New	1/1/2020	Draft	Clone Delete
NYC-PPPD001	NYC PPPD	New	1/1/2020	In Progress	Clone
NYS-PPPD002	NYS PPPD	New	1/1/2020	In Progress	Clone
NYC-PPPD002	NYC PPPD	New	1/1/2020	In Progress	Clone
NYC-PPPD001	NYC PPPD	New	1/1/2020	In Progress	Clone
NYC-PPPD001	NYC PPPD	New	1/1/2020	Draft	Clone Delete
NYC-PPPD001	NYC PPPD	New	1/1/2020	Draft	Clone Delete
NYC-PPPD001	NYC PPPD	New	1/1/2020	Need more information	Clone
NYC-PPPD001	NYC PPPD	New	1/1/2020	Draft	Clone Delete



[Back to Mail Log](#)

Select account

Individual - Parking Permits ▾

Add Organization

Dashboard Applications Permits Documents

Permits

Search... Permit Type ▾ Status ▾ Apply Filters

Application ID ↕	Permit Type ↕	Permit Number ↕	Permit Effective Date ↕	Permit Expiration Date ↕	Permit Status ↕	Actions
NYS-PPPD001	NYS PPPD	99999	1/1/2020	1/1/2021	Active	Select an action ▾
NYC-PPPD001	NYC PPPD	88888	1/1/2020	1/1/2021	Active	Select an action ▾
NYC-PPPD001	NYC PPPD	77777	1/1/2020	1/1/2021	Active	Select an action ▾
NYC-PPPD001	NYC PPPD	66666	1/1/2020	1/1/2021	Expired	Select an action ▾
NYC-PPPD001	NYC PPPD	55555	1/1/2020	1/1/2021	Expired	Select an action ▾
NYC-PPPD001	NYC PPPD	44444	1/1/2020	1/1/2021	Expired	Select an action ▾
NYC-PPPD001	NYC PPPD	33333	1/1/2020	1/1/2021	Revoking Intended	Select an action ▾
NYC-PPPD001	NYC PPPD	22222	1/1/2020	1/1/2021	Active	Select an action ▾
NYS-PPPD002	NYS PPPD	99999	1/1/2020	1/1/2021	Active	Select an action ▾
NYC-PPPD002	NYC PPPD	88888	1/1/2020	1/1/2021	Active	Select an action ▾
NYC-PPPD001	NYC PPPD	77777	1/1/2020	1/1/2021	Active	Select an action ▾
NYC-PPPD001	NYC PPPD	66666	1/1/2020	1/1/2021	Expired	Select an action ▾
NYC-PPPD001	NYC PPPD	55555	1/1/2020	1/1/2021	Expired	Select an action ▾
NYC-PPPD001	NYC PPPD	44444	1/1/2020	1/1/2021	Expired	Select an action ▾
NYC-PPPD001	NYC PPPD	33333	1/1/2020	1/1/2021	Revoking Intended	Select an action ▾



[Back to Mail Log](#)

Select account

Individual - Parking Permits ▾

Add Organization

Dashboard Applications Permits Documents

Documents

Upload New

Drop your files here

Or

[Browse](#)

Files Uploaded	File Type	Uploaded Date	Modified Date	Notes	Actions
New File 1.pdf	Drivers License ID ▾	11/27/2019	11/27/2019	Lorem Ipsum Lorem Ipsum Lorem Ipsum	Edit Delete



Mailroom

[Dashboard](#) [Mail Log](#) [Search](#) [Permit Return](#)

Search Account

Search by: Individual Application Permit

First Name

John

Last Name

Doe

Email Address

Email Address

Date of Birth

Select Date



Document Type

Select from the list

Document Number

Example: 123456

Application ID

Example: NYSPPPD001

Permit Number

Example: 123456

Clear

Search

Search Results

[Create Account](#)

First Name	Last Name	Email Address	Date of Birth	Document Type	Document Number	APA Status	Actions
John	Doe	Jdoe@email.com	10-10-1970	Drivers License	123 456 789	Active Account	View Profile
John	Doe	Djoe@email.com	10-10-1971	Drivers License	435 546 456	Legacy Data	Create Account
John	Doe	JD@email.com	10-10-1972	Drivers License	898 3435 627	Active Account	View Profile
John	Doe	DJ@email.com	10-10-1973	Drivers License	132 456 335	Legacy Data	Create Account

[Back to Mail Log](#)

Select account

Individual - Parking Permits ▾

[Add Organization](#)[Dashboard](#) [Applications](#) [Permits](#) [Documents](#)

Summary of Applications and Permits

Applications - Need more Information

No Data Available

Permits - Intended to Revoke

No Data Available

Applications Overview by Status

Go to [Applications](#) to start a new Application.

Permits Overview by Status

No Data Available.

[Back to Mail Log](#)

Select account

Individual - Parking Permits ▾

Add Organization

[Dashboard](#) [Applications](#) [Permits](#) [Documents](#)

Applications

Search...



Permit Type ▾

Status ▾

Apply Filters

Start New Application

Application ID ▾	Permit Type ▾	Application Type ▾	Last Modified Date ▾	Application Status ▾	Actions
------------------	---------------	--------------------	----------------------	----------------------	---------

No Applications.



[Back to Mail Log](#)

Select account

Individual - Parking Permits ▾

Add Organization

Dashboard Applications **Permits** Documents

Permits

Search... 🔍

Permit Type ▾

Status ▾

Apply Filters

Application ID ▾	Permit Type ▾	Permit Number ▾	Permit Effective Date ▾	Permit Expiration Date ▾	Permit Status ▾	Actions
No Permits.						



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Select account

Individual - Parking Permits ▾

Add Organization

Dashboard Applications Permits Documents

Documents

Upload New

Drop your files here
Or
[Browse](#)



Mailroom

[Dashboard](#) [Mail Log](#) [Search](#) [Permit Return](#)

Search Account

Search by: Individual Application Permit

First Name

First Name

Last Name

Last Name

Email Address

Email Address

Date of Birth

Select Date



Document Type

Select from the list

Document Number

123456

Application ID

Example: NYSPPPD001

Permit Number

Example: 123456

Clear

Search

Search Results

No Result Found

[Click here](#) to create an account for this individual.

Mailroom

Dashboard Mail Log Search Permit Return

Create Account for Individual

 All fields on this form are mandatory unless indicated as optional.

Basic Information

First Name John	Last Name Doe
Date of Birth 10-10-1971	Email Address jdoe@email.com
Street Address 55 Water Street	Apt/Flr/Ste Number Floor 7
Country USA ▾	State New York
City New York	Borough Brooklyn ▾
Zip Code 10041	

Account Information and Password

Username

Password

Confirm Password

Communication Preferences

Regular Mail Email

Security Questions

Security Question 1 Select from the list ▾	Your Answer <input type="text"/>
Security Question 2 Select from the list ▾	Your Answer <input type="text"/>
Security Question 3 Select from the list ▾	Your Answer <input type="text"/>

Documents to Upload

Drop your files here
Or
[Browse](#)

Uploaded File	File Type	Notes
File_1.pdf	Letter of Request ▾	Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum 
File_1.pdf	Letter from Dept of education ▾	Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum 
File_1.pdf	Tax Exemption Form ▾	Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum 
File_1.pdf	IRS Tax Letter ▾	Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum Lorem Ipsum 
File_1.pdf	Contract ▾	Type here 
File_1.pdf	Medical Document ▾	Type here 