



## TRIRIGA NEWSLETTER

### Paid Parking

### DMS BUILDING MANAGERS

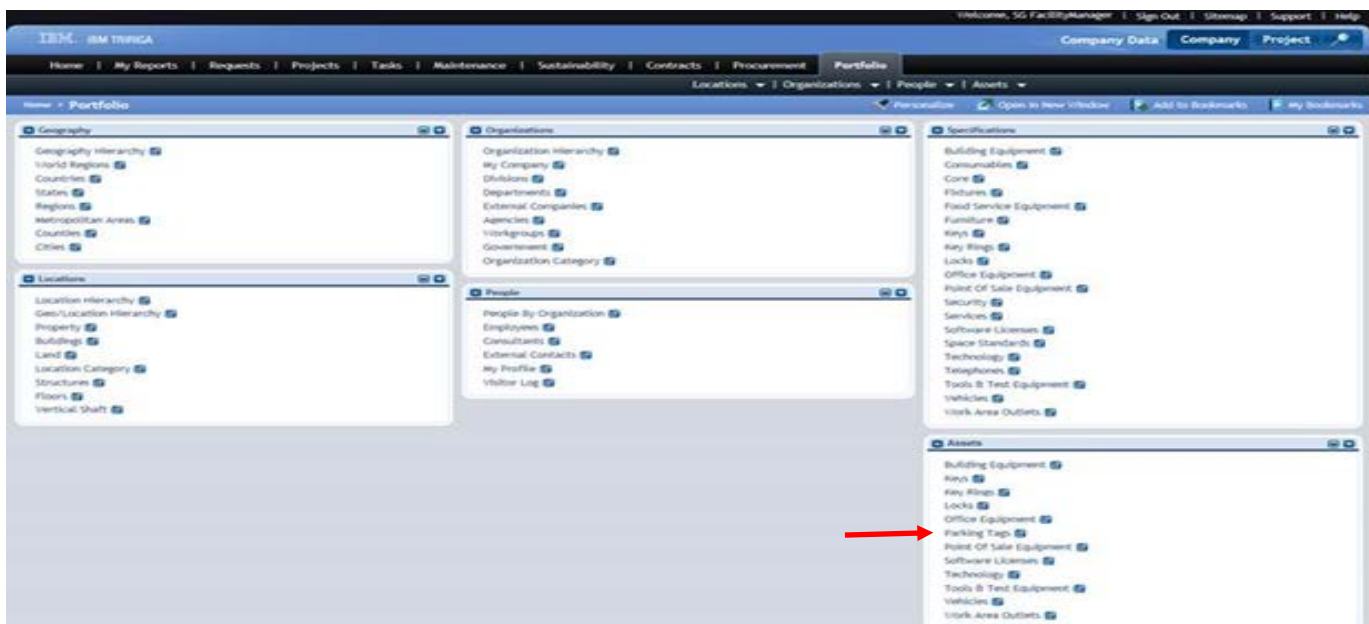
**Paid parking in TRIRIGA goes live NOVEMBER 8, 2016.**

The Paid Parking Module of TRIRIGA goes live November 8, 2016. In order for the parking data from the FACT system to transfer into TRIRIGA, **access to the FACT system will be unavailable beginning Monday, October 31, at 5:00 p.m.**

Facility managers will have view-only access to the TRIRIGA Parking Module to determine where staff are approved to park. DMS facility managers will receive automatic email notifications from TRIRIGA when a parking activity has occurred. If your job responsibilities include issuing access cards to building tenants, these email notifications should be used to issue or cancel building/parking lot access cards as appropriate. If you do not issue access cards at your location, these emails are for informational purposes only.

### TRIRIGA PORTAL WILL CHANGE

When you log in to TRIRIGA on November 8, 2016, your Portfolio tab will have a different view and will give you access to TRIRIGA parking.



### BUILDING PARKING LOT ACCESS CARDS

If your office is outside of Tallahassee and provides access cards, please email Ashleigh Gilley at [AskTRIRIGA@dms.myflorida.com](mailto:AskTRIRIGA@dms.myflorida.com).  
Need assistance? Email [AskTRIRIGA@dms.myflorida.com](mailto:AskTRIRIGA@dms.myflorida.com).

[Ashleigh.Gilley@dms.myflorida.com](mailto:Ashleigh.Gilley@dms.myflorida.com) with the employee's name, parking tag number, agency and access card number so that information can be added to the TRIRIGA Parking Module.

Questions or concerns? We are just a click away. Send all inquiries to [AskTRIRIGA@dms.myflorida.com](mailto:AskTRIRIGA@dms.myflorida.com).