



## TRIRIGA NEWSLETTER

### Paid Parking

**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.**

You can continue all your current parking activities (assign parking tags, have employee parking contracts signed, etc.) between Tuesday, November 1, through Monday, November 7, 2016. Then on Tuesday, November 8, at 8:00 a.m., enter your activities into TRIRIGA for formal approval and recording into the system.

#### **TRIRIGA TRAINING**

The training for agency parking representatives, payroll parking representatives and FDLE Capitol Police is web-based and will be available on the [TRIRIGA Training](http://www.dms.myflorida.com/business_operations/real_estate_development_and_management/tririga_training) website November 7. The TRIRIGA Training link is as follows:

[http://www.dms.myflorida.com/business\\_operations/real\\_estate\\_development\\_and\\_management/tririga\\_training](http://www.dms.myflorida.com/business_operations/real_estate_development_and_management/tririga_training)

#### **TRIRIGA ACCESS**

Access to TRIRIGA requires completion of an [Access Change to TRIRIGA Request Form](#). Please complete the form; select your appropriate parking role; and have it approved by your supervisor. Each system user must have his or her own account, username and password.

**Note: Payroll parking representatives will not actually be logging into TRIRIGA but will be getting payroll email notifications from the system.**

We are accepting completed forms now. After you and your supervisor sign the form, please submit it to [AskTRIRIGA@dms.myflorida.com](mailto:AskTRIRIGA@dms.myflorida.com) for finalization and approval.

#### **PARKING BILLING**

One of TRIRIGA's unique features is automatic email notification of parking invoices to agencies for annual and temporary contracts. However, the system allows billing notices to be sent to only one email address per parking contract. If an agency requires that multiple staff receive invoices, we suggest that the agency establish a central mailbox for receipt of these invoices (e.g., [parkingbilling@agencyname.myflorida.com](mailto:parkingbilling@agencyname.myflorida.com)).

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

Need Assistance? Email [AskTRIRIGA@dms.myflorida.com](mailto:AskTRIRIGA@dms.myflorida.com)