When submitting an eDoc request:

- 1. Please click on the link <u>eDoc</u>.
- 2. Sign and hover over **<u>submit a request</u>** located at the top left pf the page.
- 3. It will take to you a page that has drop down, please choose the selection (Transportation and Parking Services)
- 4. You will then choose (**Recharge)** in the drop down area.
- 5. You will then choose (**Parking Reservation Recharge**)
- 6. You would then would fill out the information required to submit your request, date, business purpose, qty., requested lot, sign verbiage, FAU, etc.

https://edoc.ucmerced.edu/Default.aspx

Please don't hesitate to contact our office for any further assistance.