



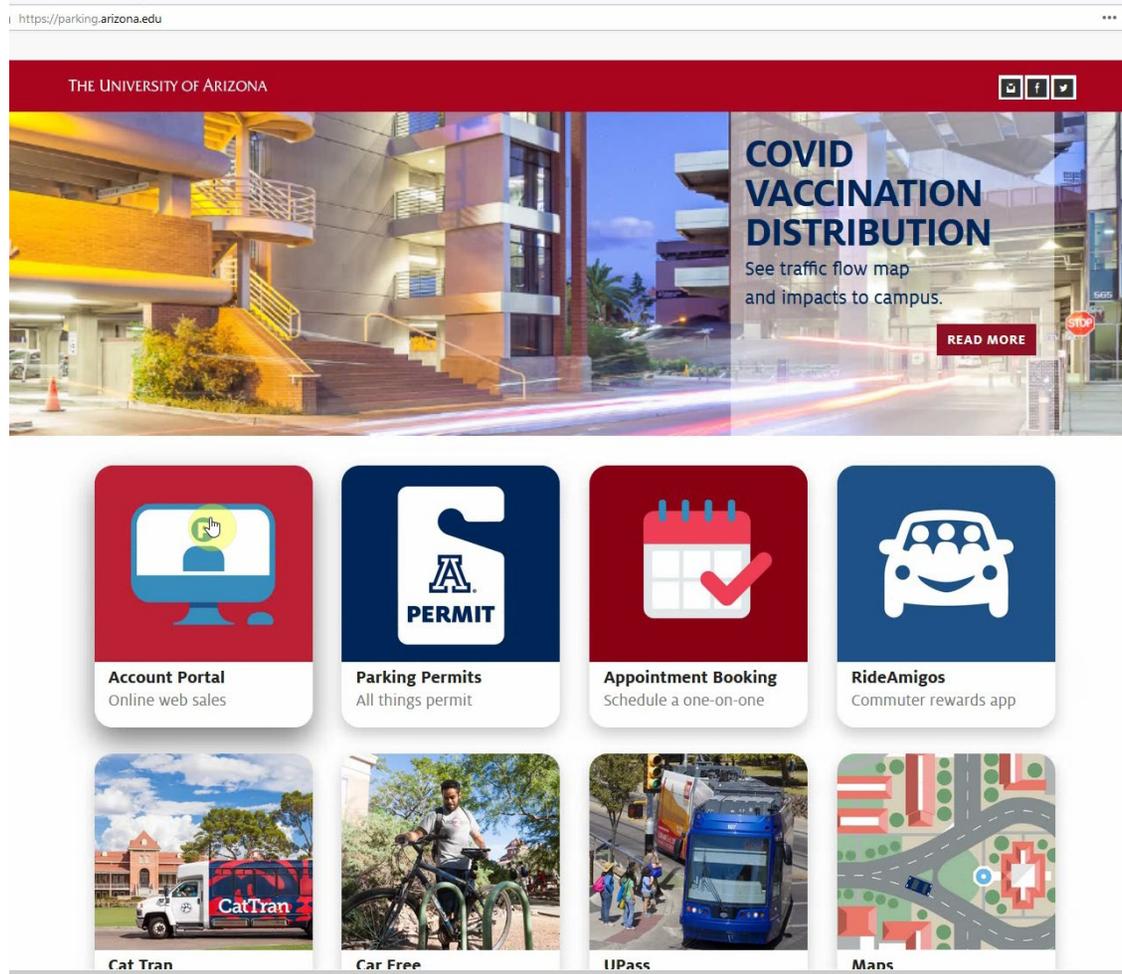
# Parking Account Portal Manual

## Contents

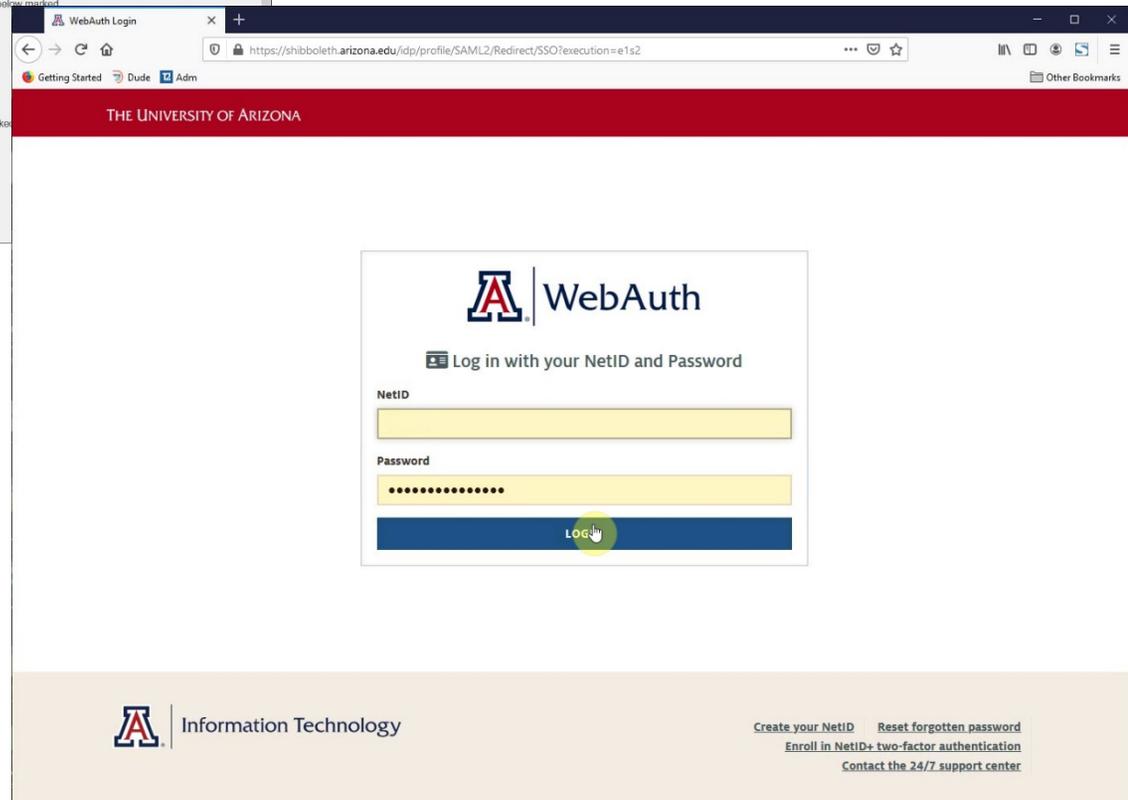
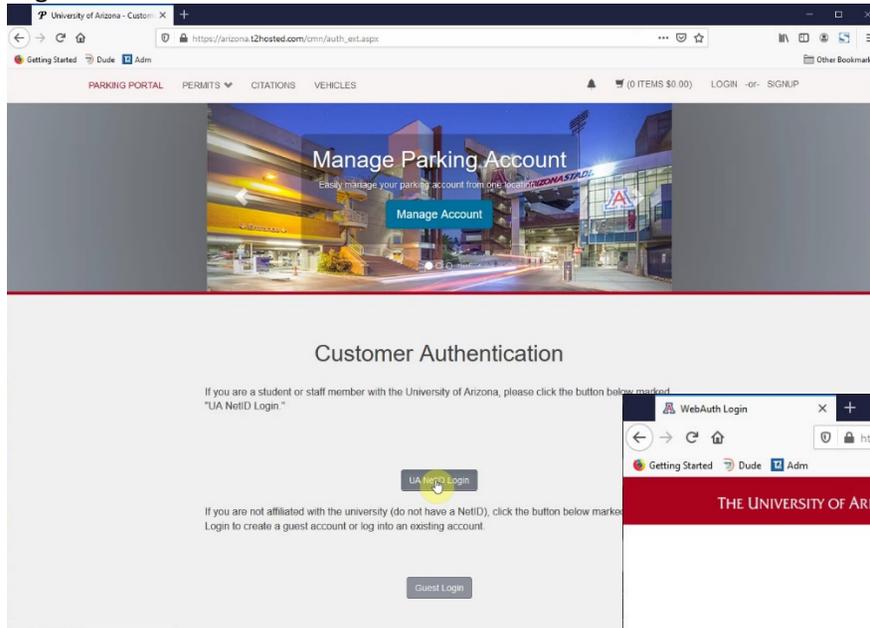
Purchasing a Parking Permit with a Credit Card .....	2
Purchasing a Parking Permit on Payroll Deduction.....	12
Adding a vehicle to existing parking permit.....	14
To disassociate a vehicle with your parking permit.....	20
How to add waitlist request: Add/Edit Waitlists.....	22

# Purchasing a Parking Permit with a Credit Card

1. Go to Parking Account Portal from the main Parking & Transportation Services website: [parking.arizona.edu](https://parking.arizona.edu)



2. Log in with NetID





3. Scroll to bottom of page, and select “Get Permits”

The screenshot shows the Parking Account Portal interface. At the top, there is a navigation bar with links for PARKING PORTAL, PERMITS (with a dropdown arrow), CITATIONS, and VEHICLES. A shopping cart icon shows 0 items for \$0.00, and the user is logged in as Wilbur Wildcat. Below the navigation bar, there is a message about exchanging information and a section for NEW PERMIT HOLDERS. A link to the Parking Account Portal Manual is provided. The main content area is divided into two sections: CITATIONS and PERMITS. The CITATIONS section shows 2 citations, 0 appeals, and 21 letters. The PERMITS section shows 1 permit. A 'Get Permits' button is highlighted with a yellow circle and a mouse cursor. At the bottom, there are social media links for UA Parking and Transportation, Facebook, and Twitter.



4. Review product guidelines. Select “Next>>.”

The screenshot shows a web browser window with the URL `s://arizona.t2hosted.com/per/index.aspx`. The page has a navigation bar with links for PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES. A shopping cart icon shows 0 items for \$0.00, and the user is identified as Wilbur Wildcat. The main content area lists several guidelines sections:

- Parking Permit Guidelines**
  - By purchasing a permit, customers must agree to abide by Campus Parking and Traffic Regulations.
  - Permit refund value begins to depreciate monthly beginning on the permit's effective date. Refunds are issued through the last business day in April.
  - Permit purchase price begins to prorate monthly on the permit's effective date. Price will be reflected at check out.
  - All correspondence will be sent to your University email address ending in @email.arizona.edu or @arizona.edu. A copy of all communications will be placed under View Your Letters.
  - Permits do not guarantee a parking space, only the right to park.
- Cat Tran Boarding Pass Guidelines**
  - Neighborhood boarding passes available for Orange route.
  - Boarding pass does not permit parking in off campus lots 9004, 9006, 9007, and 9008. A separate permit may be purchased for these locations.
- U-Pass Guidelines**
  - No refunds. All sales are final.
  - Customer may purchase a physical card or a mobile pass.
  - Physical cards must be registered with Sun Tran.
  - A convenience fee has been added to the price of mobile passes.
  - To activate your mobile pass app, you must use your UA email address.
  - Lot 9010 includes a U-Pass. All sales are final.
- Valley Metro-Phoenix Biomedical Campus Guidelines**
  - All purchased bus passes will be available to be picked-up the following business day at the HSEB security counter between 11am-1pm Monday-Friday.
  - UA is in affiliation with ASU for student passes, no refunds. All sales are final.
  - Employee pass prorates on a monthly basis. Refunds are calculated by depreciated amount.
- Bicycle Enclosures and Lockers Guidelines**
  - Must be registered with Parking & Transportation Services to use bike enclosures and lockers.
  - Parking & Transportation Services is not responsible for theft or damage to bicycles. Bikes are parked at the owner's risk.
  - Bicycles in enclosures should be secured to bike racks using a u-lock and cable lock.
  - Customers must ensure doors are properly closed at all times.
  - Bike locker customers are responsible for \$145 replacement fee for lost keys.
- Tugo Guidelines**
  - No refunds. All sales are final.
  - Valid 365 days from date of activation.

At the bottom of the content area, there is a link "Edit this page" and a prominent "Next >>" button with a hand cursor over it.



6. Add vehicles to be associated with the parking permit. Select "Next>>." To view how to add a vehicle after purchase, skip to page 14.

://arizona.t2hosted.com/per/selectvehicle.aspx

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Wilbur Wildcat!

Manage Account

**i** You may select between 1 and 8 vehicles for this permit.

## Select your Vehicles for Permit

Your permit must be associated with a vehicle(s) to continue purchase. Verify our records are accurate below. If you need to add new vehicles, choose "Add Vehicle" below.

To update or remove a current vehicle, contact our team at [PTS-ParkingInformation@email.arizona.edu](mailto:PTS-ParkingInformation@email.arizona.edu).

When finished, click Next >>

Transit (Bus) Pass Purchase Only: Disregard this page and click Next>>

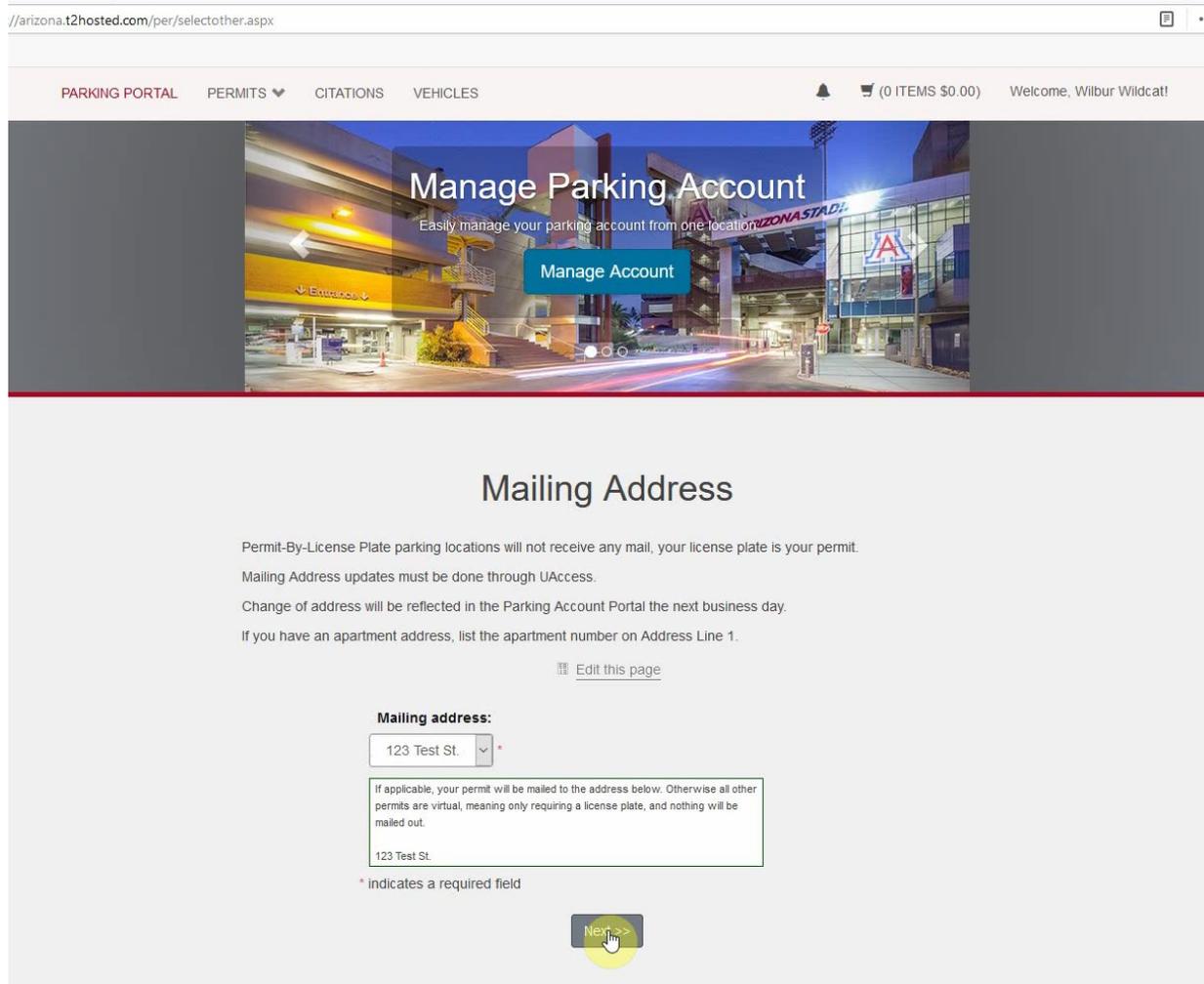
[Edit this page](#)

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	Alabama	T@TESTING	1995	Audi		Aluminum
<input checked="" type="checkbox"/>	Alabama	T2TEST		Acura		Aluminum
<input checked="" type="checkbox"/>	Arizona	123456	2004	Acura	MDX	Teal

Add Vehicle

Next >>

7. Review mailing address if applicable. Permit-by-License Plate locations will not receive a physical permit, license plates are parking permits. Select “Next>>.”



The screenshot shows a web browser window with the URL `//arizona.t2hosted.com/per/selectother.aspx`. The page header includes navigation links for **PARKING PORTAL**, **PERMITS**, **CITATIONS**, and **VEHICLES**, along with a shopping cart icon (0 ITEMS \$0.00) and a user greeting: "Welcome, Wilbur Wildcat!".

The main content area features a large banner image of a stadium at night with the text "Manage Parking Account" and "Easily manage your parking account from one location." Below the banner is a "Manage Account" button.

### Mailing Address

Permit-By-License Plate parking locations will not receive any mail, your license plate is your permit.  
Mailing Address updates must be done through UAccess.  
Change of address will be reflected in the Parking Account Portal the next business day.  
If you have an apartment address, list the apartment number on Address Line 1.

[Edit this page](#)

**Mailing address:**

123 Test St. \*

If applicable, your permit will be mailed to the address below. Otherwise all other permits are virtual, meaning only requiring a license plate, and nothing will be mailed out.

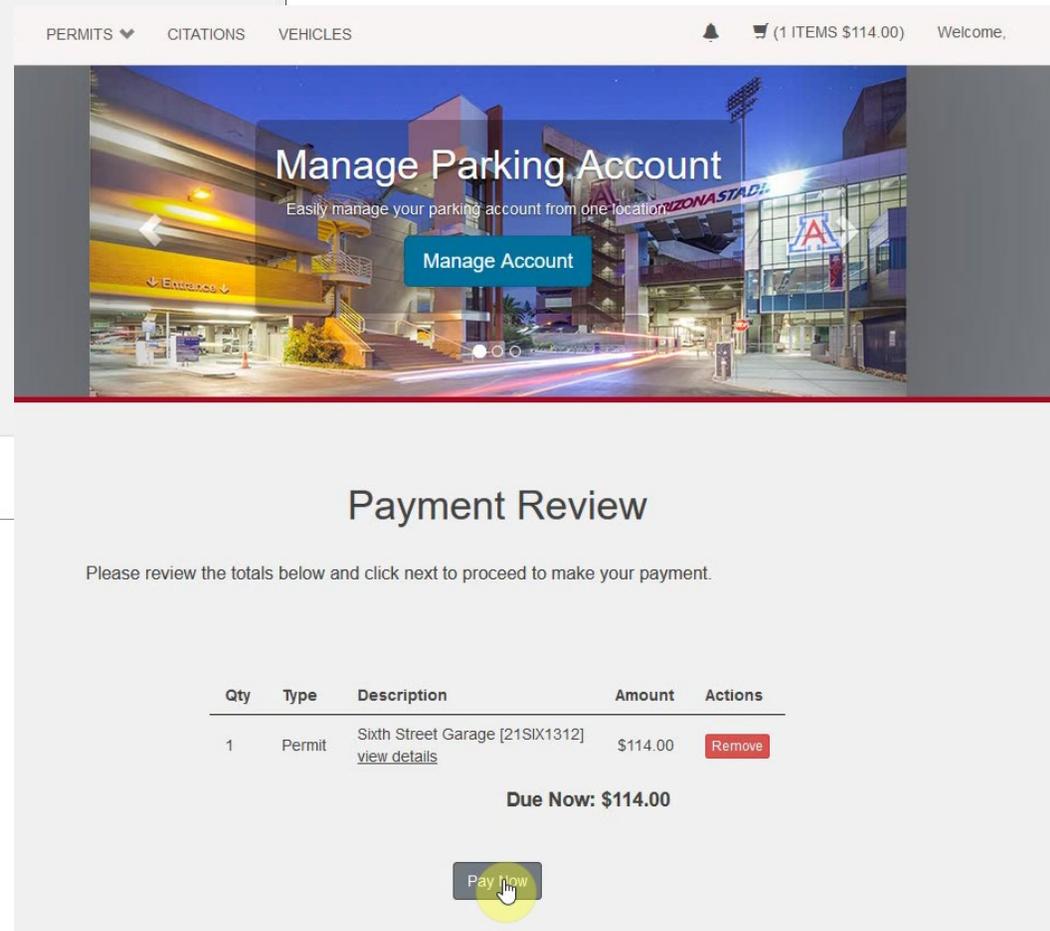
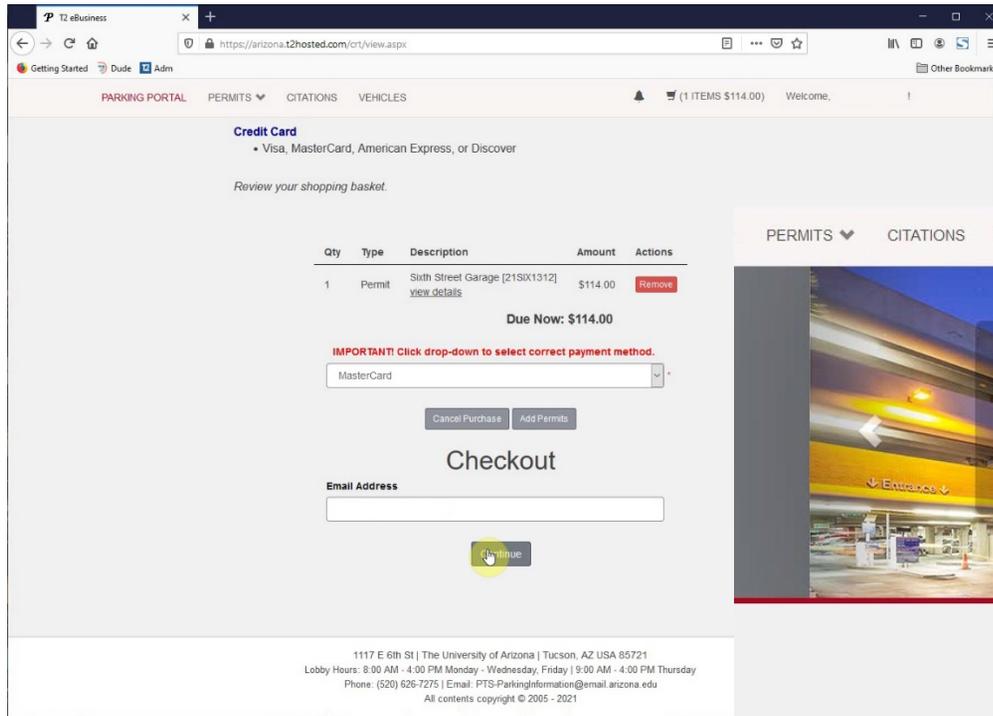
123 Test St.

\* indicates a required field

**Next >>**



8. Select form of payment: Credit card, Bursar, or Payroll Deduction. If selecting Payroll Deduction, skip to page 12 for further explanation and review terms of payroll deduction. If purchasing with credit card, select provider, include an email and select "Continue."





9. Enter relevant credit card information and wait for transaction.

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

City \*

Country/Region \*

State/Province \*

Zip/Postal Code \*

Email \*

**Your Order**

---

Total amount **\$114.00**

**Payment Details** ⓘ

Card Type \*

Visa       Mastercard

Amex       Discover

Card Number \*

Expiration Month \*       Expiration Year \*

Manage Parking Account

Please wait while we complete your transaction

Payment Receipt

Your transaction is complete.

**Main Campus**

- **Permit by License Plate** parking locations will not receive any mail. Your license plate is your permit. If applicable, please allow ample time for processing and delivery of your permit.
- **Garage Garages:** Existing customers: please keep your current RFID card. New customers: an RFID card will be mailed to you. Allow one (1) business day for your Card Card to activate to use as a temporary permit. Swipe card to enter and exit the garage.
- **Gateless Garages:** Permit by License Plate parking locations will not receive any mail. Your license plate is your permit.
- **Surface Lots:** If applicable, beginning August 16, a temporary permit may be printed under View Your Permits by clicking on your permit permit. Acceptable only during valid dates.
- **U-Pass:** Print out email receipt and use as temporary boarding pass until your pass is active.

**Phoenix Biomedical Campus**

- All permits will be mailed. Please allow ample time for processing and delivery of your permit.
- **PBC Garage:** No temporary permit available, access card required.



10. Review Payment Receipt. Check UAZ email for confirmation email as well.

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Wilbur Wildcat!

## Payment Receipt

Your transaction is complete.

**Main Campus**

- Permit-By-License Plate parking locations will not receive any mail. Your license plate is your permit. If applicable, please allow ample time for processing and delivery of your permit.
- **Gated Garages:** *Existing customers:* please keep your current RFID unit. *New customers:* an RFID unit will be mailed to you. Allow one (1) business day for your Cat Card to activate to use as a temporary permit. Swipe card to enter and exit the garage.
- **Gateless Garages:** Permit-By-License Plate parking locations will not receive any mail. Your license plate is your permit.
- **Surface Lots:** If applicable, beginning August 16, a temporary permit may be printed under View Your Permits by clicking on your current permit. Acceptable only during valid dates.
- **U-Pass:** Print out email receipt and use as temporary boarding pass until your pass is active.

**Phoenix Biomedical Campus**

- All permits will be mailed. Please allow ample time for processing and delivery of your permit.
- **PBC Garage:** No temporary permit available, access card required.
- Beginning August 16, a temporary permit may be printed under View Your Permits by clicking on your current permit. Acceptable only during valid dates.
- **Valley Metro:** No temporary permit available, transit pass required.

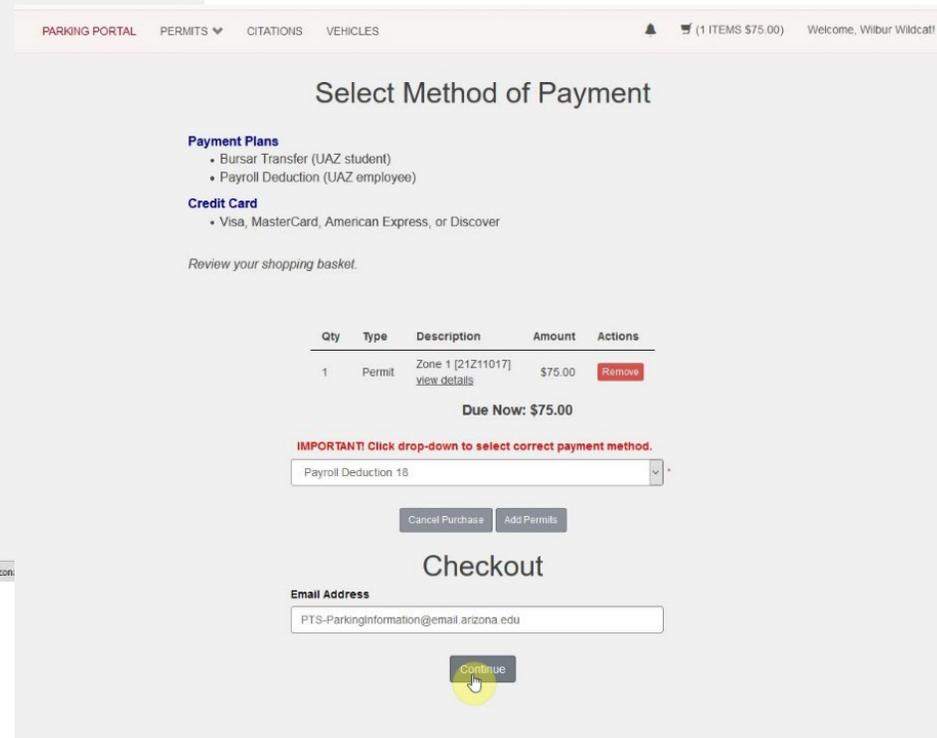
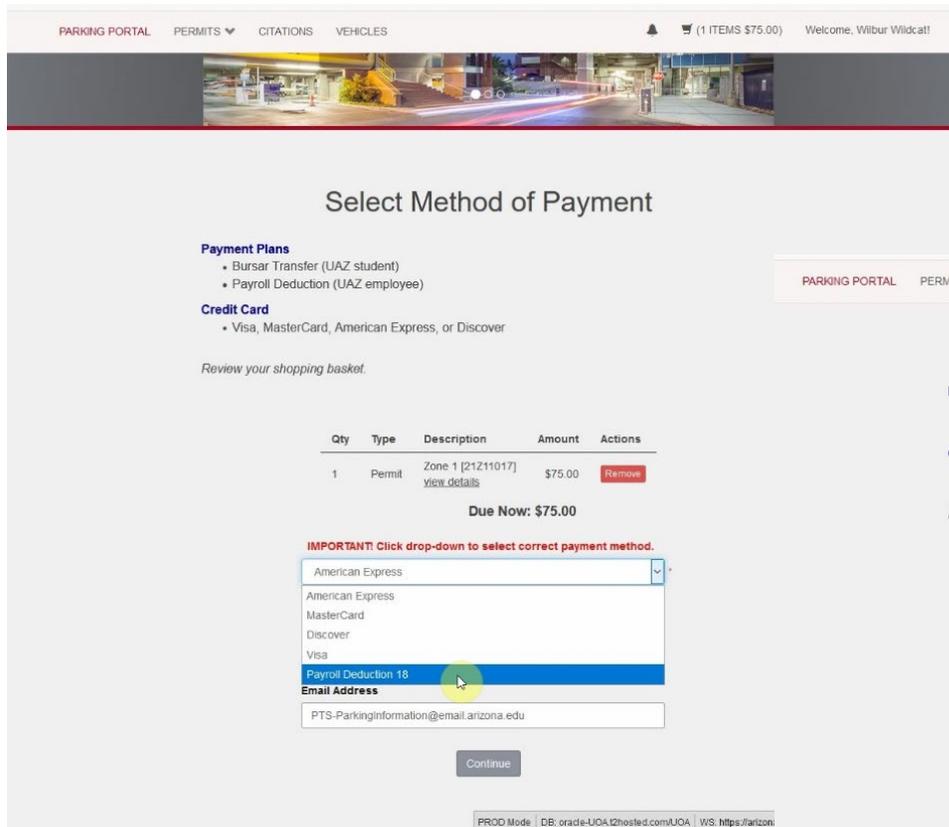
**Purchased Items**

Qty	Type	Description	Amount
1	Permit	Zone 1 [21Z11017] <a href="#">Print Temporary Permit</a> <a href="#">view details</a>	\$75.00
Total Paid:			\$75.00

**Transaction Summary**

# Purchasing a Parking Permit on Payroll Deduction

1. Select "Payroll Deduction 18" to indicate purchasing by payroll deduction, then select "Continue."





2. Review terms of payroll deduction, click “Agree.” Select “Pay Now.”

The screenshot shows the 'PARKING PORTAL' interface. At the top, there are navigation links for 'PERMITS', 'CITATIONS', and 'VEHICLES', along with a shopping cart icon showing '(1 ITEMS \$75.00)' and a user greeting 'Welcome, Wilbur Wildcat!'. Below this is a table with the following data:

Qty	Type	Description	Amount	Actions
1	Permit	Zone 1 [21Z11017] <a href="#">view details</a>	\$75.00	<a href="#">Remove</a>

Below the table, it states 'Due Now: \$75.00'. The main content area contains several sections of text:

**Payroll Deduction Agreement:**  
Payroll Deduction (PR) is a program for University of Arizona employees and Graduate Assistants/Associates. Payroll deductions begin with the first pay period in September. Deductions occur over 18 pay periods for all employees purchasing a permit located on the Main Campus or Phoenix Biomedical Campus. Deductions occur over 4 pay periods for all employees purchasing Off-Campus permits, Semester/Annual bus passes, Shuttle Boarding Passes or Bike Enclosures. If you receive a parking citation, you have the option to pay for it using payroll deduction as well. Citations placed on payroll deductions occur over 4 pay periods for all employees.

**Vehicle Permits - PR Deduction Program**

1. I authorize Parking & Transportation Services to deduct the cost of the vehicle permit from my paycheck. Number of deductions is over 18 pay periods and automatically adjusts based on date of purchase.
2. I authorize Parking & Transportation Services to deduct any outstanding balance from my paycheck.
3. Graduate Assistants/Associates: I authorize charges may be transferred to my bursar account if not eligible for payroll deduction.

**Transit Pass - PR Deduction Program**

1. I authorize Parking & Transportation Services to deduct the cost of the transit pass from my paycheck.
2. I acknowledge number of deductions is over 4 pay periods and automatically adjusts based on date of purchase.
3. I understand there are no refunds issued for U-Pass transit passes.

**Citation - PR Deduction Program**

1. I authorize Parking & Transportation Services to deduct the cost of citation(s) from my paycheck.
2. I acknowledge number of deductions is over 4 pay periods.
3. I further acknowledge that placing citations on payroll deduction waives any further right to appeal or participate in Parking & Transportation Services' Diversion Program.

I have read and understand the conditions and authorize the terms of this agreement.

At the bottom of the main content area, there is a yellow 'Pay Now' button with a hand cursor icon over it.

1117 E 6th St | The University of Arizona | Tucson, AZ USA 85721  
Lobby Hours: 8:00 AM - 4:00 PM Monday - Wednesday, Friday | 9:00 AM - 4:00 PM Thursday  
Phone: (520) 626-7275 | Email: [PTS-ParkingInformation@email.arizona.edu](mailto:PTS-ParkingInformation@email.arizona.edu)

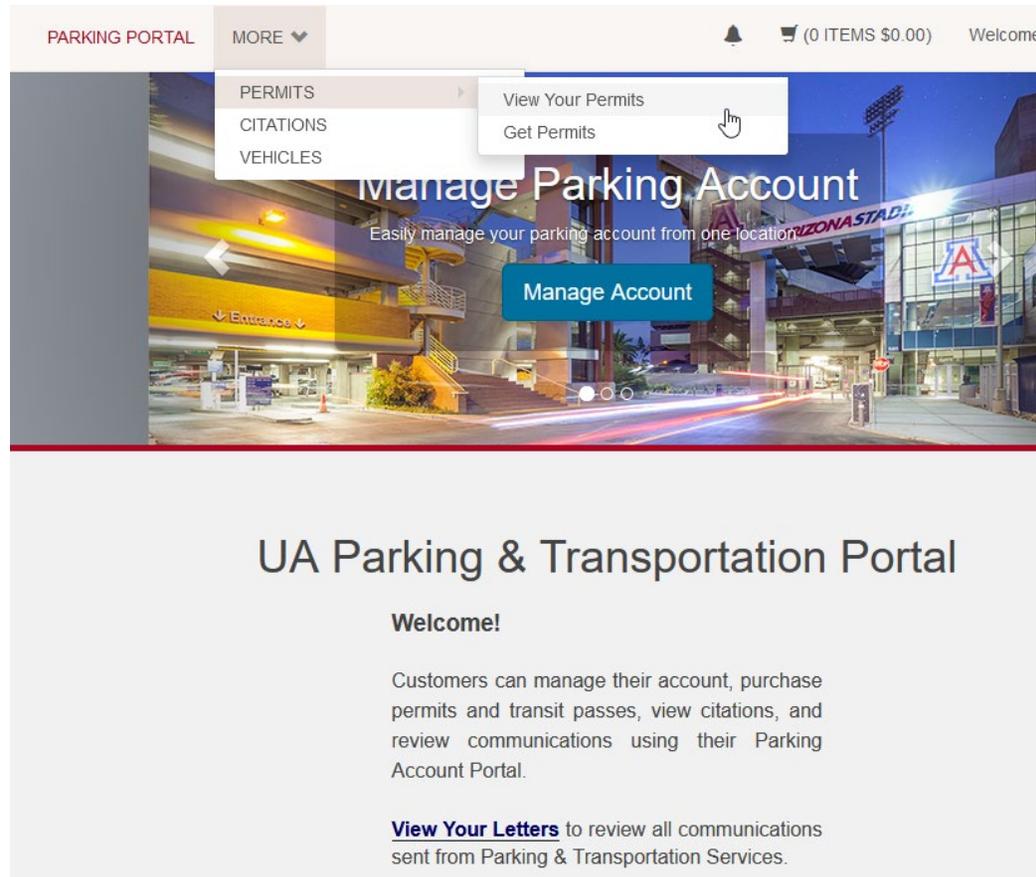
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PROD Mode | DB: oracle-UOA.t2hosted.com/UOA | WS: <https://arizona.t2flex.com/FlexPortWS> | Server: FLX-P-FLX

## Adding a vehicle to existing parking permit

If you have an existing permit and need to add another license plate to your account, follow the steps below.

1. Once logged in to the Parking Account Portal, at the top of the menu, go to More, then Permits, then View Your Permits



The screenshot displays the UA Parking & Transportation Portal interface. At the top, there is a navigation bar with 'PARKING PORTAL', 'MORE' (with a dropdown arrow), a notification bell, a shopping cart icon showing '(0 ITEMS \$0.00)', and a 'Welcome,' greeting. A dropdown menu is open under 'MORE', listing 'PERMITS', 'CITATIONS', and 'VEHICLES'. The 'PERMITS' option is selected, and a sub-menu is visible with 'View Your Permits' and 'Get Permits'. The main content area features a large banner for 'Manage Parking Account' with the text 'Easily manage your parking account from one location' and a 'Manage Account' button. Below the banner, the heading 'UA Parking & Transportation Portal' is followed by a 'Welcome!' message and a paragraph explaining that customers can manage their account, purchase permits and transit passes, view citations, and review communications. A link for 'View Your Letters' is provided to review all communications sent from Parking & Transportation Services.



2. Select the permit that is Active. If you have a parking permit for a garage location, the permit starting with "I" is your RFID unit used to raise the gate arms at entry and exit.

## View Your Permits

Permits associated with your account are listed below. You may click on the permit for additional details. If you have any questions about your active permits, please contact us as

[PTS-ParkingInformation@email.arizona.edu](mailto:PTS-ParkingInformation@email.arizona.edu).

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
<u>I11601</u>	17-RFID 116 Inventory	Active	04/06/2021	08/15/2016	08/13/2021
<u>21SIX1</u>	Sixth Street Garage	Active	04/05/2021	07/17/2020	04/30/2021



3. Scroll to the bottom of the page and click Add Vehicles to Permit

**Amount Due** \$0.00

**Status** Active

**Issue Date** 04/05/2021

**Effective Date** 07/17/2020

**Expiration Date** 04/30/2021

**Associated Vehicles**

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions
<u>123456</u>	Arizona	Volkswagen	NEW BEETLE	Black	Delete
<u>456789</u>	Arizona	Subaru		Red	Delete

**Associated Receipts**

Receipt Number	Description	Permit Amount	Date	Payment Method
8770488	Payment - Permit (21SIX1 )	\$114.00	4/5/2021 3:54:31 PM	MasterCard

No contract profiles were found on this record.

No space overages were found on this record.

[Add Vehicles To Permit](#) [Print Permit](#)



- If you previously had vehicles associated with your account, you may add them back here, otherwise click Add New Vehicle. Note: if you need to permanently remove a vehicle from your account for reasons including but not limited to, no longer owning the vehicle or an extended rental, please email Customer Relations at [PTS-ParkingInformation@email.arizona.edu](mailto:PTS-ParkingInformation@email.arizona.edu).



**i** Your permit may be associated with 1-8 vehicles.

## Add Vehicle to Your Permit

Choose the vehicle(s) you wish to add to your permit.

This permit is currently associated with 2 vehicles.

Select	Plate Number	Make	Model	Color
<input type="checkbox"/>	PLATE001	Honda	CR-V	Gray



5. Input relevant information to the new vehicle and click Next.

The screenshot shows the 'VEHICLES' section of the 'PARKING PORTAL'. The navigation bar includes 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. The user is logged in as 'Welcome,' with a shopping cart containing 0 items for \$0.00. The form contains the following fields, each with a red asterisk indicating it is required:

- Plate Number**: Text input field.
- Plate Number (confirm)**: Text input field.
- State/Province**: Dropdown menu.
- Year**: Text input field.
- Make**: Dropdown menu.
- Model**: Dropdown menu.
- Color**: Dropdown menu.
- Style**: Dropdown menu.

At the bottom of the form is a 'Next >>' button with a hand cursor icon over it.



6. Finally, it will return you to the Permit Details page with a confirmation window at the time acknowledging your new vehicle is associated with the permit.

A screenshot of a web interface. At the top, a light green box contains a green checkmark icon, followed by the text "Your vehicle has been associated with your permits." and a link "[view details](#)". Below this, the text "I1160 21SIX" is displayed. The main heading of the page is "Your Permit Details" in a large, bold, dark font. Below the heading, the text "Below are the details for your Permit." is centered.



## To disassociate a vehicle with your parking permit

1. From the View Your Permits active web page, select Delete to the vehicle you wish to remove.

<b>Permit Number</b>	10210279
<b>Type</b>	Sixth Street Garage AUTO RENEW
<b>Amount Due</b>	\$0.00
<b>Status</b>	Active
<b>Issue Date</b>	01/08/2020
<b>Effective Date</b>	08/19/2019
<b>Expiration Date</b>	08/14/2020

**Associated Vehicles**

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions
<u>PLATE001</u>	Arizona	Honda	CR-V	Gray	<input type="button" value="Delete"/>
<u>CDL2469</u>	Arizona	Subaru	Outback	Gray	<input type="button" value="Delete"/>



2. Select OK to confirm disassociation. Note: if you no longer own the vehicle, and wish to remove it from your account altogether, please email us at [PTS-ParkingInformation@email.arizona.edu](mailto:PTS-ParkingInformation@email.arizona.edu). In the subject line, add "Remove vehicle from account" and provide the vehicle specs in the body of the message. Customer Relations will let you know when the vehicle is removed.

The screenshot shows a parking permit management interface. At the top, the permit details are listed:

- Permit Number:** 10210279
- Type:** Sixth Street Garage AUTO RENEW
- Amount Due:** \$0.00
- Status:** Active
- Issue Date:** 01/08/2020
- Effective Date:** 08/19/2019
- Expiration Date:** 08/14/2020

A white confirmation dialog box is centered on the screen with the text: "Are you sure you wish to remove this vehicle from your permit?". Below the dialog box, a table lists associated vehicles:

Plate Number	State	Make	Model	Color	Action
<u>PLATE001</u>	Arizona	Honda	CR-V	Gray	Delete
<u>CDL2469</u>	Arizona	Subaru	Outback	Gray	Delete

## How to add waitlist request: Add/Edit Waitlists

- Once logged in to Parking Account Portal, go to Add/Edit Waitlists. If you log in and this button is not available, it means there are no open waitlists at that time. We recommend purchasing a permit under “Get Permits” then checking back anytime after October to see if your desired location opens up or the waitlist opens at that time.

**2019-2020 Permit Year**  
 Payroll deduction customers are eligible to go on the waitlist April 24, 2019.  
 Remaining customers with active permits are eligible to go on the waitlist May 2, 2019.  
 New customers can view available permits for purchase under "[Get Permits](#)" beginning July 2, 2019.

**U-Pass Transit Passes**  
 Go to "[Get Permits](#)" to purchase a U-Pass for Sun Link and Sun Tran transit systems.

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<p><b>CITATIONS</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"><a href="#">View Your Citations</a></td> <td style="text-align: right;">9</td> </tr> <tr> <td><a href="#">View Your Appeals</a></td> <td style="text-align: right;">0</td> </tr> <tr> <td><a href="#">View Your Letters</a></td> <td style="text-align: right;">14</td> </tr> </table>	<a href="#">View Your Citations</a>	9	<a href="#">View Your Appeals</a>	0	<a href="#">View Your Letters</a>	14	<p><b>Citation Number</b></p> <input style="width: 100%; height: 20px;" type="text"/> <p style="text-align: center;">-OR-</p> <p><b>State</b>                      <b>Plate Number</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input style="width: 90%; height: 20px;" type="text" value="Arizona"/> </div> <div style="width: 45%;"> <input style="width: 90%; height: 20px;" type="text"/> </div> </div> <p style="text-align: center; background-color: #808080; color: white; padding: 5px; margin-top: 5px;">Search Citations</p>
<a href="#">View Your Citations</a>	9						
<a href="#">View Your Appeals</a>	0						
<a href="#">View Your Letters</a>	14						

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<p><b>PERMITS</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"><a href="#">View Your Permits</a></td> <td style="text-align: right;">1</td> </tr> <tr> <td><a href="#">View your Waitlists</a></td> <td style="text-align: right;">1</td> </tr> </table>	<a href="#">View Your Permits</a>	1	<a href="#">View your Waitlists</a>	1	<div style="background-color: #808080; color: white; text-align: center; padding: 5px; margin-bottom: 10px; width: 100%;"> <span>📄 Get Permits</span> </div> <div style="background-color: #808080; color: white; text-align: center; padding: 5px; width: 100%;"> <span>🔄 Add/Edit Waitlists</span> </div>
<a href="#">View Your Permits</a>	1				
<a href="#">View your Waitlists</a>	1				



2. Review the terms of a waitlist and select "Next >>."

## Add/Edit your Account Waitlists

Placing yourself on a waitlist holds your place in line until a permit becomes available in your preferred location.

**The waitlist period for 2018/2019 permit year has closed.**

### **IMPORTANT DATES:**

Payroll deduction customers are eligible to go on the waitlist April 24, 2019.

Remaining customers with active permits are eligible to go on the waitlist May 2, 2019.

New customers can view available permits for purchase under "[Get Permits](#)" beginning July 2, 2019.

For question please contact [PTS-ParkingInformation@email.arizona.edu](mailto:PTS-ParkingInformation@email.arizona.edu).

I agree to the statements above

*We've identified existing waitlist requests on your account. You may click the 'View Existing Requests' button below to view your requests.*

[View Existing Requests](#)

[Next >>](#)



3. Add vehicle if applicable, click "Next>>."

## Update Account Vehicles

Verify our records are accurate below. If you need to add new vehicles, choose "Add Vehicle" below.

To update/change a current vehicle, contact our team at [PTS-ParkingInformation@email.arizona.edu](mailto:PTS-ParkingInformation@email.arizona.edu).

When finished, click Next >>

Plate Number	Make	Model	Color
WILBUR1	Toyota	Tacoma	Black

Add Vehicle

Next >>



- 4. Sign Up for waitlist by clicking [Add] in the desired location.

## Add Waitlist Selections

Placing yourself on a waitlist holds your place in line until a permit becomes available in your preferred location.

**The waitlist period for 2018/2019 permit year has closed.**

**IMPORTANT DATES:**

Payroll deduction customers are eligible to go on the waitlist April 24, 2019.  
Remaining customers with active permits are eligible to go on the waitlist May 2, 2019.  
New customers can view available permits for purchase under ["Get Permits"](#) beginning July 2, 2019.

For question please contact [PTS-ParkingInformation@email.arizona.edu](mailto:PTS-ParkingInformation@email.arizona.edu).

## Currently Available Waitlists

Waitlist Description	Last Sign Up Date	Sign Up
Lot Specific 2030	2/28/2020 12:00:00 AM	<input type="button" value="Add"/>
Lot Specific 2032	2/28/2020 12:00:00 AM	<input type="button" value="Add"/>
Lot Specific 2147	2/28/2020 12:00:00 AM	<input type="button" value="Add"/>

## Your Current Selections

Waitlist Priority	Waitlist Description	Request Date	Prioritize	Sign Up
--	Zone 1	02/02/2019	--	Right to purchase expires: 08/19/2019



5. Review your selections. Click Done.

### Waitlist restriction

[Read Announcement >](#)

**You may only sign up for 1 waitlist option.**

## Your Current Selections

Waitlist Priority	Waitlist Description	Request Date	Prioritize	Sign Up
--	Zone 1	02/02/2019	--	Right to purchase expires: 08/19/2019
1	Lot Specific 2030	04/18/2019	--	<a href="#" style="background-color: #555; color: white; padding: 2px 5px;">Delete</a>

[Done](#)