EasyPark

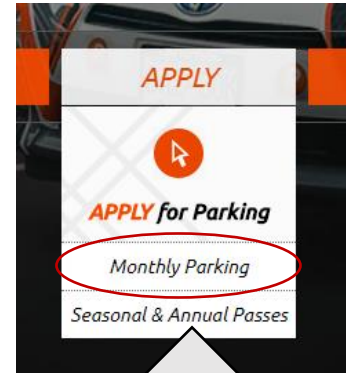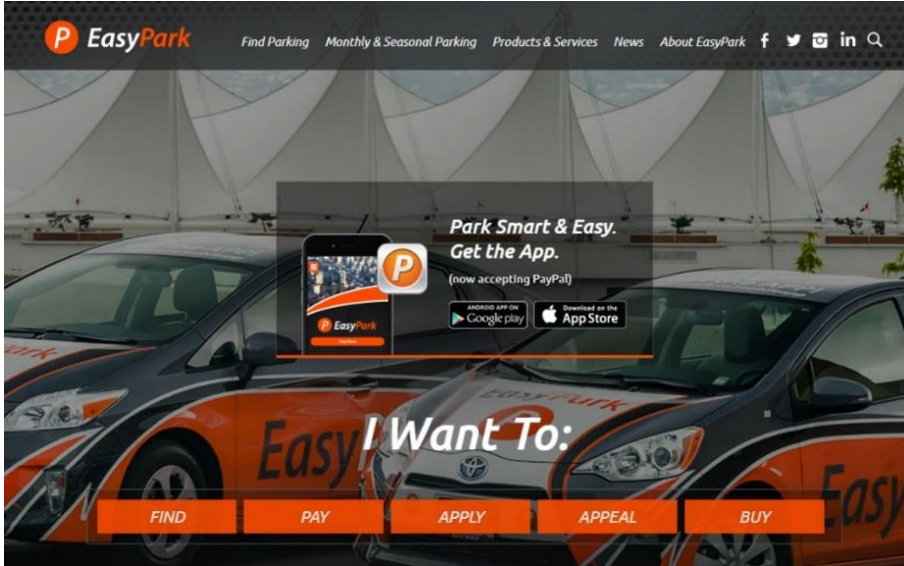## Monthly Parking – *How to Return a Permit*
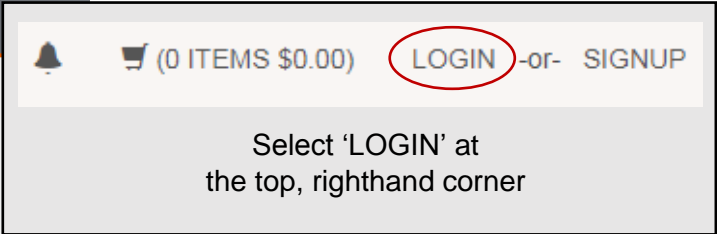
Select 'Monthly Parking' from the 'Apply' dropdown menu at our Easy Park website – http//www.easypark.ca

You will be re-directed to the following page

Select 'LOGIN' at the top, righthand corner

If you are unable to sign in, call the Monthly Parking Department at 1-888-501-1343, or email *monthlyparking@easyparkcs.zendesk.com*

EasyPark

Monthly Parking:
To apply for monthly parking please scroll down and click on **Get Permits.**

Parking Violations:
For violation appeals, it may take up to 10 business days for it to be reviewed.
If you have appealed your violation, we will honour the original amount until it has been reviewed.

Login with Customer Code

Email Address

Password

Use your customer code <u>or</u> email and password to sign

* indicates a required field

EasyPark

Monthly Parking – *How to Set-up an Online Profile*

VIOLATIONS

View Your Violations	0
View Your Appeals	0
View Your Letters	0

Violation Number

-OR-

State   **Plate Number**

BRITISH COLUM ▾

Search Violations

PERMITS

View Your Permits	0
View your Waitlists	0

▣ Get Permits

↻ Add/Edit Waitlists

Manage Credit Card Profile   Privacy   Find a Lot

From this page, you will be able to manage your violations, appeals, and monthly parking permits

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Return a Permit (Cancel Monthly Parking)

VIOLATIONS

View Your Violations	0
View Your Appeals	0
View Your Letters	0

Violation Number

-OR-

State   **Plate Number**

BRITISH COLUM ▾

Search Violations

PERMITS

View Your Permits	0
View your Waitlists	0

▣ Get Permits

↻ Add/Edit Waitlists

Manage Credit Card Profile   Privacy   Find a Lot

PERMITS

View Your Permits

View your Waitlists

Select 'View Your Permits'

View Your Account Permits

Permits associated with your account are listed below. You may click on the permit for additional details.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
81-00010	81 - Random	Returned	08/10/2018	08/10/2018	08/31/2018
81-00011	81 - Random	Active	08/10/2018	08/10/2018	08/31/2018

Select the permit you would like to return to cancel your monthly parking.

EasyPark

Monthly Parking – *How to Return a Permit*

Your Permit Details

Below are the details for your permit. Click Manage to update billing information. Click Return Permit to cancel your permit.

Permit Number	81-00011
Type	81 - Random
Amount Due	$108.90 [Add to Cart]
Status	Active
Issue Date	08/10/2018
Effective Date	08/10/2018
Expiration Date	08/31/2018
Billing Method	*None* [Manage]

[Add Vehicles To Permit] [Print Permit] [Report As Missing] [**Return Permit**]

> Scroll to the bottom of 'Your Permit Details' and select 'Return Permit'

Permit Number	81-00011
Type	81 - Random
Issue Date	08/10/2018
Effective Date	08/10/2018
Expiration Date	08/31/2018

Return Reason

Select One ▼ *

Explanation

[   ] *

[Submit]

> Under 'Update Permit Status' select an appropriate return reason.

> Ensure the 'Expiration Date' is the last day you wish to have valid monthly parking.
>
> **Note that cancellations must be completed before the next month's parking has been paid.**

> Provide a brief explanation for the cancellation.

> A cancellation confirmation email will be sent to you once we have completed the cancellation process.

> If unable to cancel through the website for any reason, please submit a cancellation request email to our Monthly Parking Department at *monthlyparking@easyparkcs.zendesk.com*