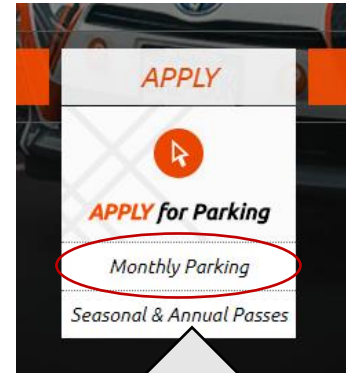
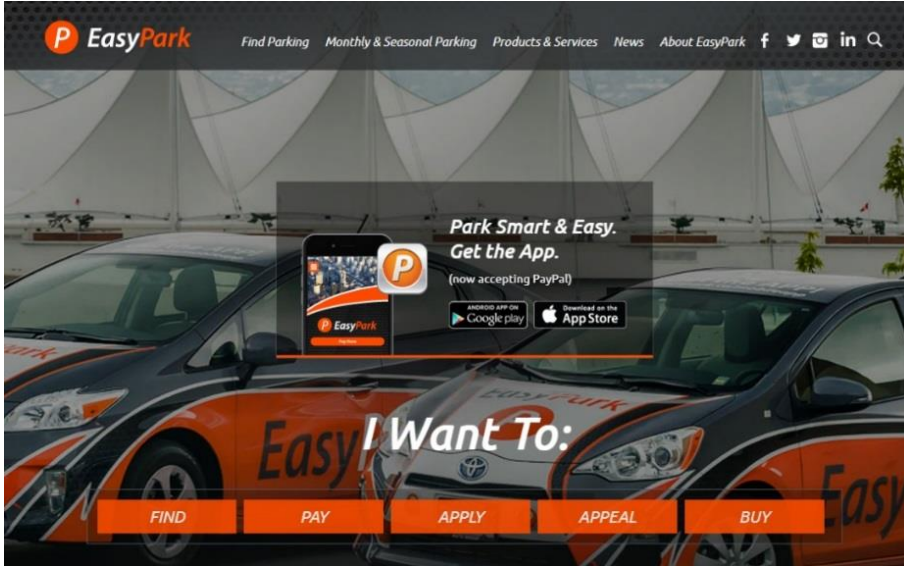


## Monthly Parking – *How to Purchase a Parking Permit*

### Access to Your Account



Select 'Monthly Parking' from the 'Apply' dropdown menu at our Easy Park website – <http://www.easypark.ca>

PARKING PORTAL PERMITS VIOLATIONS VEHICLES (0 ITEMS \$0.00) LOGIN -or- SIGNUP



You will be re-directed to the following page

(0 ITEMS \$0.00) LOGIN -or- SIGNUP

Select 'LOGIN' at the top, righthand corner

### 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.

If you are unable to sign in, call the Monthly Parking Department at 1-888-501-1343, or email [monthlyparking@easyparkcs.zendesk.com](mailto:monthlyparking@easyparkcs.zendesk.com)

Login with Customer Code

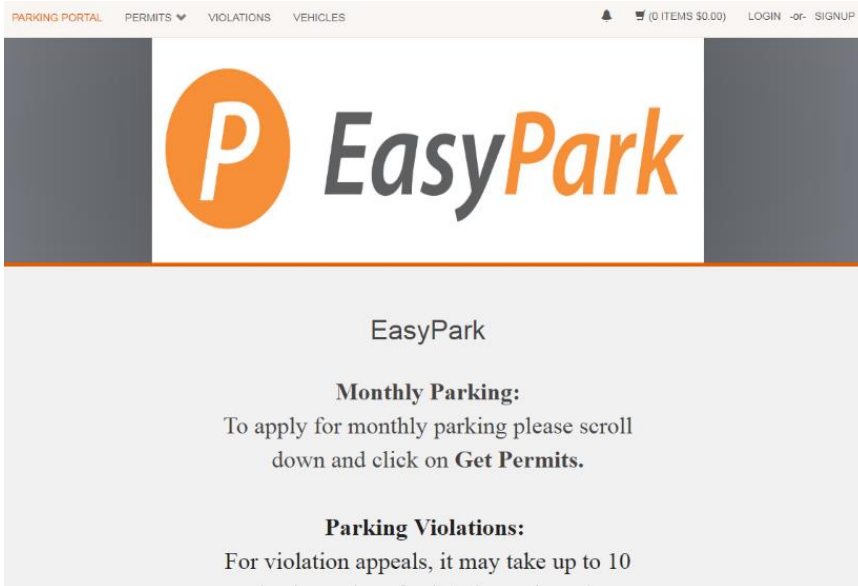
Email Address  \*

Password  \*

\* indicates a required field

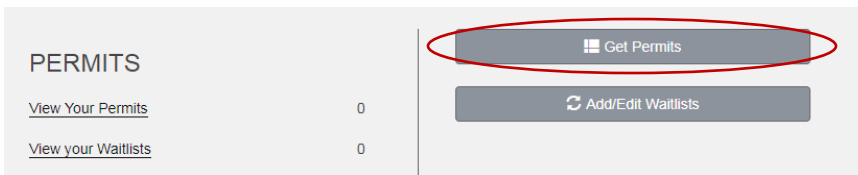
Use your customer code or email and password to sign

## Monthly Parking – How to Purchase a Parking Permit



After signing in, the home page will appear. From this page you will be able to manage your account, as well as appeal or pay violations.

### Purchase a Monthly Parking Permit



Select 'Get Permits' on the right-hand side of the page.

### Purchase a Permit

To purchase a permit please hit the next button. Please ensure you read all instructions carefully. If you are purchasing a permit that requires a device it may take 48 hours to complete your application.

Please note that if you are purchasing parking for a gated facility, you will need to purchase a device (see below). If you do not purchase the device at this time, one will be sold to you upon pick up.

**Monthly Parking Permits are prorated on the 10th & 20th of each month. If you are applying for a permit before the 10th you will be charged for the full value of the permit.**

Location	Device Type
Lot 2 -Gated	Remote - \$75.00
Lot 3 – Gated	Access Card \$13.00
Lot 4- Gated	Access Card \$13.00
Lot 7	Access Card \$13.00
Lot 8	Remote- 75.00
Lot 9	Remote - \$75.00
Lot 12- Gated	Remote - \$75.00
Lot 18	Remote - \$75.00
Lot 19	Remote - \$75.00 (Gated) Access Card- \$13.00 (Ungated)
Lot 22	Remote - \$75.00
Lot 27	Remote - \$75.00
Lot 31	Remote - \$75.00
Lot 32	Remote - \$75.00 Access Card \$25.00
Lot 40	Remote - \$75.00
Lot 42	Remote - \$75.00
Lot 43	Remote - \$75.00

This page outlines whether a remote or access card is required for each lot, and with the prices associated with each device.

Note that remote deposits are refundable, and access card costs are non-refundable.

Click next to choose the lot.

Next >>

## Monthly Parking – *How to Purchase a Parking Permit*

### Select Permit and Permit Agreement

Please select the permit you wish to purchase; all rates include parking taxes.

To view the parking regulations, please click:

<http://www.easypark.ca/monthly-seasonal-parking/terms-and-conditions>

Select	Quantity	Permit Fee	Deposit	Permit Description	Permit Effective	Permit Expires
<b>Devices</b>						
<input type="radio"/>	1	\$0.00	\$13.00	Access Cards / Access Card	-select-	12/31/2025
<b>Lot 01 - 535 Hornby Street</b>						
<input type="radio"/>	1	\$320.65 / month	\$0.00	Lot 01 / 01 - Random	-select-	-select-
<b>Lot 02 - 150 W Pender Street</b>						
<input type="radio"/>	1	\$211.75 / month	\$0.00	Lot 02 / 02 - Gated Random	-select-	-select-

Select the device, Access Card (first on the list) or Device (last on the list) and the lot you wish to park in.

If a device is required and not purchased through the website, it will be sold to you at the time of pick-up at the head office.

Please confirm your agreement to the following:

- I agree that it is my responsibility to update my customer profile with all appropriate information including license plate and contact details.
- I agree that if I fail to uphold the terms and conditions that my parking permit may be cancelled and I will be responsible for any outstanding amounts. Should I fail to pay any outstanding amounts within 60 days, all dues will be sent to collections.
- I agree that it is my responsibility to cancel my monthly parking account should I no longer need it.
- I agree that my car will be fully insured while parking at a EasyPark facility. I understand that if my insurance is expired my vehicle may be towed at my expense.

Ensure to read & accept the terms and conditions.

If you have any questions, please contact our monthly parking department.

Click next when you are ready.

Next >>

## Monthly Parking – *How to Purchase a Parking Permit*

### Select Dates

Select the desired starting date.

Your permit will be active upon your desired start date. If you require a device it may up to 48 hours to process your request.

Effective Date

July 2018						
≤						≥
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Next >>

Select the date you wish to start parking.

Keep in mind that all monthly parking permits are pro-rated on the 11<sup>th</sup> and 21<sup>st</sup>. If you purchase a permit before the 10<sup>th</sup>, you will be charged the full value of the permit.

Click next when you are ready.

### Select your vehicle for permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Ensure to add your vehicle information: **plate, make, model and colour** as patrollers will verify monthly parkers by licence plate recognition.

Lot

08 - Random Gated

Next >>

Select the location from the dropdown menu where you wish to use your permit.

### Select Other Permit Information

Please select your desired delivery option of your device. There will be a \$12.75 fee for shipping. Click Add to enter a new address.

If you do not require a device please, no action is needed. Click Next>>

Delivery Option

Pick up my device from EasyPark

Add

\* indicates a required field

Next >>

Specify if you would like to pick up the device (if required) at the head office, or if you would like to pay for shipping & have it sent to you.

### Payment Information

Please review the totals below and click next to proceed to make your payment.

Pay Now

The last page will confirm the total amount for your purchase.

By selecting 'Pay Now' you will be redirected to the secure payment page.