





5	Use your email & password to sign in to your profile. From this page, you will be able to mange your violations, appeals, and monthly parking permits. *After your initial login, you will be prompted to reset your password. *If you are unable to sign in, please call the Monthly Parking Department or	Email Address Password * indicates a required field Log In
6	email <u>wendy@easypark.ca</u> The following screen will appear.	VIOLATIONS View Your Violations 0 Mew Your Appeals 0 View Your Letters 0 BRITISH COLUN BRITISH COLUN Search Violations
		Manage Credit Card Profile Privacy Find a Lot
7	To add your vehicle to your profile, select "View Your Permits" and then click on your permit number.	Adding a Vehicle PERMITS View Your Permits View your Waitlists
	This screen shows your permit number and any devices (i.e. remote) issued to you. Click on your permit number.	Permit NumberTypeStatusRMIRemoteActive08-08 - Random GatedActive



	At the bottom of the screen, there is an option	Add Vehicles To Permit Report As Missing Return Permit
	to "Add Vehicle to Permit."	Adding a Cuadit Cand
		Adding a Credit Card
8	To add your credit card, scroll to the bottom, where there is a link to "Manage Credit Card Profile"	VIOLATIONS Violation Number View Your Violations 0 View Your Appeals 0 View Your Letters 0 State Plate Number BRITISH COLUIV Image: Column of the second
		PERMITS Image: Get Permits View Your Permits 0 View your Waltilists 0
		Manage Credit Card Profile
9	Select "Add New Profile" and then "Next."	Add New Profile Next
10	Follow the prompts on the screen to add your credit card to your profile.	Please enter your information below.
	*Please ensure there is a space between your postal code (i.e. A1B 2C3)	Card Number CVV/CVC Expiration Date Select One Select One *
		Be sure to enter the following exactly as it appears on your credit card statement
		Street Address City State/Province Postal Code Phone Email Email
10	Once your credit card is set up, make sure to link it to your profile.	click here to link your permit(s) for auto-payment - Link Monthly Parking Charge.
		Reset a Password
1	At the login page, click on "click here to log into it."	If you do not have a login ID for this system you may create a guest account. If you have previously created a guest account you may click here to log into it.



2	You will be re-directed to the following screen. Click on the link that says "retrieve your lost information."	Customer Login If you already have an account, please enter your Email Address and Password below. If you do not have an ID and password you may create one or you may retrieve your lost information by ou have lost it. retrieve your lost information
		Email Address
		*
		Password
		•
		* indicates a required field
		Log In
3	Enter the email associated with your Easy Park	Recover lost ID and Password
	account, and a link will be sent to you to create a new password.	Enter the email address associated with your account and your account information will be mailed to you. If you do not have an email address on file you may answer the security question to obtain your password.
		Email Address
		* indicates a required field