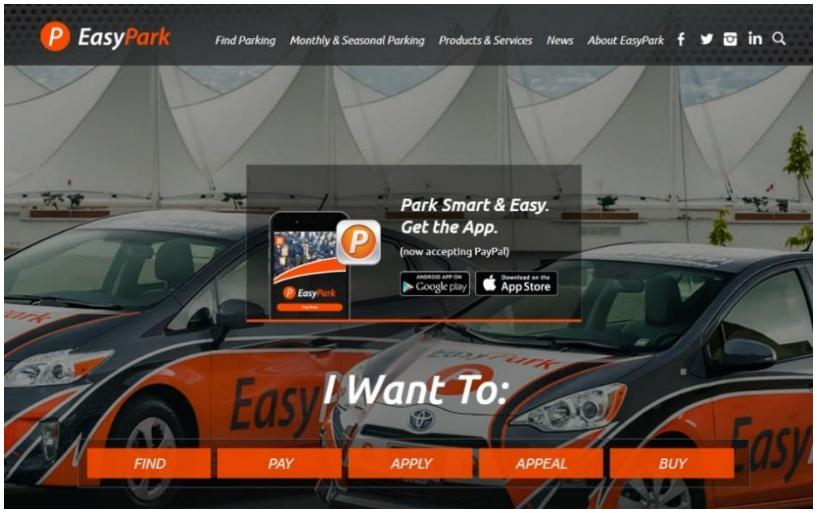
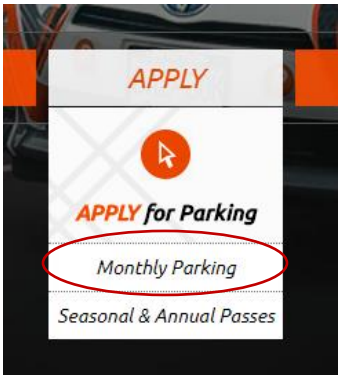
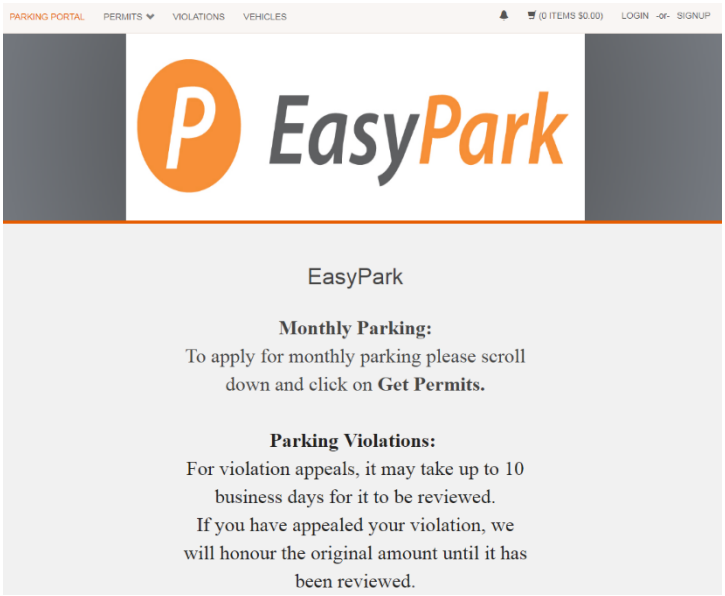
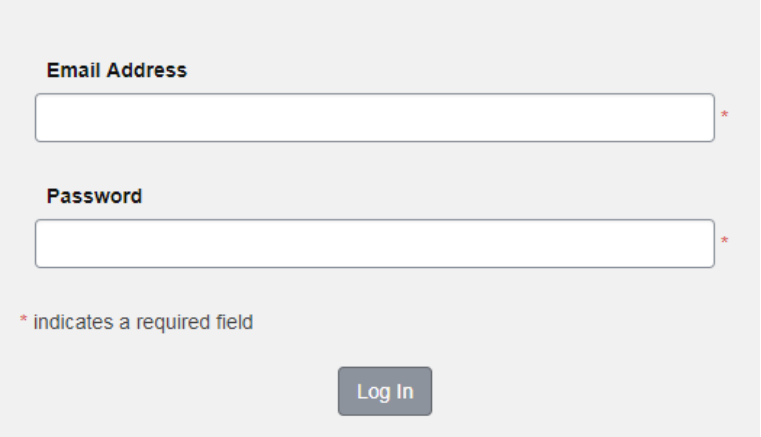
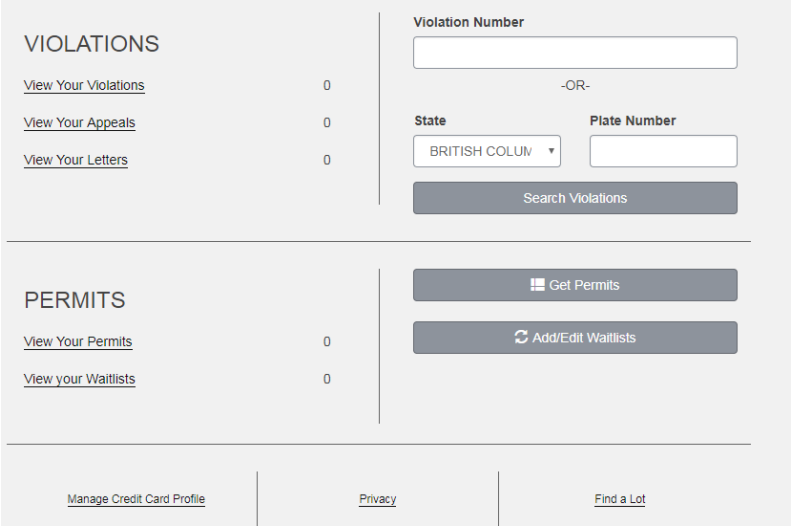
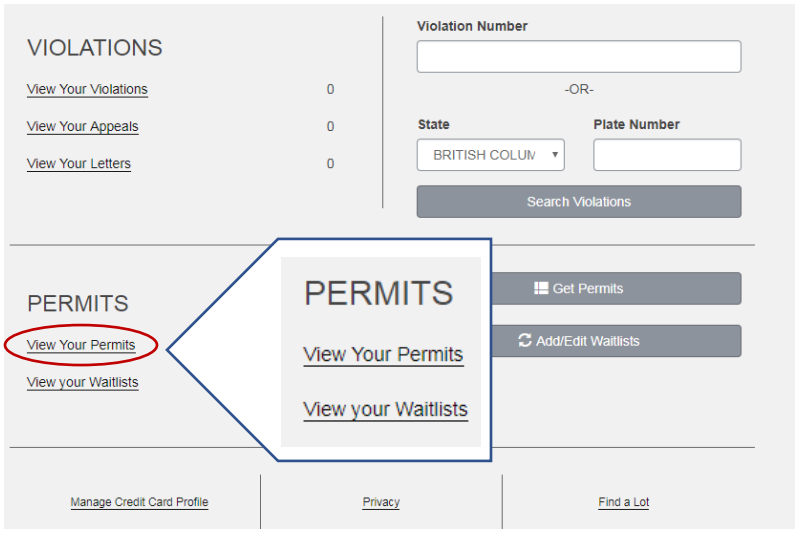
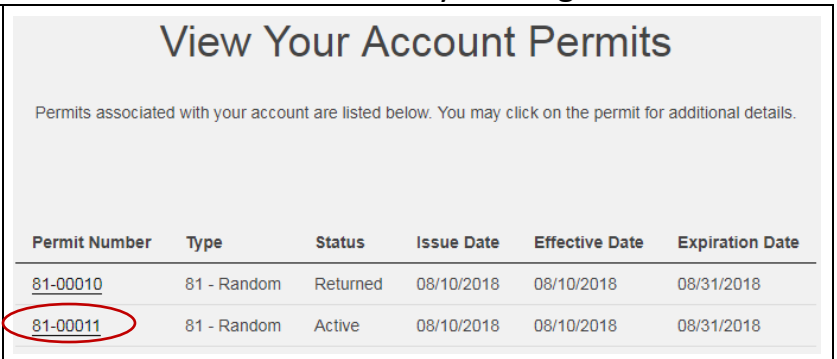
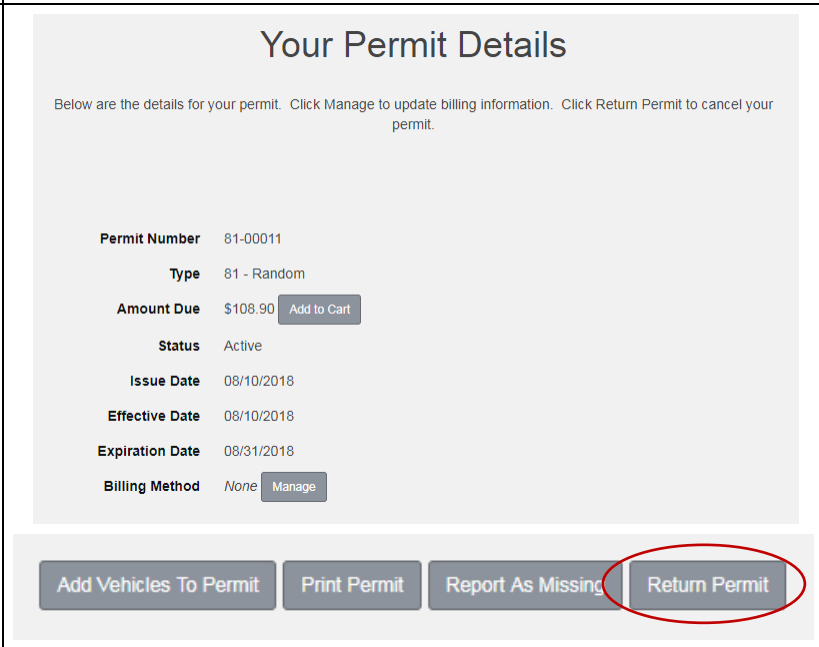
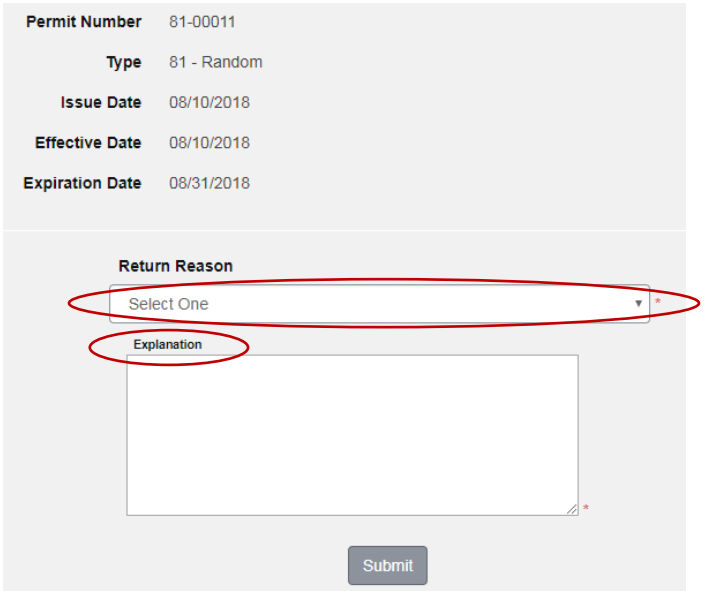
EasyPark

Monthly Parking: Return a Permit

1	Go to our Easy Park website at: http://www.easypark.ca/	
2	Select “APPLY” and then “Monthly Parking” from the dropdown menu.	
3	You will be redirected to the following screen.	
4	At the top, righthand side of the screen, click “LOGIN.”	

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 monthlyparking@easyparkcs.zendesk.com	
6	The following screen will appear.	
7	Under “PERMITS” click on “View Your Permits.”	

8	Select the permit you would like to return.	
9	Scroll to the bottom of the page titled “Your Permit Details.” And click on “Return Permit.”	
10	Under “Update Permit Status,” select a return reason from the dropdown menu: - Return for Refund - Return for Upgrade - Return for Exchange And provide a brief reason explaining why you are cancelling. Submit the permit status update.