

1 Go to our Easy Park P EasyPark Find Parking Monthly & Seasonal Parking Products & Services News About EasyPark f 🎔 😇 in Q website at: http://www.easypark.ca/ Park Smart & Easy. Get the App. n PavPa le play Want To: Select "APPLY" and then 2 "Monthly Parking" from APPLY the dropdown menu. **APPLY** for Parking Monthly Parking Seasonal & Annual Passes You will be redirected to 3 CONTEMS \$0.00) LOGIN -or- SIGNUP PARKING PORTAL PERMITS VIOLATIONS VEHICLES the following screen. **EasyPark** 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. 4 At the top, righthand side (0 ITEMS \$0.00) (LOGIN) or- SIGNUP of the screen, click "LOGIN."

Monthly Parking: Return a Permit



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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@easy	Email Address Password * indicates a required field Log In							
	parkcs.zendesk.com								
6	The following screen will appear.	VIOLATIONS View Your Violations View Your Appeals View Your Letters PERMITS View Your Permits View Your Waitliists	0 Violation	NumberOR- Plate Number H COLUM Search Violations Get Permits Add/Edit Waitlists					
		Manage Credit Card Profile	Find a Lot						
7	Under "PERMITS" click on "View Your Permits."	VIOLATIONS View Your Violations View Your Appeals View Your Letters	0 Violation	-OR- Plate Number H COLUN T					
		PERMITS View Your Permits View your Waltilists Manage Credit Card Bridia	PERMITS View Your Permits View your Waitlists	Eind a Lot					
		manage oreun oard Frome	<u>Filvacy</u>	rand a Lot					



Monthly Parking: Return a Permit

8	Select the permit you would like to return.	View Your Account Permits								
		Permits associated with your account are listed below. You may click on the permit for additional details.								
		Perm	it Number	Туре	Status	Issue Date	Effective Date	Expiration Date		
		81-00	010	81 - Random	Returned	08/10/2018	08/10/2018	08/31/2018		
		81-00	0011	81 - Random	Active	08/10/2018	08/10/2018	08/31/2018		
9	Scroll to the bottom of the page titled "Your Permit Details." And click on "Return 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								
10	Under "Update Permit		Permit Nu	umber 81-0001	1					
	Status," select a return reason from the dropdown			Type 81 - Rar	ndom					
	menu:		Issue	Date 08/10/20)18					
	- Return for Refund - Return for Upgrade		Expiration	Date 08/31/20)18					
	- Return for Exchange									
	And provide a brief reason Select One									
	explaining why you are cancelling.		¢	Explanation	>					
	Submit the permit status update.									
						Submit				