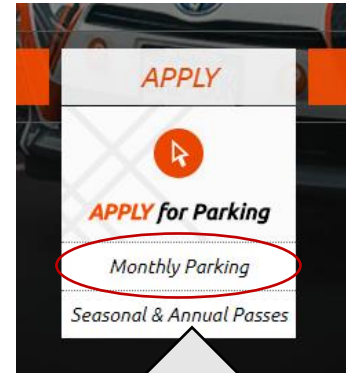
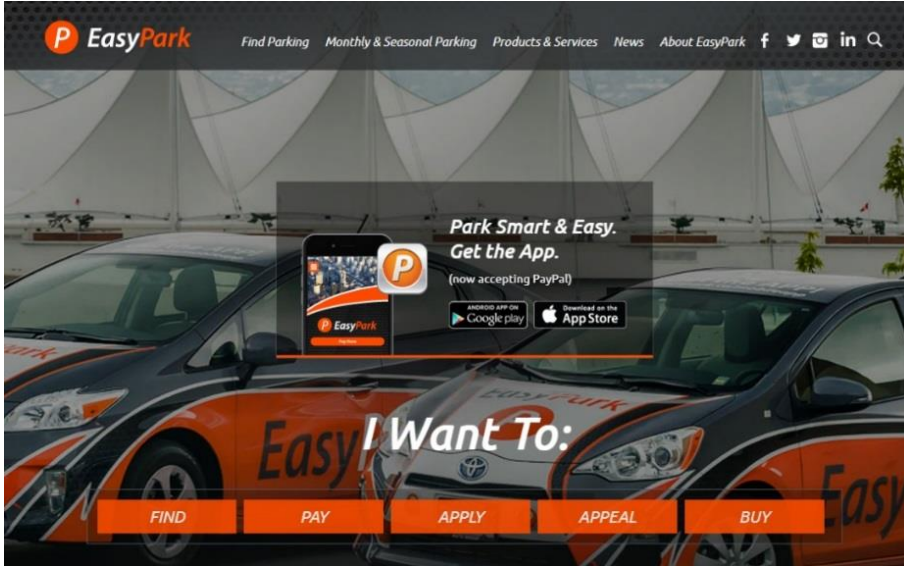


## Monthly Parking – *How to Pay a Third Party Invoice*

### 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

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 604-682-6744 option 6, or email [monthlyparking@easyparkcs.zendesk.com](mailto:monthlyparking@easyparkcs.zendesk.com)

Login with Customer Code

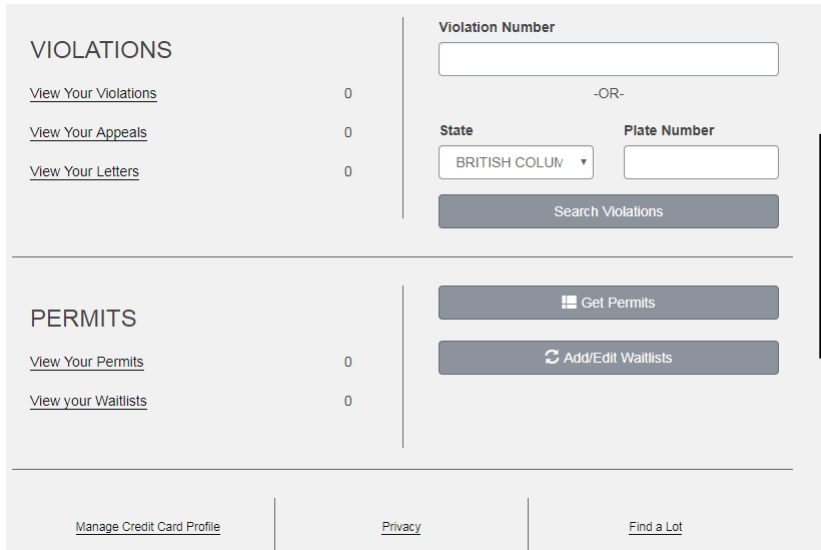
Email Address  \*

Password  \*

\* indicates a required field

Use your customer code or email and password to sign

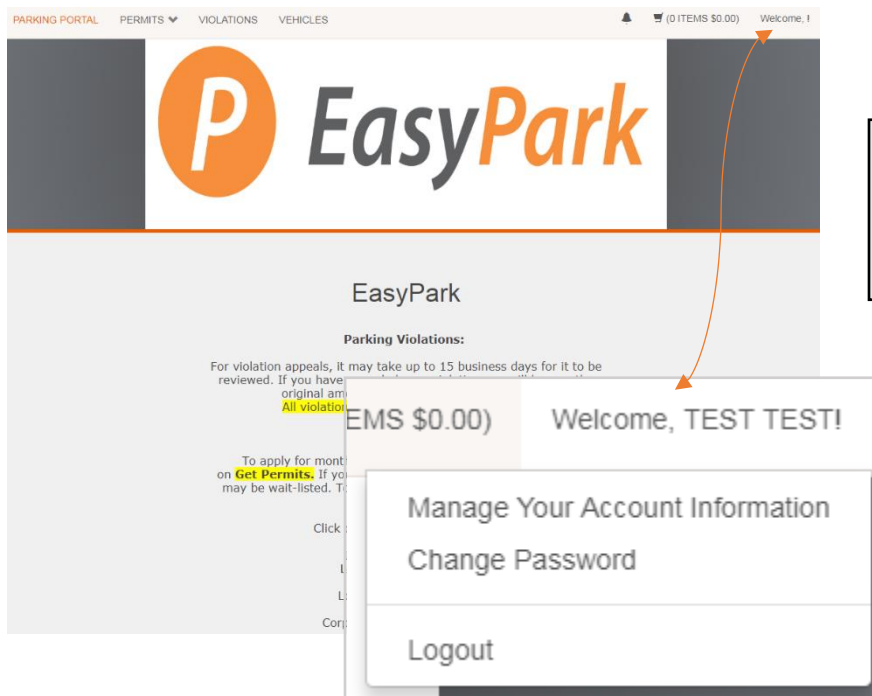
## Monthly Parking – *How to Pay a Third Party Invoice*



The screenshot shows the user dashboard with two main sections: VIOLATIONS and PERMITS. The VIOLATIONS section includes links for 'View Your Violations', 'View Your Appeals', and 'View Your Letters', each with a count of 0. The PERMITS section includes links for 'View Your Permits' and 'View your Waitlists', each with a count of 0. On the right, there is a search form for violations with fields for 'Violation Number', 'State' (set to 'BRITISH COLUM'), and 'Plate Number', along with a 'Search Violations' button. Below the search form are buttons for 'Get Permits' and 'Add/Edit Waitlists'. At the bottom, there are links for 'Manage Credit Card Profile', 'Privacy', and 'Find a Lot'.

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

### Pay a Third Party Invoice



The screenshot shows the EasyPark home page. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', 'VIOLATIONS', and 'VEHICLES'. The main header features the EasyPark logo. Below the header, there is a 'Welcome, TEST TEST!' message. A dropdown menu is open under the 'Welcome' message, showing options: 'Manage Your Account Information', 'Change Password', and 'Logout'. An orange arrow points from the 'Welcome, TEST TEST!' text to the dropdown menu.

At the top of the home page, select 'Manage Your Account Information' from the dropdown menu under 'Welcome'



## Monthly Parking – *How to Pay a Third Party Invoice*

### Account Information

#### ADDRESS

ADD NEW +

#### EMAIL ADDRESS

HubGlobalSuppliers@hubinternational.com ★ REMOVE EDIT

ADD NEW +

#### PHONE NUMBER

Phone 1 (604) 703-79411 REMOVE EDIT

Phone 2 (604) 685-6554 REMOVE EDIT

ADD NEW +

#### CREDIT CARD PROFILES

[Manage Profile\(s\)](#)

#### TRANSACTION HISTORY

Enter the start date and end date of the transactions you want printed out.

Start Date

End Date

11/6/2018

11/6/2018

PRINT

[View Invoice\(s\)](#)

This page outlines a summary of the account information.

Update any contact information as necessary by editing 'email address' or 'phone numbers.'

Add a Credit Card Profile for automatic billing each month.

Search for an invoice or receipt under Transaction History.

#### TRANSACTION HISTORY

Enter the start date and end date of the transactions you want printed out.

Start Date

End Date

11/6/2018

11/6/2018

PRINT

[View Invoice\(s\)](#)

Select 'View Invoices' under Transaction History

## Monthly Parking – *How to Pay a Third Party Invoice*

View Your Invoices

Below are your invoices.

Outstanding Invoices

Invoice #	Invoice Date	Amount Due	
2499	10/26/2018	\$2,401.28	<b>Add Invoice to Cart</b>

Select the invoice to be paid and add it to the cart.

PERMITS ▾ VIOLATIONS VEHICLES

(1 ITEMS \$2401.28)

(1 ITEMS \$2401.28)

✓ The invoice has been added to your cart

(1 ITEMS \$2401.28)

Invoice 2499	\$2401.28
<hr/>	
Total	\$2401.28
<b>PAY NOW</b>	

A green check will confirm the invoice has been added to the cart.

The total will also be visible at the top righthand menu.

Review the total balance to be paid. Select 'PAY NOW' from the dropdown menu.

Item  
Permit 81-00010: Balance Due

---

Full Name  \*

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  Select One \*

Postal Code  \*

Phone  \*

Email  \*

\* INDICATES A REQUIRED FIELD

The next page is the payment site.

Ensure there is NO space or dash between your postal code.

**CORRECT:** A1B2C3  
**INCORRECT:** A1B 2C3 / A1B-2C3

Ensure there are NO extra spaces before/after any of your information.

**CORRECT:** Vancouver  
**INCORRECT:** Vancouver

Click 'Next' when ready to confirm payment.

A receipt will be emailed to the address on file.