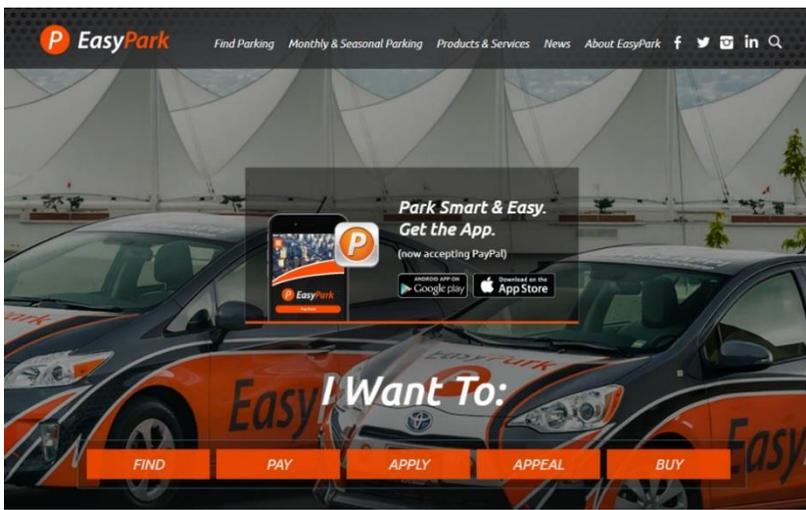
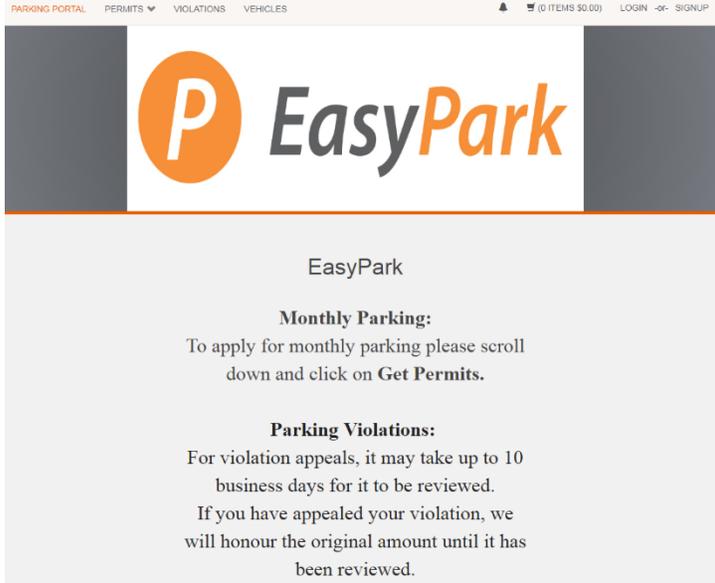
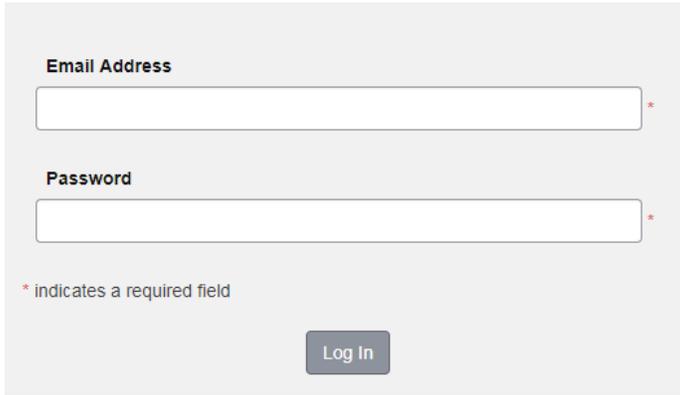
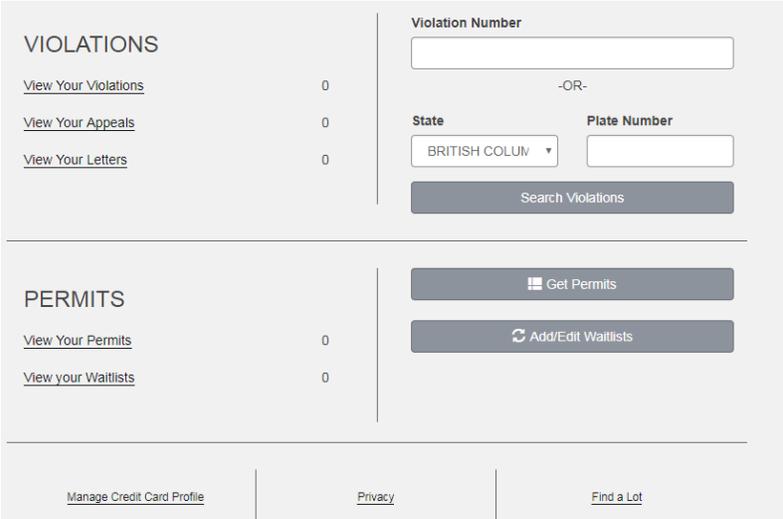
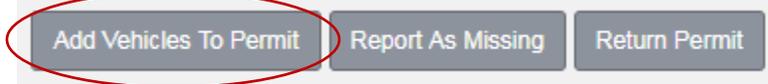
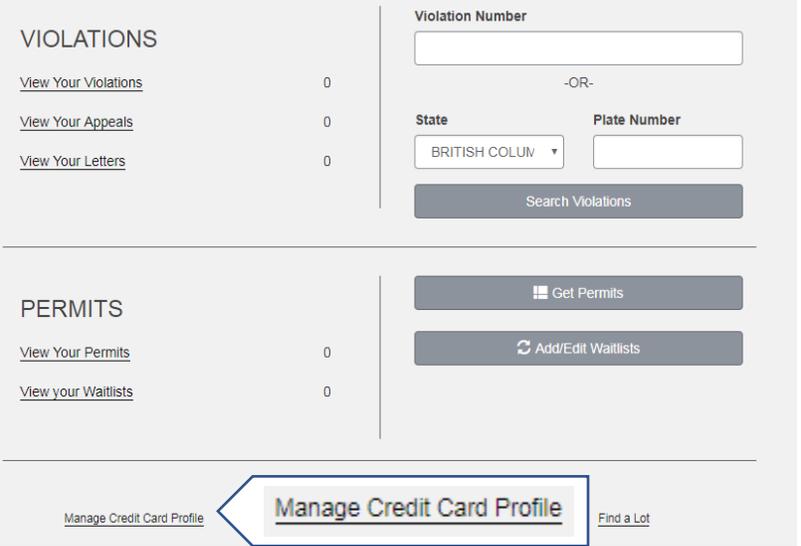


<p>1 Go to our Easy Park website at: http://www.easypark.ca/</p>	
<p>2 Select "APPLY" and then "Monthly Parking" from the dropdown menu.</p>	
<p>3 You will be redirected to the following screen.</p>	
<p>4 At the top, righthand side of the screen, click "LOGIN."</p>	

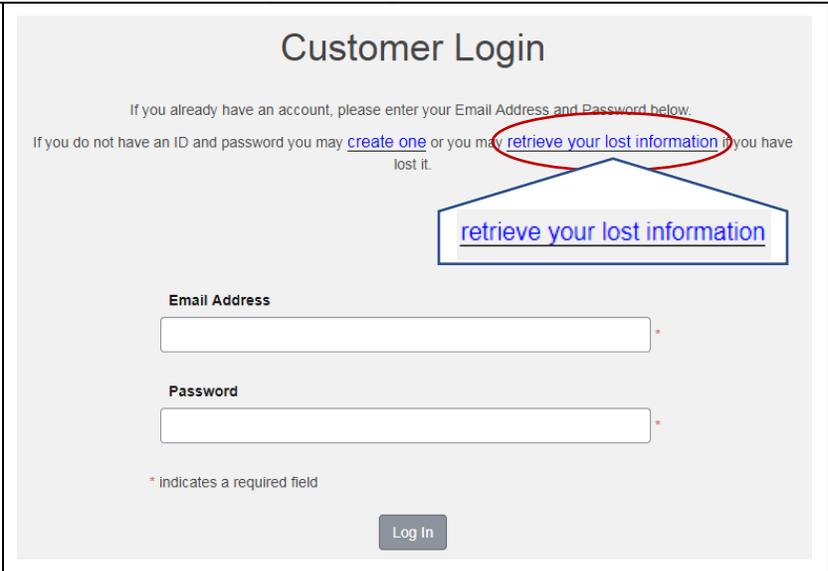
Monthly Parking Profile & Credit Card Set-up

<p>5</p>	<p>Use your email & password to sign in to your profile. From this page, you will be able to manage your violations, appeals, and monthly parking permits.</p> <p>*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 wendy@easypark.ca</p>										
<p>6</p>	<p>The following screen will appear.</p>										
<p>Adding a Vehicle</p>											
<p>7</p>	<p>To add your vehicle to your profile, select “View Your Permits” and then click on your permit number.</p>										
<p>This screen shows your permit number and any devices (i.e. remote) issued to you.</p> <p>Click on your permit number.</p>		<table border="1" data-bbox="727 1581 1247 1738"> <thead> <tr> <th>Permit Number</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>RMI</td> <td>Remote</td> <td>Active</td> </tr> <tr> <td><u>08-</u></td> <td>08 - Random Gated</td> <td>Active</td> </tr> </tbody> </table>	Permit Number	Type	Status	RMI	Remote	Active	<u>08-</u>	08 - Random Gated	Active
Permit Number	Type	Status									
RMI	Remote	Active									
<u>08-</u>	08 - Random Gated	Active									

Monthly Parking Profile & Credit Card Set-up

	At the bottom of the screen, there is an option to "Add Vehicle to Permit."	
Adding a Credit Card		
8	To add your credit card, scroll to the bottom, where there is a link to "Manage Credit Card Profile"	
9	Select "Add New Profile" and then "Next."	
10	<p>Follow the prompts on the screen to add your credit card to your profile.</p> <p>*Please ensure there is a space between your postal code (i.e. A1B 2C3)</p>	<p>Please enter your information below.</p> <p>Full Name <input type="text"/> *</p> <p>Card Number <input type="text"/> *</p> <p>CVV/CVC <input type="text"/> *</p> <p>Expiration Date <input type="text"/> Select One <input type="text"/> Select One *</p> <p>Be sure to enter the following exactly as it appears on your credit card statement</p> <p>Street Address <input type="text"/> *</p> <p>City <input type="text"/> *</p> <p>State/Province <input type="text"/> Select One *</p> <p>Postal Code <input type="text"/> *</p> <p>Phone <input type="text"/> *</p> <p>Email <input type="text"/> *</p>
10	Once your credit card is set up, make sure to link it to your profile.	<p>click here to link your permit(s) for auto-payment - Link Monthly Parking Charge</p> 
Reset a Password		
1	At the login page, click on "click here to log into it."	<p>If you do not have a login ID for this system you may create a guest account.</p> <p>If you have previously created a guest account you may click here to log into it.</p>

Monthly Parking Profile & Credit Card Set-up

<p>2</p> <p>You will be re-directed to the following screen. Click on the link that says “retrieve your lost information.”</p>	
<p>3</p> <p>Enter the email associated with your Easy Park account, and a link will be sent to you to create a new password.</p>	