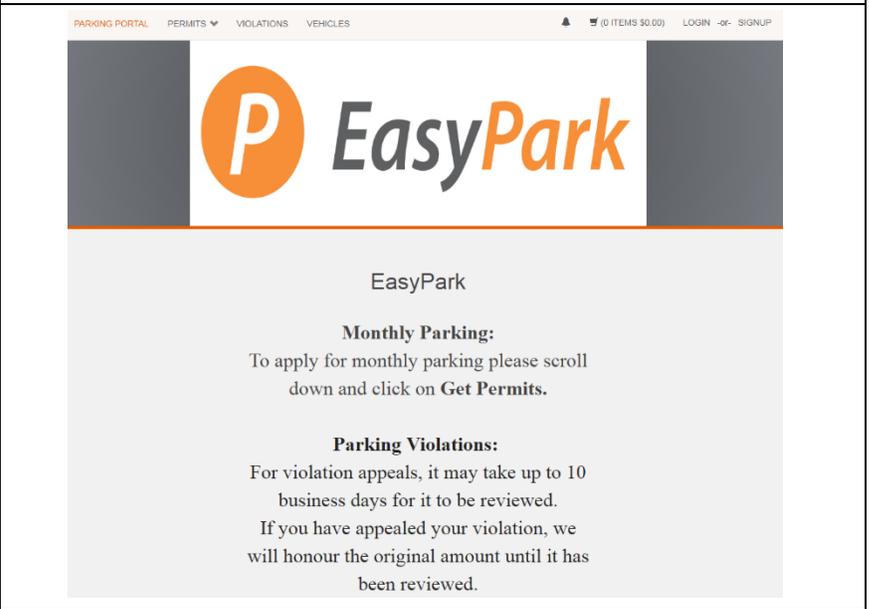| 1	Go to our EasyPark website at: http://www.easypark.ca/	
2	Select "APPLY" and then "Monthly Parking" from the dropdown menu.	
3	You will be redirected to the following screen.	
4	At the top, righthand side of the screen, click "LOGIN."	
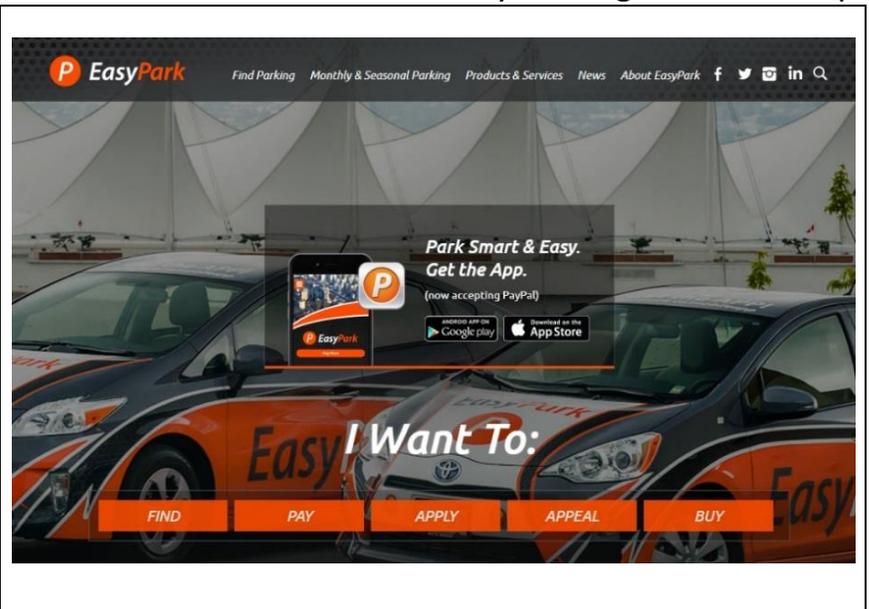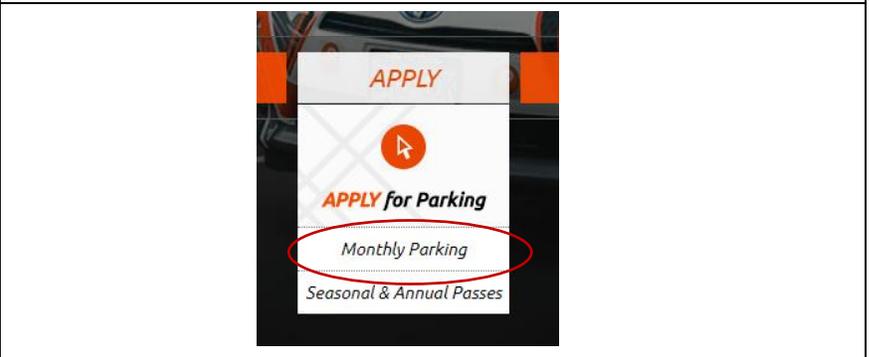
5	Use your email & password to sign in to your profile. Alternatively, you can log in with your CUSTOMER CODE. From this page, you will be able to mange your violations, appeals, and monthly parking permits. *After your initial login, you will be prompted to reset your password. *If you are unable to sign in, please call the Monthly Parking Department at 604-682-6744 option 6 or email: *monthlyparking@easyparkcs.zendesk.com*	**Email Address** [ ] * **Password** [ ] * * indicates a required field [Log In]
6	The following screen will appear.	VIOLATIONS View Your Violations 0 View Your Appeals 0 View Your Letters 0 **Violation Number** [ ] -OR- State Plate Number BRITISH COLUM ▾ [ ] [Search Violations] PERMITS View Your Permits 0 View your Waitlists 0 [▤ Get Permits] [⟳ Add/Edit Waitlists] Manage Credit Card Profile Privacy Find a Lot
	Adding a Vehicle	
7	To add your vehicle to your permit - select "VIEW YOUR PERMITS" and then click on your permit number.	PERMITS View Your Permits View your Waitlists
	This screen shows your permit number and any devices (i.e. remote) issued to you. You only need to use the permit beginning with a number (lot number where you park) Click on your permit number.	**Permit Number** **Type** **Status** RM0------ Remote Active 08-0---- 08 - Random Gated Active
	At the bottom of the screen, there is an option to "ADD VEHICLES TO PERMIT."	[Add Vehicles To Permit] [Report As Missing] [Return Permit]
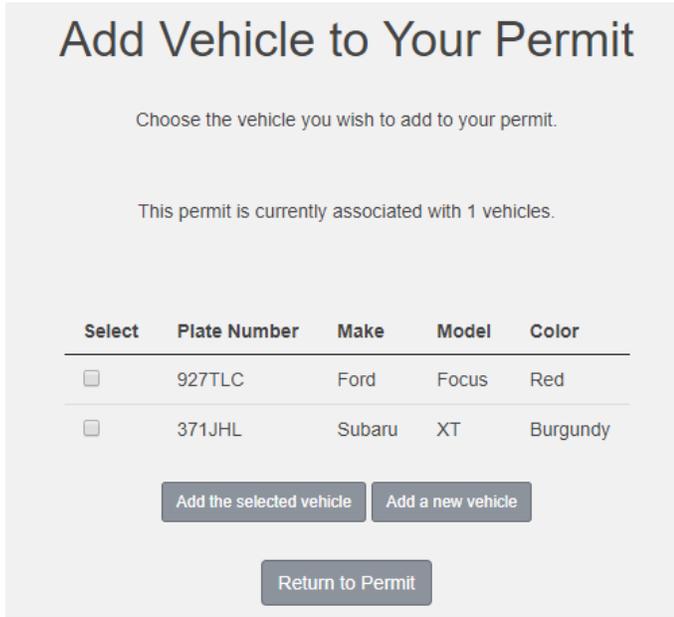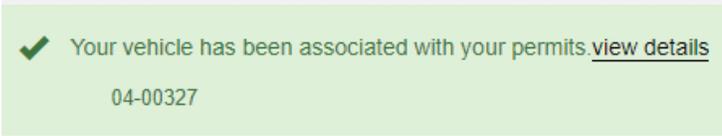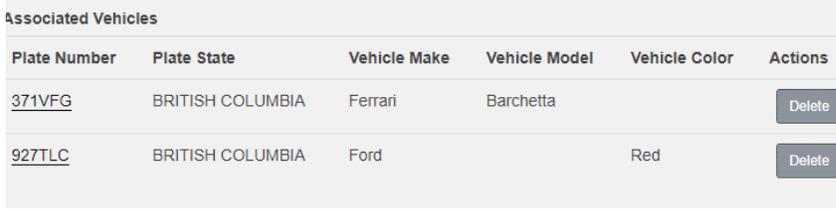
	Adding a New Vehicle to your Permit	
8	You can select a vehicle from ones already listed on your account or "ADD A NEW VEHICLE." If you add a new vehicle – fill out vehicle information as prompted.	**Add Vehicle to Your Permit** Choose the vehicle you wish to add to your permit. This permit is currently associated with 1 vehicles. | Select	Plate Number	Make	Model	Color | |---|---|---|---|---|
☐	927TLC	Ford	Focus	Red
☐	371JHL	Subaru	XT	Burgundy	 [Add the selected vehicle] [Add a new vehicle] [Return to Permit]
9	Select "NEXT" You will see that your selected vehicle has been associated (linked) to your permit.	✔ Your vehicle has been associated with your permits. view details 04-00327
10	Select VIEW DETAILS and delete the vehicle(s) that you are NOT currently using. You can add this back when you are using this vehicle.	**Associated Vehicles** | Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions | |---|---|---|---|---|---|
371VFG	BRITISH COLUMBIA	Ferrari	Barchetta		Delete
927TLC	BRITISH COLUMBIA	Ford		Red	Delete	