

# How to Send a Parking Pass

- 1 Visit [ValidationParking.com](http://ValidationParking.com). Enter your username and password to log in.



- 2 Choose a pass type and enter the recipient's email address.

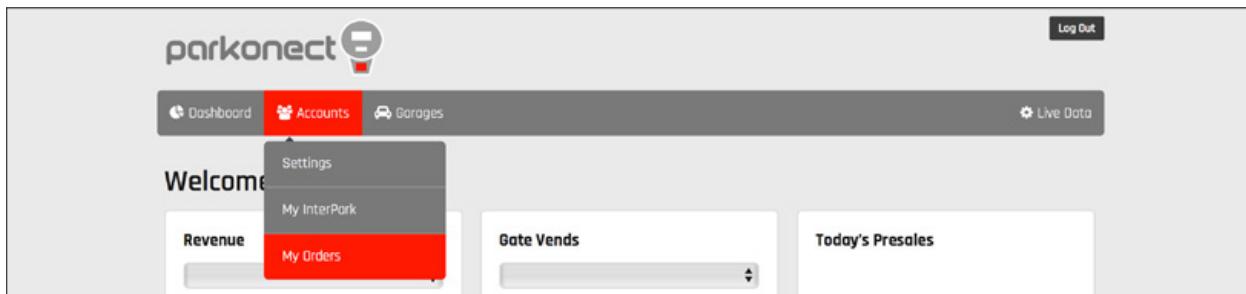


- 3 Confirm to generate and send a parking pass via email. Customers may scan in and out of the garage using their pass.



## Review, Reissue, or Cancel a Parking Pass

Go to [secure.parkonect.com](https://secure.parkonect.com). Enter the same username and password you use for [ValidationParking.com](https://ValidationParking.com). From the Accounts menu, select My Orders.



Once on the My Orders page, select My Prepaid Validations as shown below. Please note: used passes are shown in red. Issued but unused passes are shown in green.



Validation ID	Garage	Validation	Order Date	Entry Date	Emailed	Canceled	Used	
10921	13th Street Demo Site	Super Fast Subs - 2 Min Parking	3/28/2016		collin@parkonect.com	No	No	<a href="#">View Details</a>
10922	13th Street Demo Site	Super Fast Subs - 2 Min Parking	3/28/2016		collin@parkonect.com	No	No	<a href="#">View Details</a>
10923	13th Street Demo Site	Super Fast Subs - 2 Min Parking	3/28/2016	3/28/2016	collin.erickson@gmail.com	No	Yes	<a href="#">View Details</a>

- Search:** You can search by email, phone, validation ID (displayed on each parking pass), or date of use. Enter the information in the blank boxes and click Search.
- Edit/Resend a Pass:** To edit or resend a pass, click the View Details button on a pass. See next page for instructions.

## My Orders

My Orders My Pre-Paid Validations

Validation ID: 10921

Garage: 13th Street Demo Site

Promo code: Super Fast Subs - 2 Min Parking

Created By: ValidatorTest

Created On: 3/28/2016

Entry Date:  Update 1

Emailed:  Email 2

Validation Code: Z25337CC0D9787D08867D498B06161B99C05775FDE0

Cancelled: No

Used: No

Return to Validation Summary Cancel Validation 3

1. Change the Entry Date and click update to change the date the pass may be used.
2. Under Emailed, resend the pass to the recipient's original email address or enter a new email address. The pass may only be used once, no matter how many times it is resent.
3. To cancel the pass, click Cancel Validation.