parkonect

How to Send a Parking Pass

1 Visit **ValidationParking.com**. Enter your username and password to log in.
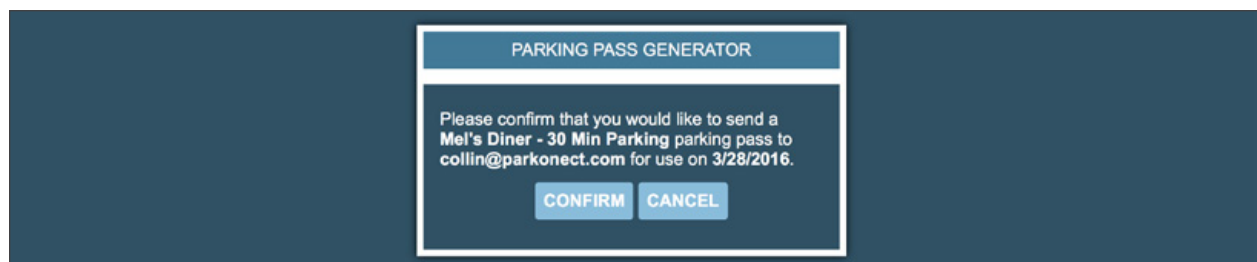

2 Choose a pass type and enter the recipient's email address.

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**. Enter the same username and password you use for **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.

- **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.

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**.