

How to Send a Parking Pass

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



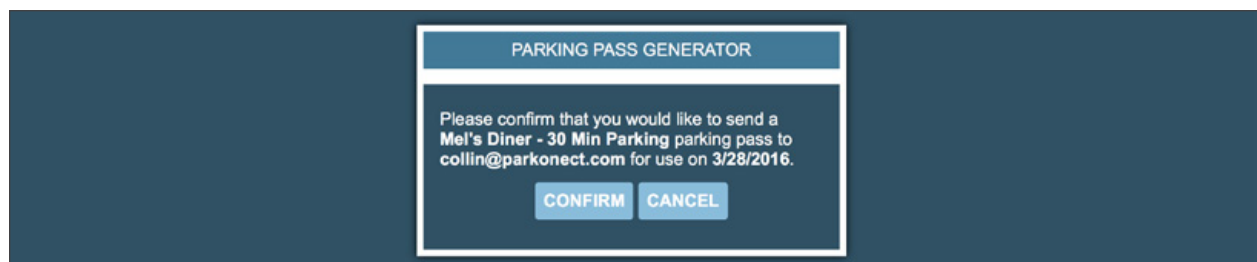
The screenshot shows the parkonect login interface. At the top, the parkonect logo is displayed next to a smartphone icon with an envelope. Below this is a white box titled "PARKING PASS GENERATOR". Inside this box, there are two input fields: "Username:" with the text "validatortest" and "Password:" with masked characters "*****". A blue "LOG IN" button is positioned below the password field.

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



The screenshot shows the "PARKING PASS GENERATOR" form. It includes a "Select Parking Pass:" dropdown menu with "Mel's Diner - 30 Min Parking" selected. Below this is an "Entry Date:" field with "3/28/2016" entered. An "Email To:" field contains "collin@parkonect.com". There is also an empty "Text To:" field. A blue "SUBMIT" button is at the bottom of the form.

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



The screenshot shows a confirmation dialog box titled "PARKING PASS GENERATOR". The text inside reads: "Please confirm that you would like to send a Mel's Diner - 30 Min Parking parking pass to collin@parkonect.com for use on 3/28/2016." At the bottom, there are two buttons: "CONFIRM" and "CANCEL".

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.

My Orders

My Orders
My Pre-Paid Validations

Validations

Email:
Phone:
Validation ID:
Date of Use:

Reset
Search

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	View Details
10922	13th Street Demo Site	Super Fast Subs - 2 Min Parking	3/28/2016		collin@parkonect.com	No	No	View Details
10923	13th Street Demo Site	Super Fast Subs - 2 Min Parking	3/28/2016	3/28/2016	collin.erickson@gmail.com	No	Yes	View Details

- **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:	<input type="text" value="3/28/2016"/> <input type="button" value="Update"/>
Emailed:	<input type="text" value="collin@parkonect.com"/> <input type="button" value="Email"/>
Validation Code:	Z25337CC0D9767D8867D4988D6151B99CD5775FDE0
Canceled:	No
Used:	No

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**.