

Parkonect Tenant Portal Guide:

V12.9.17
PARKONECT, LLC

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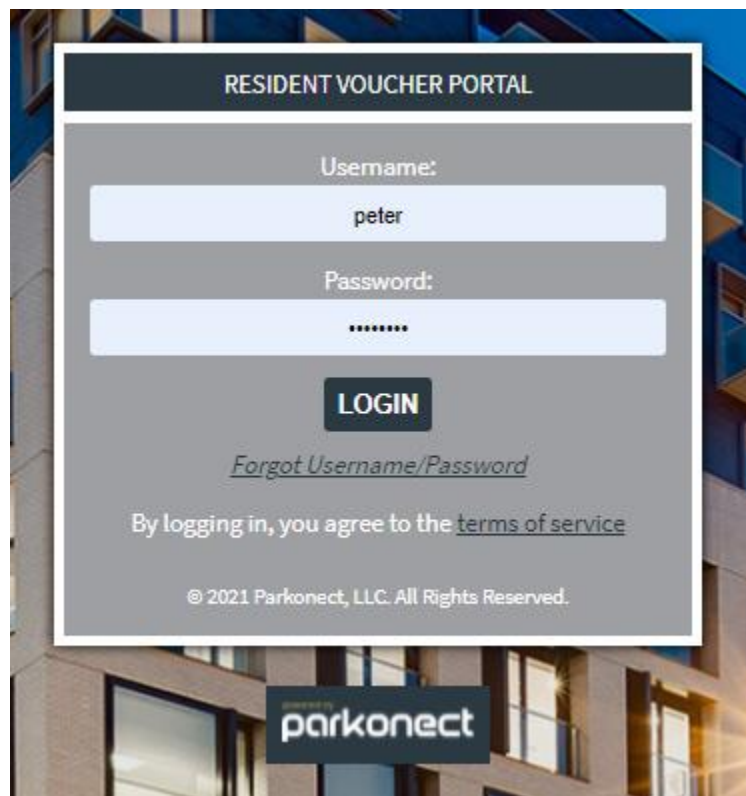
HOW THE PORTAL WORKS

STEPS TO PURCHASING YOUR VOUCHER

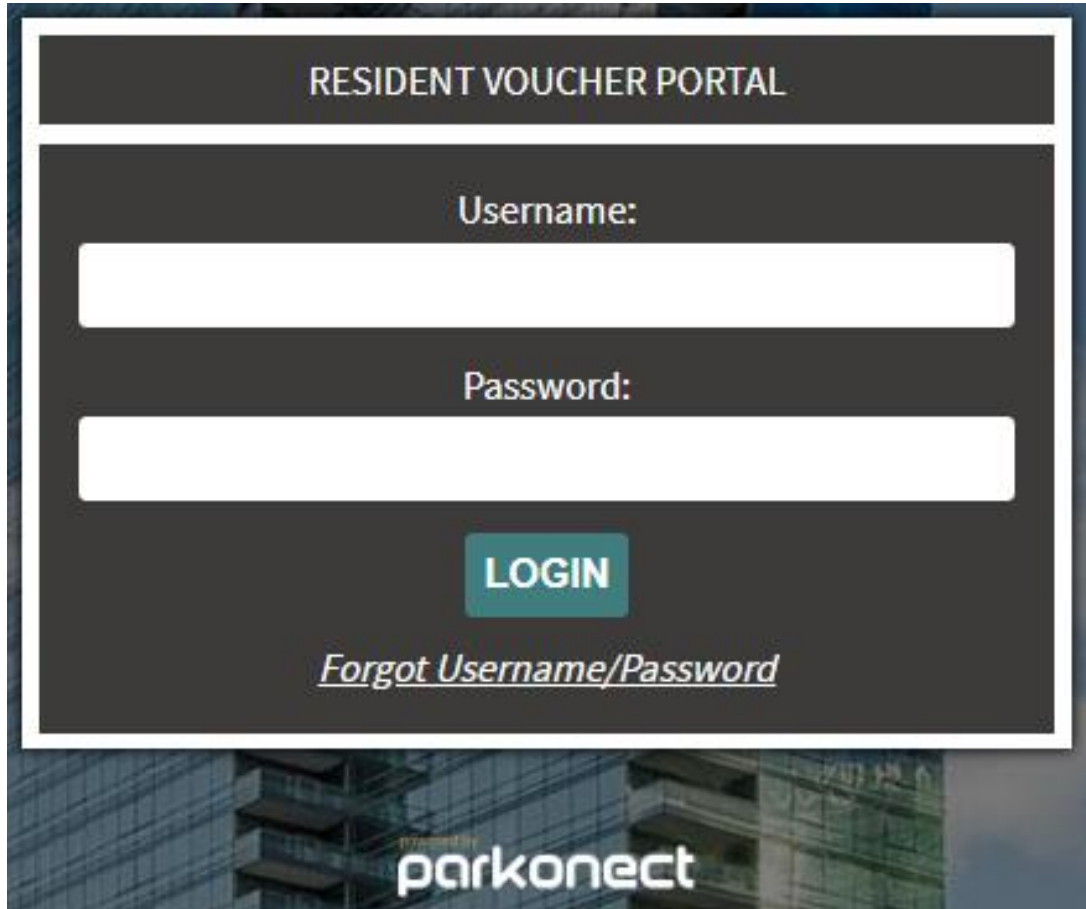
Navigate to the eCoupon Portal by copying the following link and pasting into your browser.

URL: <http://secure.parkonect.com/Vouchers/Login.aspx?garageid=###>

Please note ### above will you're the specific Parkonect Garage ID assigned to your location, please consult your Parkonect Sales rep, or support@parkonect.com for specific information once this has been created.

A screenshot of a web browser displaying the 'RESIDENT VOUCHER PORTAL' login page. The page has a dark grey header with the title 'RESIDENT VOUCHER PORTAL' in white. Below the header, there are two light blue input fields. The first is labeled 'Username:' and contains the text 'peter'. The second is labeled 'Password:' and contains a series of dots. Below the password field is a dark blue button with the word 'LOGIN' in white. Underneath the button is a link that says 'Forgot Username/Password'. Below that is a line of text: 'By logging in, you agree to the [terms of service](#)'. At the bottom of the form area is a copyright notice: '© 2021 Parkonect, LLC. All Rights Reserved.'. The background of the page shows a blurred image of a modern building. At the bottom center, there is a dark blue rectangular logo with the word 'parkonect' in white, with 'powered by' in smaller text above it.

- 1) Once you have navigated to the resident voucher portal, you will be prompted to login.



The image shows a login form for the 'RESIDENT VOUCHER PORTAL'. The form is dark-themed with white text and input fields. It includes a title bar, labels for 'Username:' and 'Password:', corresponding input fields, a teal 'LOGIN' button, and a link for '[Forgot Username/Password](#)'. The background features a cityscape and the 'parkonect' logo.

RESIDENT VOUCHER PORTAL

Username:

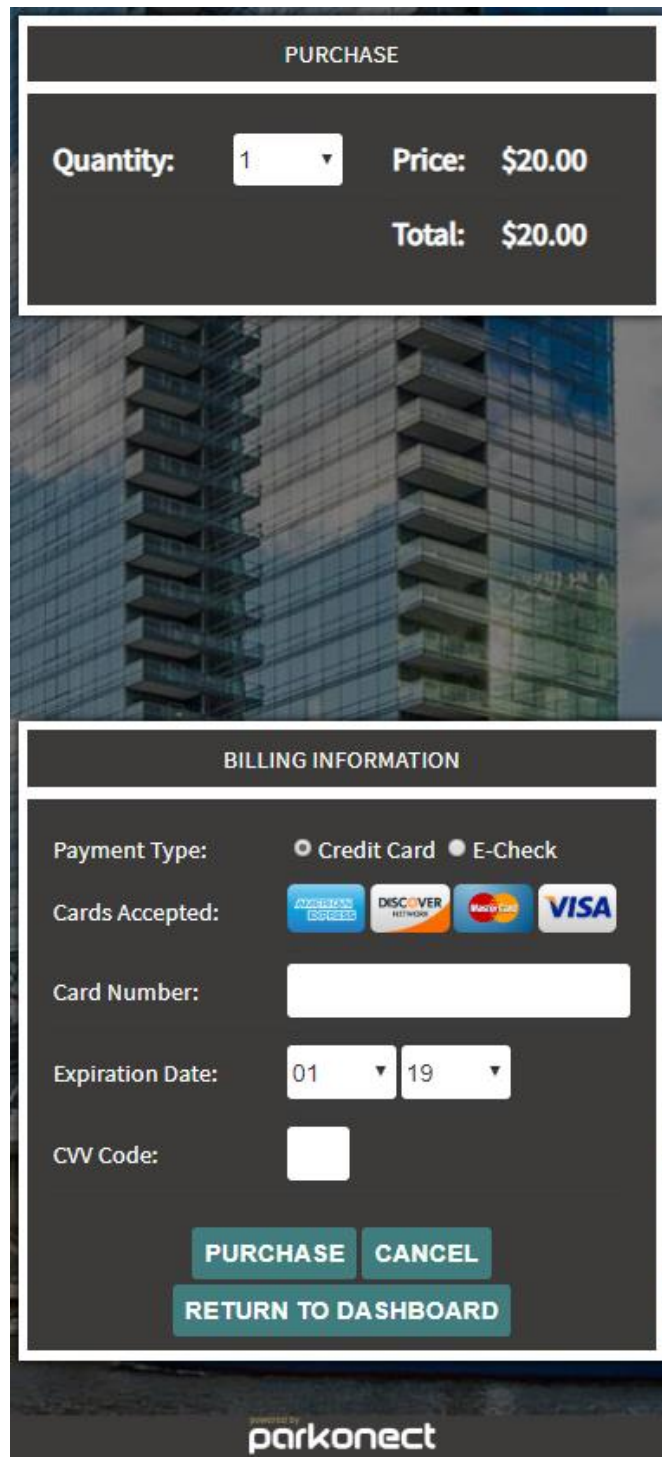
Password:

LOGIN

[Forgot Username/Password](#)

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- 2) Once you have logged in, select **Purchase More** to purchase your parking voucher. Select the quantity you would you like purchase and continue by filling out the appropriate credit card information. Once you have reviewed your order, select **Purchase**.



The screenshot displays a mobile application interface for purchasing parking vouchers. The background is a blurred image of a modern glass skyscraper. The interface is divided into two main sections: a 'PURCHASE' summary at the top and a 'BILLING INFORMATION' form below it.





PURCHASE

Quantity: 1 ▼ Price: \$20.00

Total: \$20.00

BILLING INFORMATION

Payment Type: ☒ Credit Card ☐ E-Check

Cards Accepted:    

Card Number:

Expiration Date: 01 ▼ 19 ▼

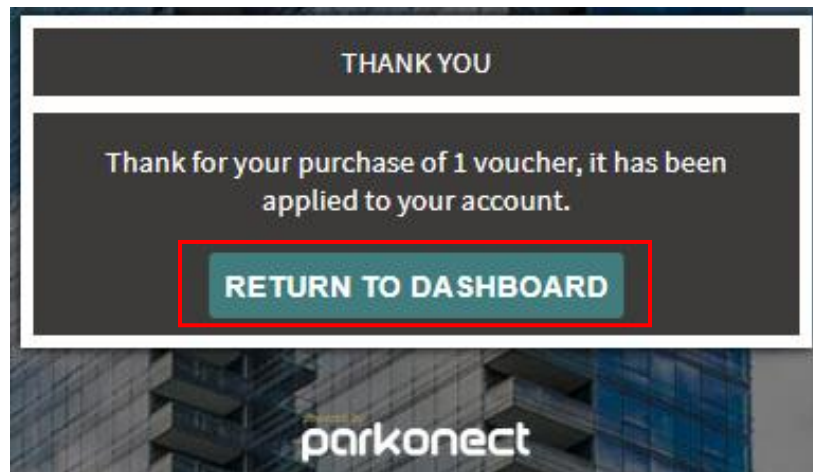
CVV Code:

PURCHASE **CANCEL**

RETURN TO DASHBOARD

powered by **parkonect**

- 3) Once you have purchased your vouchers, navigate back to the dashboard page where you will be given a list of options to utilize your vouchers.



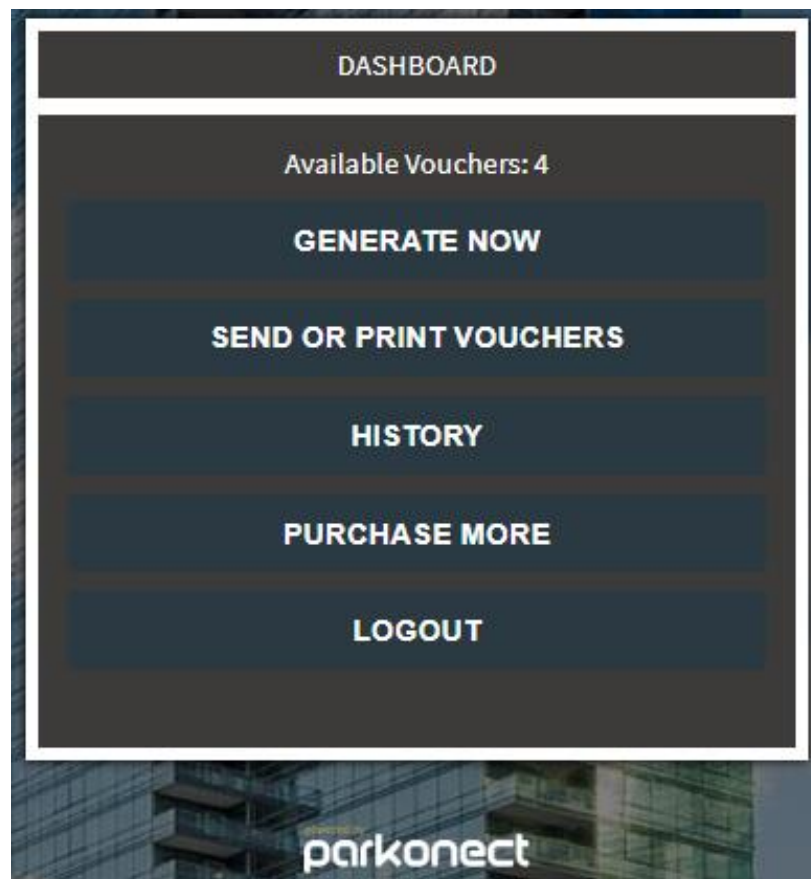
DASHBOARD

Using the dashboard, you can create and print purchased vouchers. You can also send the voucher electronically via email or text allowing anyone parking in the garage to use the validation.

NAVIGATING THE DASHBOARD

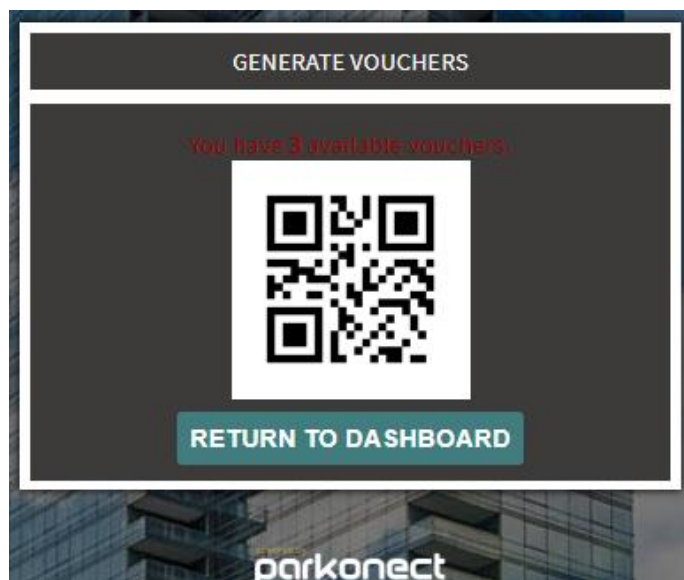
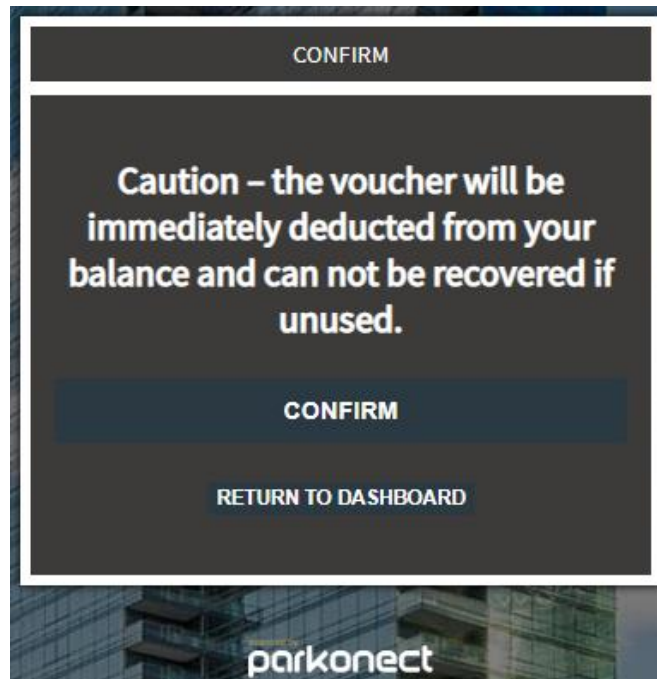
When you navigate to the dashboard, you will be given 5 options:

- Generate Now
- Send or Print Vouchers
- History
- Purchase More
- Logout



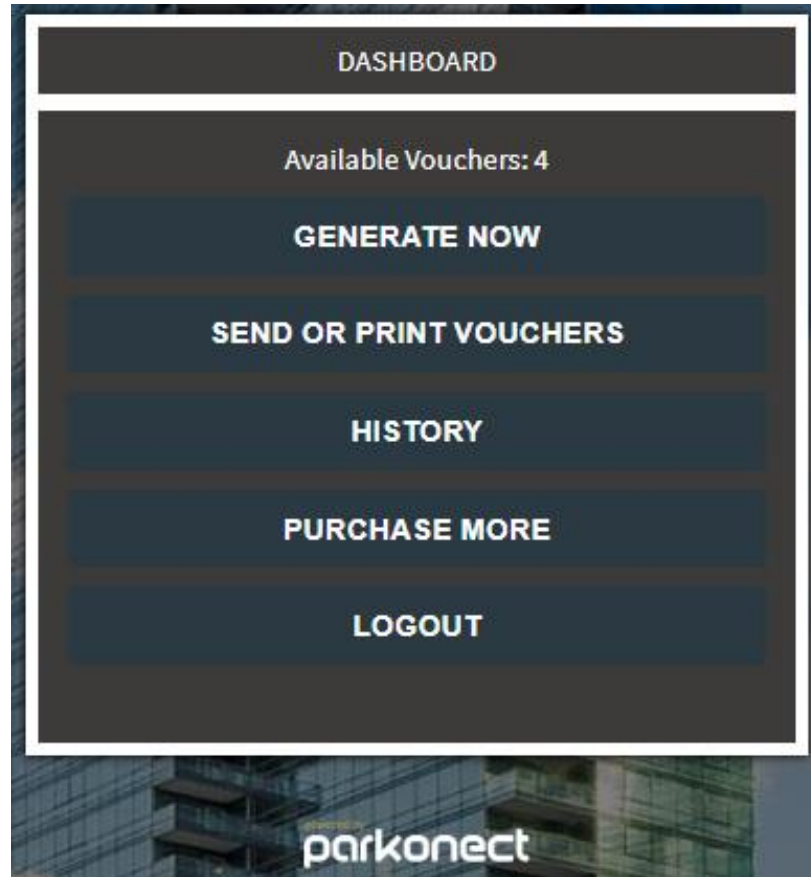
GENERATE NOW

When clicking **Generate Now**, you will receive a warning asking you to confirm your request to generate a QR code for your voucher. ***Please note that once you generate the voucher QR code, this will be deducted immediately from your available vouchers. Use this option if you want to print the voucher. To send a voucher digitally, you'll want to use "Send or Print Vouchers".***



SEND OR PRINT VOUCHERS

You can choose to send vouchers via email or text message. Once you send the voucher, it will be deducted from your total available vouchers. You can also print validations from this page.



GENERATE VOUCHERS

You have 3 available vouchers.

Email to Address:


SEND EMAIL

TEXT to Number:

SEND TEXT

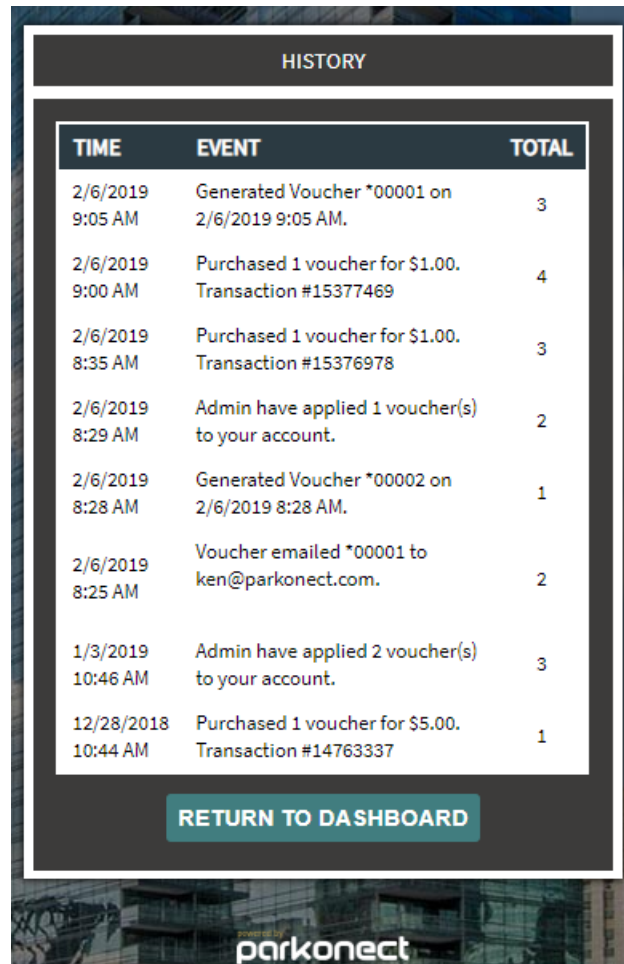
Print Voucher(s) Now:
PRINT

RETURN TO DASHBOARD

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HISTORY

If you would to view your voucher history, simply click **History** on the dashboard to view purchase and usage data.



The screenshot shows a web interface for Parkonect. At the top, there's a dark header with the word 'HISTORY' in white. Below this is a table with three columns: 'TIME', 'EVENT', and 'TOTAL'. The table lists several transactions, including voucher generation, purchase, and application. At the bottom of the table area, there is a teal button labeled 'RETURN TO DASHBOARD'. The Parkonect logo is visible at the bottom of the page.

TIME	EVENT	TOTAL
2/6/2019 9:05 AM	Generated Voucher *00001 on 2/6/2019 9:05 AM.	3
2/6/2019 9:00 AM	Purchased 1 voucher for \$1.00. Transaction #15377469	4
2/6/2019 8:35 AM	Purchased 1 voucher for \$1.00. Transaction #15376978	3
2/6/2019 8:29 AM	Admin have applied 1 voucher(s) to your account.	2
2/6/2019 8:28 AM	Generated Voucher *00002 on 2/6/2019 8:28 AM.	1
2/6/2019 8:25 AM	Voucher emailed *00001 to ken@parkonect.com.	2
1/3/2019 10:46 AM	Admin have applied 2 voucher(s) to your account.	3
12/28/2018 10:44 AM	Purchased 1 voucher for \$5.00. Transaction #14763337	1

[RETURN TO DASHBOARD](#)

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PURCHASE MORE

If you would like to purchase more vouchers, simply click **Purchase More**. For instructions on how to purchase validations, refer to the previous section “Steps to Purchasing Your Voucher” bullet point number 5.

LOGOUT

This will log you out of the Parkonect tenant portal once you have completed purchasing and distributing your vouchers.

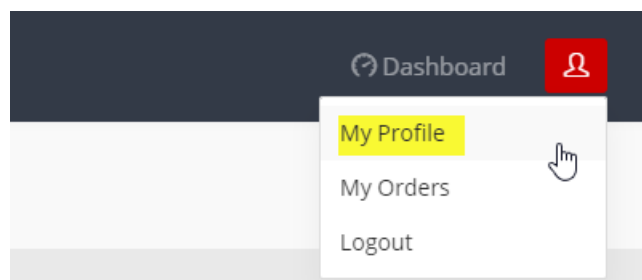
UPDATING PASSWORD

Users should update their password to a new password of their choosing, after being provided their login credentials.

Users will need to navigate to Secure.parkonect.com and enter their username and password and click **Login Now**.



Once logged in, click on the person icon on the top right corner of the screen, and click on the **My Profile** icon.



The user will type in the new password in the **New Password** text box, and type in the same exact password in the **Confirm** box below, they will then click the **Update Password** button to the bottom right, and then click the **Update** button in the top right corner of the screen.

Update

Update Password

New Password:

Confirm:

Update Password

Alerts

Alert Via Email:

Alert Via Test:

Rewards

After these steps have been completed, the user has successfully updated their password.