Guest Parking Workflow
**Step One:**
Once logged into your account, you will go to “Start Parking” under the **Direct Parking** on the top left of the menu to validate guests’ parking.
Step Two:
Once you have selected the “start parking” icon, you will be taken to this page. To validate a guests’ parking, click on the “visitor” tab.
Step Three:
When you are in the visitor tab, proceed by entering the parker’s information and the zone they are parked in. Once complete, click the “start parking,” box.
Step Four: If applicable, select correct location and click on “start parking.”

Step Five: Next, choose the duration then click “park parking.”
Step Six:
Confirm parking details and when ready, click “start parking,” to complete the validation process.