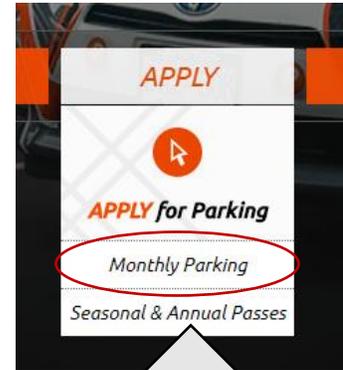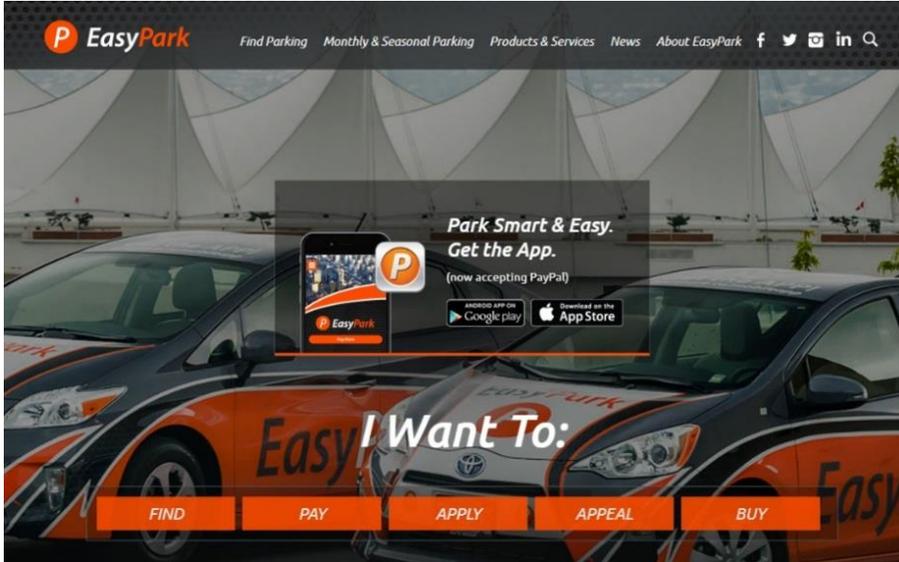# EasyPark

Monthly Parking – *How to Set-up an Online Profile*

Access to Your Account

Select 'Monthly Parking' from the 'Apply' dropdown menu at our Easy Park website – http//www.easypark.ca

You will be re-directed to the following page

Select 'LOGIN' at the top, righthand corner

If you are unable to sign in, call the Monthly Parking Department at 1-888-501-1343, or email *monthlyparking@easyparkcs.zendesk.com*

EasyPark

Monthly Parking:
To apply for monthly parking please scroll down and click on **Get Permits**.

Parking Violations:
For violation appeals, it may take up to 10 business days for it to be reviewed.
If you have appealed your violation, we will honour the original amount until it has been reviewed.

Login with Customer Code

Email Address

*

Password

*

Use your customer code <u>or</u> email and password to sign

* indicates a required field

EasyPark

Monthly Parking – *How to Set-up an Online Profile*

VIOLATIONS

View Your Violations	0
View Your Appeals	0
View Your Letters	0

Violation Number

-OR-

State
BRITISH COLUM ▼

Plate Number

Search Violations

PERMITS

View Your Permits	0
View your Waitlists	0

▦ Get Permits

↻ Add/Edit Waitlists

Manage Credit Card Profile | Privacy | Find a Lot

> From this page, you will be able to manage your violations, appeals, and monthly parking permits

Add a Vehicle

VIOLATIONS

View Your Violations	0
View Your Appeals	0
View Your Letters	0

Violation Number

-OR-

State
BRITISH COLUM ▼

Plate Number

Search Violations

PERMITS

View Your Permits	0
View your Waitlists	0

▦ Get Permits

↻ Add/Edit Waitlists

Manage Credit Card Profile | Privacy | Find a Lot

PERMITS

View Your Permits

View your Waitlists

> Select 'View Your Permits'

> This screen shows your permit number and any devices (remote or access card)

Permit Number	Type	Status
RM0000043	Remote	Active
08-00021	08 - Random Gated	Active

Add Vehicles To Permit | Report As Missing | Return Permit

> At the bottom of the page, there is an option to 'Add Vehicle to Permit'
>
> Ensure to enter the following information:
>
> Province of plate, licence plate number, make, model, and colour.

EasyPark

Monthly Parking – *How to Set-up an Online Profile*
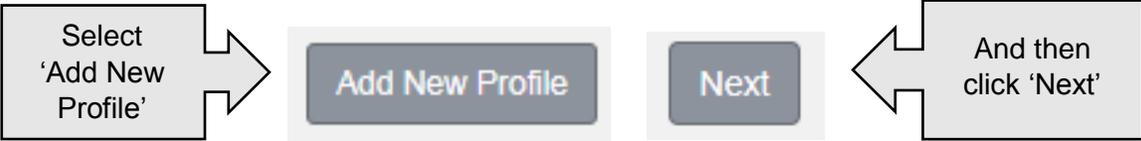
Add a Credit Card

VIOLATIONS

View Your Violations	0
View Your Appeals	0
View Your Letters	0

Violation Number

-OR-

State	Plate Number
BRITISH COLUM ▾	

Search Violations

PERMITS

View Your Permits	0
View your Waitlists	0

Get Permits

Add/Edit Waitlists

Manage Credit Card Profile   Manage Credit Card Profile   Find a Lot

Automatic billing reduces the risk of violations due to outstanding balances on a parking permit.

Billing will occur on the 25th for the following month's parking, and a receipt will be emailed.

At the bottom of the page, select 'Manage Credit Card Profile'

Select 'Add New Profile' ➡ Add New Profile   Next ⬅ And then click 'Next'

Follow the prompts on the screen to add a credit card profile.

Ensure there is NO space or dash between your postal code.

CORRECT: A1B2C3
INCORRECT: A1B 2C3 / A1B-2C3

Ensure there are NO extra spaces before/after any of your information.

CORRECT: Vancouver
INCORRECT: Vancouver

Full Name	_____ *
Card Number	_____ *
CVV/CVC	_____ *
Expiration Date	Select One ▾ Select One ▾ *

Be sure to enter the following exactly as it appears on your credit card statement

Street Address	_____ *
City	_____ *
State/Province	Select One ▾ *
Postal Code	_____ *
Phone	_____ *
Email	_____ *

click here to link your permit(s) for auto-payment - Link Monthly Parking Charge.

Link the credit card to Monthly Parking Permits for auto-billing