
Casa Del Mar - ParqEx User Guide for Owners



Introduction:

This document is intended for owners at Casa Del Mar outlining the steps to use Access+, Book for a guest (long and short term) and how to list your spots for community sharing all by using the ParqEx app

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How to access the portal: ParqEx Support Information

Web Browser: <https://app.parqex.com>

Mobile App

Google (Android): Search the “ParqEx” app in your google Play

Apple (IOS): Search the “ParqEx” app in your Apple App store

Username: Your email

Password: Provided via email (Can't remember? Use the Forgot password feature)

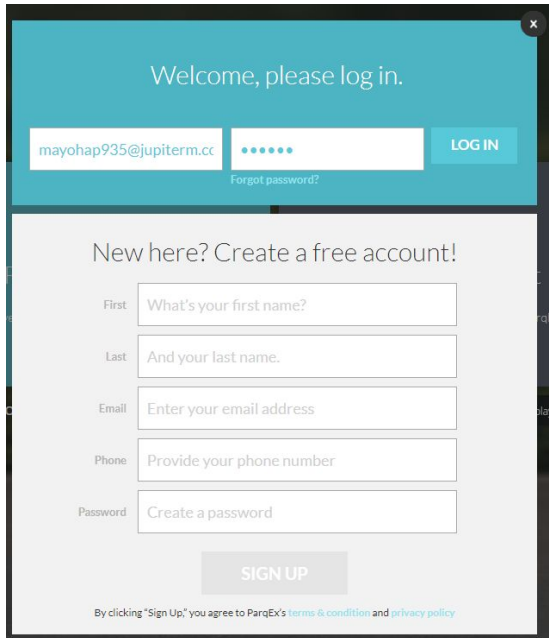
ParqEx Support Information:

Email: support@parqex.com

Phone: (855) 727-7391

Chat: [Click](#)

How To Use Access+



>Welcome, please log in.

mayohap935@jupiterm.cc [password] LOG IN

Forgot password?

New here? Create a free account!

First: What's your first name?

Last: And your last name.

Email: Enter your email address

Phone: Provide your phone number

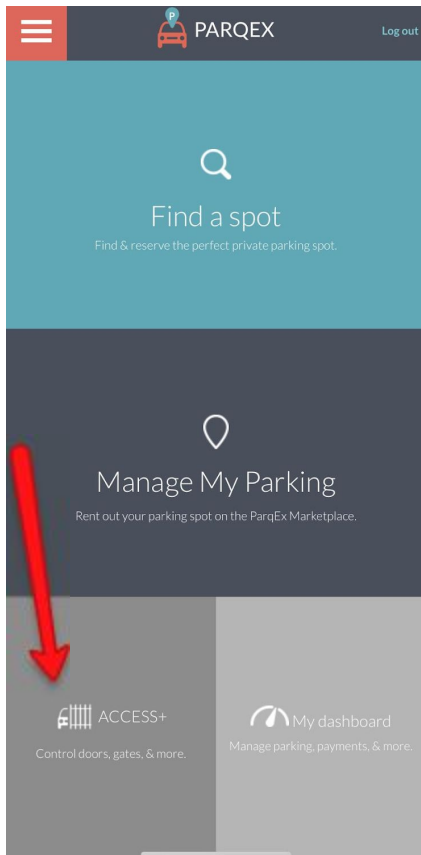
Password: Create a password

SIGN UP

By clicking "Sign Up," you agree to ParqEx's [terms & condition](#) and [privacy policy](#)

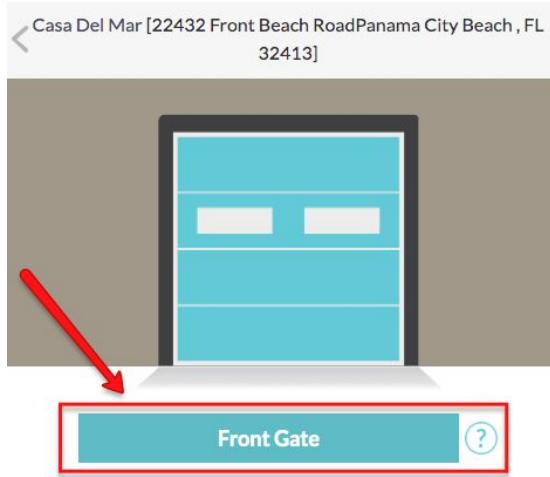
STEP 1:

Log into the ParqEx app.



STEP 2:

Once you've logged in, click on the "Access+" button on the bottom left hand side. This will show you all properties you have access to.

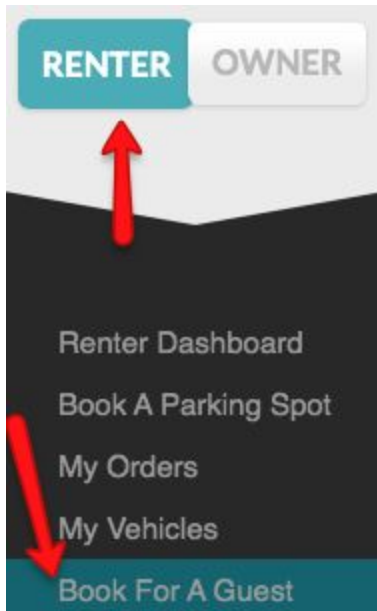


STEP 3:

You can press Front Gate or any other access point available to you via this screen.

NOTE: Property Access+ can be used for both personal use and providing one time access (Ex: Pizza Delivery, Visitor)

How to Book for a Guest

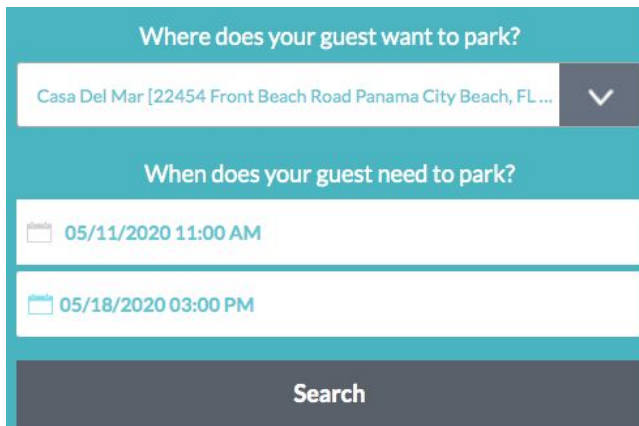


STEP 1:

From the "RENTER" menu, click on "Book For A Guest"

This will allow you to book long term and short term reservations for guests and visitors.

NOTE: Guest's full name and valid email address are required before starting this process



The image shows a booking form with the following fields:

- Where does your guest want to park?**: A dropdown menu showing 'Casa Del Mar [22454 Front Beach Road Panama City Beach, FL ...]' with a downward arrow.
- When does your guest need to park?**: Two date and time pickers. The first shows '05/11/2020 11:00 AM' and the second shows '05/18/2020 03:00 PM'.
- Search**: A button at the bottom of the form.

STEP 2:

1. Input Address of any Casa Del Mar property you intend to reserve for your guest
2. Select Arrival Time for your guest
3. Select Departure time

NOTE: All available spots on any Casa Del Mar property will be shown as available when searched. If there are no options at that property, the spots are booked or not available. Simply search another property to find an alternative spot. *Owners should always book from their property first.*



Casa Del Mar
[22454 Front Beach Road
Panama City Beach, FL 32413]
Townhouse

\$0

4 spots available

Book!

STEP 3:

Once you see spots available at the property you selected, press "Book!" This action allows you to be assigned an available spot at the property and direct you to fill out guest information

Spot # 1

22434 Front Beach Road Panama City Beach, FL 32413
Townhouse

Arrive: **May 20**, (03:56 PM) Depart: **May 20**, (07:56 PM)

\$

Price

\$0

(\$0 booking + \$0 service fee)

GP

GuestParq

Do you know your guest's information? Yes No

>

Have a promo code?

By ordering, you agree to ParqEx's [Terms & Conditions](#)

PLACE ORDER

STEP 4:

1. Review the property address, reservation date and time to ensure an accurate reservation.
2. Fill out the GuestParq information by selecting Yes.

NOTE: Your Guest's name and valid email address are Required before starting this process.

Select from the list below or transfer to a new guest

Long list? Start typing the person's name or email

fake	fake	faketest@parqex.com
fake 2	last name	3125556666@1660NLasalle.com
Thomas	O'Hern	trohern@gmail.com

TRANSFER

TRANSFER TO A NEW GUEST

STEP 5:

If you've booked for a guest before, you can easily transfer to that guest by selecting their name and email which has guest information saved from the previous order.

Part 1: Search for a recent guest, then press "TRANSFER"

OR

Part 2: Click "TRANSFER TO A NEW GUEST"

Guest info (Required)
 We use this info to create a ParqEx account for your guest and transfer the reservation to them.

First Name*

Last Name*

Email*

Phone Number

STEP 6: (If transferred to new guest)

1. Fill out "Guest info"
2. Fill out "Guest Vehicle Info"
3. Press "SAVE"

Guest vehicle info (Optional)
 If you know any info about the vehicle your guest will drive, select or enter it now. If you're not sure, no problem -leave it blank. Your guest will be able to enter it later.

Make


License Plate #

State

Vehicle Color

NOTE: Guest info is Required, accurate email information is critical to ensure your guest receives the transfer.

Guest Vehicle information is optional and can be skipped to be passed onto your guest to fill out. This must be filled out by your Guest prior to the start of their reservation in order to receive access.




Spot # 2
22460 Front Beach Road Panama City
Beach, FL 32413
Townhouse

Arrive: **May 19**, (10:30 PM) Depart: **May 20**, (02:30 AM)

Price **\$0**
(\$0 booking + \$0 service fee)

GP GuestParq Do you know your guest's information? Yes No

 Have a promo code?

By ordering, you agree to ParqEx's Terms & Conditions

PLACE ORDER

STEP 7:

Once you have saved your guest information, Press "Place Order" to complete the transfer for your guest.

Success - you've transferred your reservation!

Your guest will now get a notification that you've transferred this reservation to them.
We will email you when your guest has claimed your parking spot.

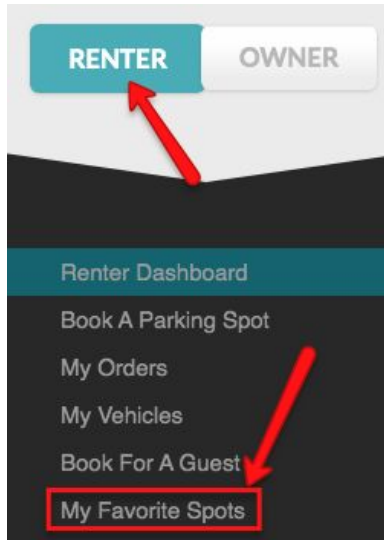
Thanks for using
GUESTPARQ by PARQEX

CLOSE

STEP 8:

The reservation has been transferred!

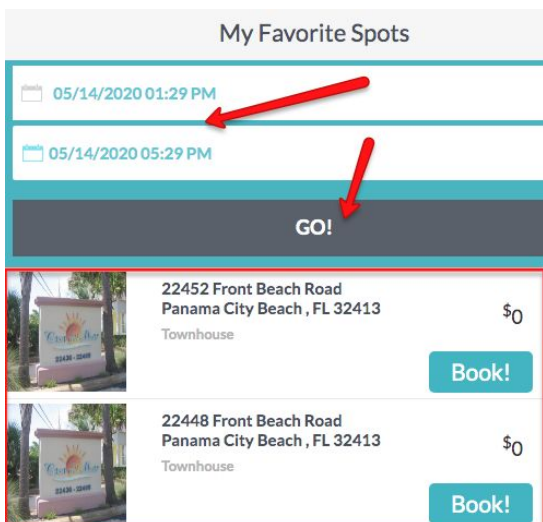
How to use My Favorite Spots to book a spot for personal use:



STEP 1:

From the "RENTER" menu, click on "My Favorite Spots"

From the "My Favorite Spots" page, you can find all Casa Del Mar properties which were pre-added into the My Favorite Spots page. This allows you to find parking at any Casa Del Mar property, with availability, more quickly.



STEP 2:

From the "My Favorite Spots" page

1. Select the arrival and departure times for your desired reserved parking.
2. Scroll down to view all Casa Del Mar properties.

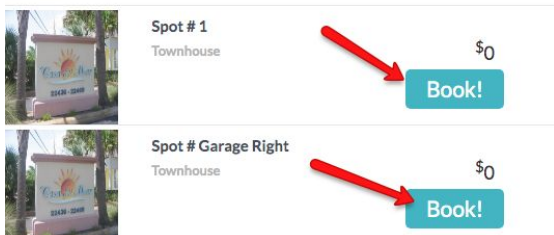
NOTE: All properties will be in the "My Favorite Spots" page. However, only properties with the availability that corresponds to your request will appear.

3. Once you find the desired spot, select "Book!"

22452 Front Beach Road, Panama City Beach FL

United States

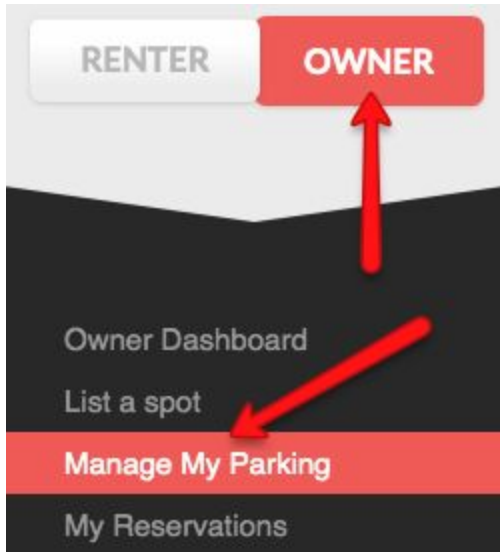
This spot has 3 listings



STEP 3:

After you select Book, you will see all available spots at the property you selected. Once you find the spot that suits your preferences, select "Book!" again to complete your personal order.

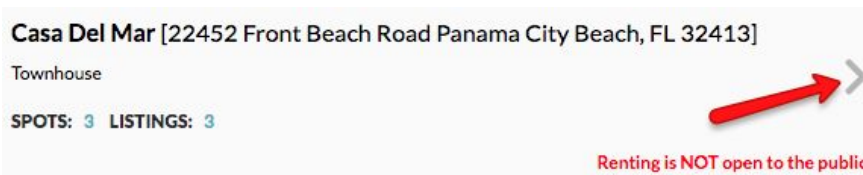
How to allow spot listings for Community Sharing



STEP 1:

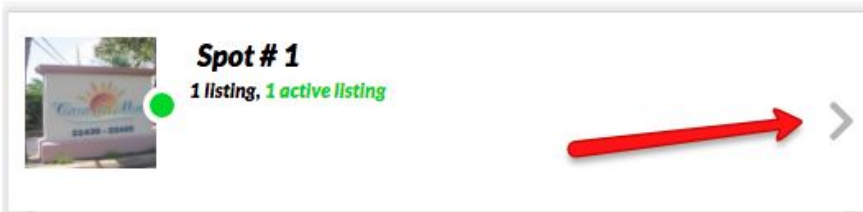
From the "OWNER" menu, click on "Manage My Parking"

This will allow you to see the spots and listings at your property.



STEP 2:


1. Find your property
2. Click on the arrow on the far right hand side



STEP 3:

1. Pick a spot
2. Click on the arrow on the far right hand side

NOTE: an Active listing means the spot is currently available for others to rent




Spot # 1
1 listing, 1 active listing

Listing Id: 81267
LISTED

May 15 - OPEN
\$0/ hr | \$0/day

[Clone listing](#) | [Edit listing](#)



STEP 4:

Click "Edit Listing"

By Editing the listing, you can set spot availability for the short term or long term

*** Set availability**

Set when your spot will be available to the ParqEx marketplace.

<p>Valid from</p> <p>May 15, 2019 12:30 PM</p> <p>EDIT</p>	<p>End this listing on</p> <p>OPEN --</p> <p>EDIT</p>
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STEP 5:

1. Edit Valid From (Start of when the spot is available)
2. End this listing on

NOTE: If left as "OPEN" the end date is available until further notice

Advanced pricing and availability settings

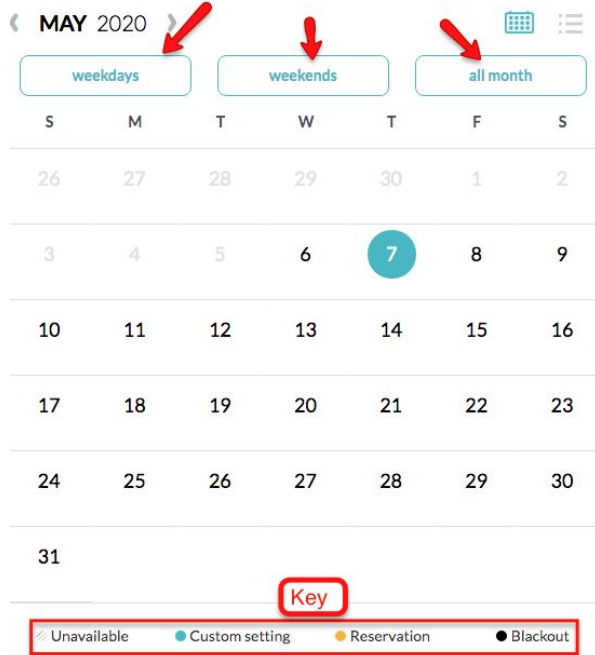
Have a more complicated schedule? Set blackout dates, restricted availability, or special pricing on certain dates. Also set the minimum number of hours a person has to book your spot, as well as the lead time you require before booking.

 You've applied advanced settings.

STEP 6:

Click "Advanced Pricing and Availability Settings"

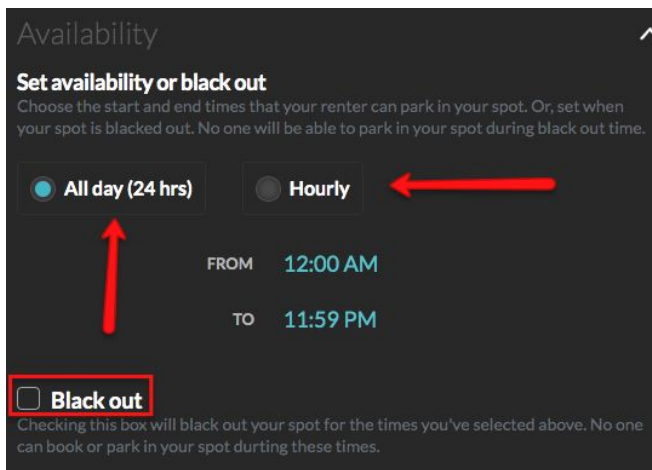
This can allow you to black out one or two days in the future providing more in depth availability times.



STEP 7:

1. Select: "Weekdays, Weekends or All Month" to select a block time period
From the calendar view, you can select Weekdays, weekends, or all month to select a larger time period.
2. For a specific day click on that day and follow the workflow on the next page
This will allow you to pick and adjust the availability hours for a specific day.

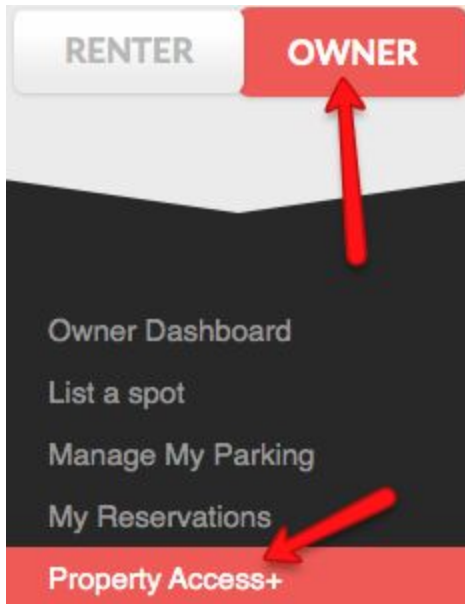
NOTE: The key will help indicate each day and current availability from a calendar view



STEP 8:

1. Select "All day (24 hrs)"
This allows you to blackout an entire day for the date or time span selected.
2. Select "Hourly"
This allows you to select a time span in which the spot won't be available (Ex: Blacked out two hours on Saturday)

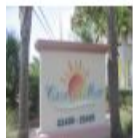
How To Grant Long Term Access To Family And Friends



STEP 1:

From the "OWNER" menu, click "Property Access+".

This feature allows you to grant and manage long-term access of family and friends to your property.



Casa Del Mar
[22458 Front Beach Road Panama City Beach, F



Tap to access

STEP 2:

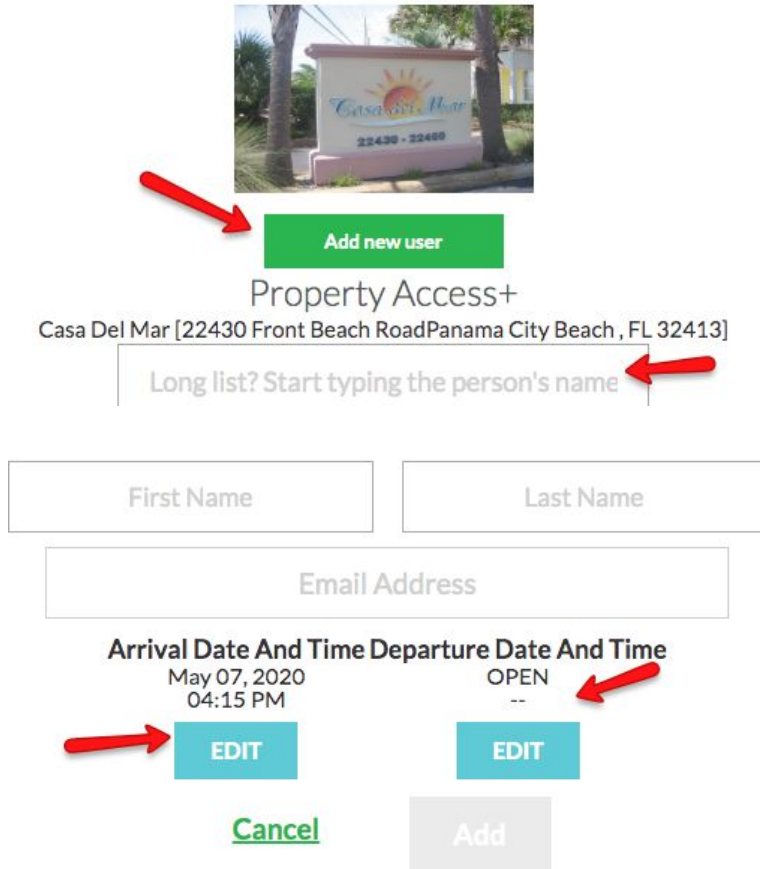
1. Select property
2. Click "Tap to Access"

Casa Del Mar [22458 Front Beach Road Panama City Beach, FL 32413]



STEP 3:

"Click 'Manage users' to add or remove user accounts for family and friends (continued on next page)"

Property Access+

Casa Del Mar [22430 Front Beach Road Panama City Beach, FL 32413]

Long list? Start typing the person's name

First Name Last Name

Email Address

Arrival Date And Time Departure Date And Time

May 07, 2020 04:15 PM OPEN --

EDIT EDIT

Cancel Add

STEP 4:

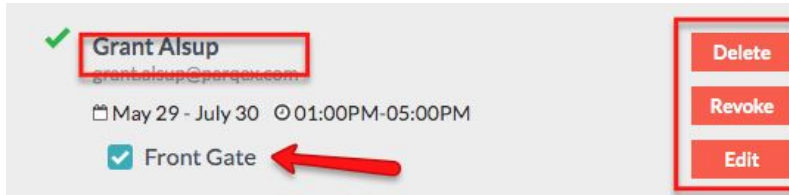
1. To add a new user to access the property, click "Add new user" (Step 5)
2. To search for a current user to adjust access, search the name in the search bar (Step 6)

STEP 5:

1. Input the first, last name and the email for the new user.
2. Input an arrival/ start time for Access by clicking the "EDIT" button and adjusting the date and time
3. Change the end of their access by clicking the "EDIT" button under the "Departure Date And Time"

NOTE: You can leave access open ended (allows access until further notice) by keeping the "Departure Date And Time" listed as "OPEN"

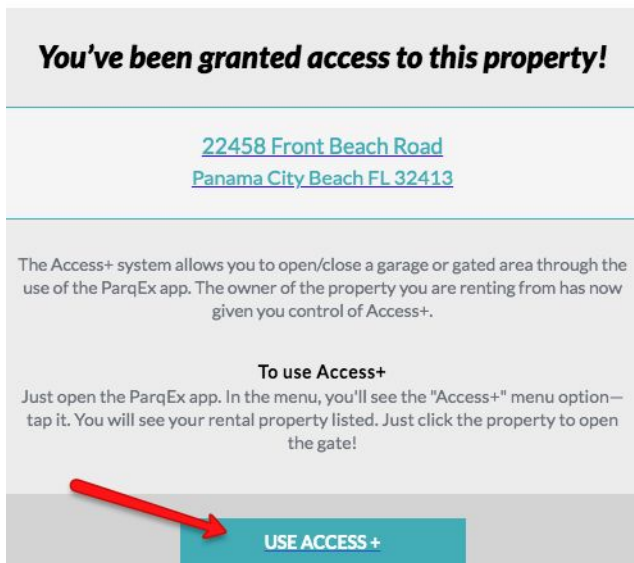




STEP 6:

1. To completely remove a user from Access click "Delete"
2. To temporarily suspend access click "Revoke" (this allows you to add the user back at a later time)

3. To change the time span of Access, click the "Edit" button



STEP 7:

1. If the user has an existing ParqEx account, they can simply click "USE ACCESS+" in the email to start accessing your property.
2. If the user is new to ParqEx, they will need to establish their account with an initial login using their email address and the "forgot password" option. Once inside the ParqEx app, they can start accessing your property using "Property Access +".

Note: If the new user is on a smartphone, they will need to download the ParqEx app before the initial login.