Owner Responsibilities:

- Reserve spaces / grant access for family, friends, and guests.
- Reserve spaces / grant access for renters (may be delegated to agent).
- Maintain availability of parking spaces for sharing.
- Respond to one-time access requests.

Remember to Tell Your Guests …

- Look for a notification email from ParqEx (be sure to check junk mail).
- Follow the instructions in the notification email ("Claim Your Pass").
- Smartphone users will be prompted to download the ParqEx app before logging in.
- Login to ParqEx using the email address and password provided in the notification email.
- Once a reservation is confirmed, ParqEx will ask for vehicle information. This MUST be entered to avoid possible towing and fines.
- Upon arriving at CDM, open the ParqEx app and click "Access+" to open the gate.
- Park ONLY in the reserved space.

Your Information / Notes:

ParqEx Login Email: _____

Keypad Access Code: _____
_____
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Need Assistance? Contact ParqEx Support!

Phone: 855-PARQEX-1 (855-727-7391)
Email: support@parqex.com
Web: parqex.com

PARQEX
113 N. May Street
Chicago, IL 60607

PARQEX

Casa Del Mar Parking and Access Quick Reference Guide
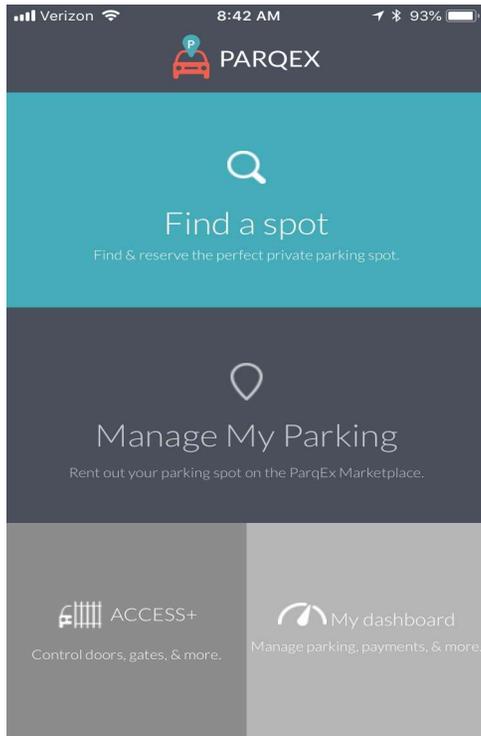
Main Menu in ParqEx App

Use the Main menu to ...

- Open the CDM gate ("Access+")
- Navigate to Owner menu ("Manage My Parking")
- Navigate to Renter menu ("Find a spot")
- Get a summary of your ParqEx activity ("My Dashboard")
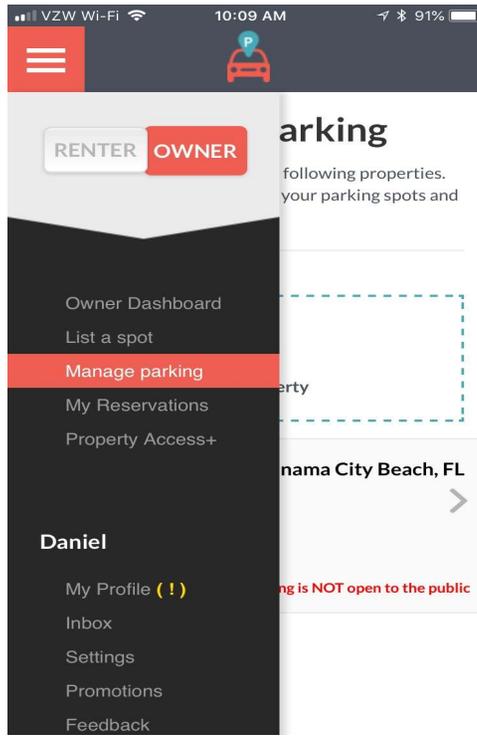
Owner Menu in ParqEx App

Use the Owner menu to ...

- Manage the availability of your spaces for guests and other owners ("Manage parking")
- Review the status of your spaces ("My Reservations")
- Open the CDM gate ("Property Access+")
- Manage access for family and friends ("Property Access+";"Manage users")

   Refer to the CDM - ParqEx User Guides for detailed instructions
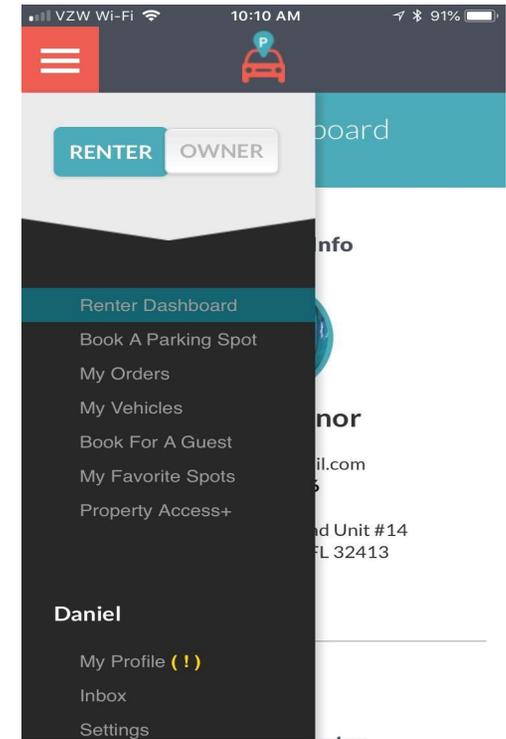
Renter Menu in ParqEx App

Use the Renter menu to ...

- Reserve another owner's space for yourself ("My Favorite Spots")
- Reserve a space / grant access to CDM for a guest ("Book For A Guest")
- Open the CDM gate ("Property Acccess+")