



ParqEx - User Guide for 1660 North LaSalle

1660 Condominium Association

Introduction

This document is for 1660 North LaSalle guests. This will cover how a guest claims their parking pass and gets access to the garage to park their vehicle.



How to access the ParqEx app or website:

URL: <https://app.pargex.com>

APP: Available in your mobile device app store, search for “ParqEx Parking App”

Username: Your email

Password: Provided in one of the emails you received regarding your guest reservation.

ParqEx support information:

For account setup, app user instructions, app technical support or questions on this user guide please contact ParqEx.

Email: support@parqex.com

Phone: (855) 727-7391 (8am to 6pm M-F)

1660 Door Staff:

For assistance with onsite issues regarding the building or physical problems with the garage contact 1660 door staff.

Doorman Phone Number (24/7): (312) 787-5944

2/21/2020



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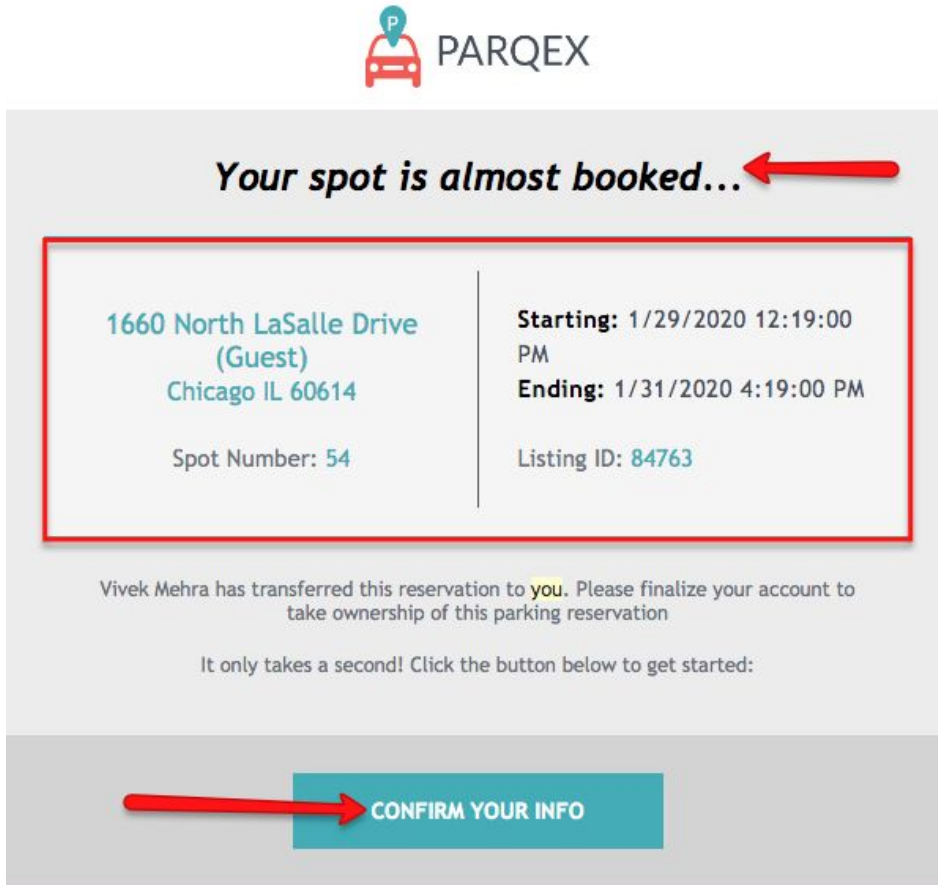
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How to claim your guest parking spot:



The screenshot shows an email notification from ParqEx. At the top, it says "Your spot is almost booked..." with a red arrow pointing to the text. Below this is a red-bordered box containing reservation details:

1660 North LaSalle Drive (Guest) Chicago IL 60614	Starting: 1/29/2020 12:19:00 PM
Spot Number: 54	Ending: 1/31/2020 4:19:00 PM
	Listing ID: 84763

Below the box, it says: "Vivek Mehra has transferred this reservation to you. Please finalize your account to take ownership of this parking reservation. It only takes a second! Click the button below to get started:"

At the bottom, there is a teal button labeled "CONFIRM YOUR INFO" with a red arrow pointing to it.

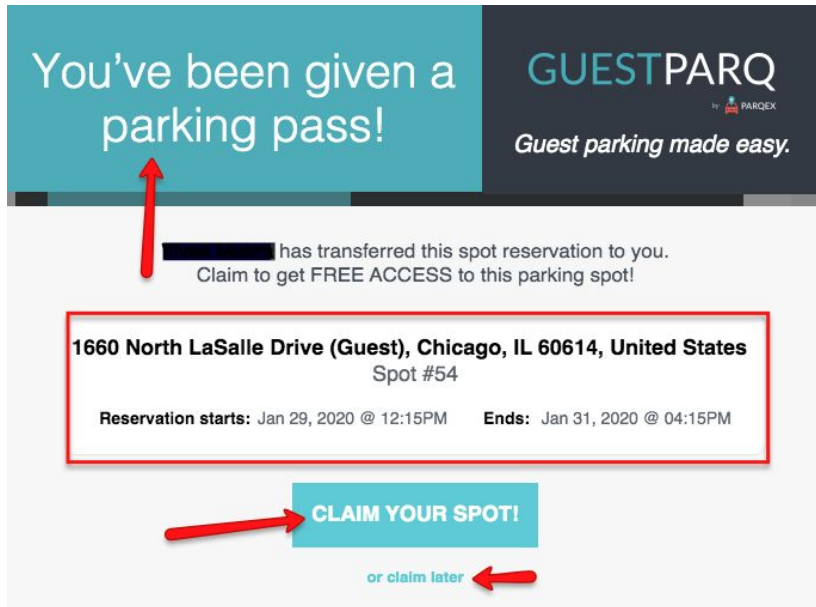
Step 1: You will get an email notification with the guest parking details as shown. If you don't already have a ParqEx account there will be a second email with your temporary login credentials.

-Property: Address and spot number can be seen on the left hand side (1660 N LaSalle)

-Date: The date on the right hand side indicates the start and end of your parking reservation.

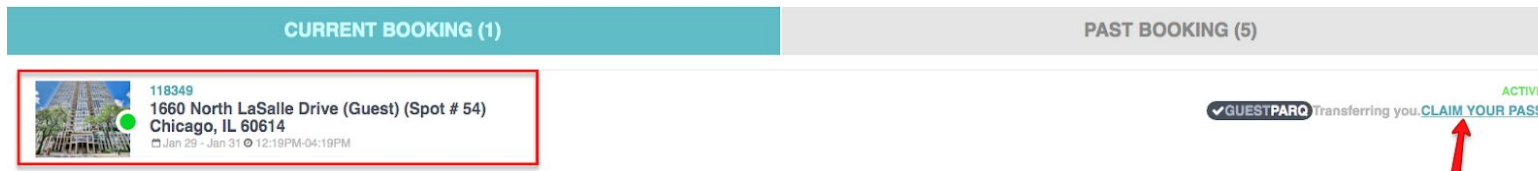
-How to Proceed: Click on the teal box at the bottom labeled "Confirm Your Info" to continue the process, the next step is to confirm some required information.

Step 2: Launch the ParqEx app and sign in with your email and password. After logging in to the app you will see a popup notification. Click the “Claim Your Spot!” button.

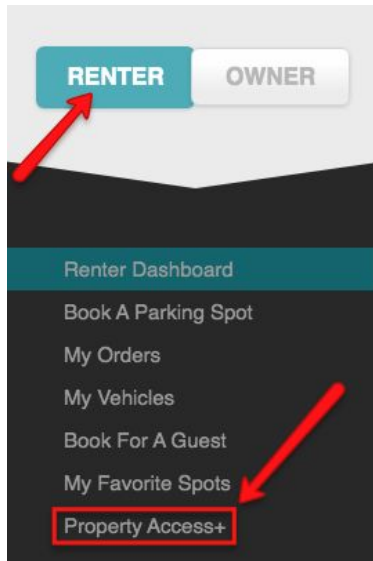


Step 2 - Continued: If you decide to claim your spot later, you can go to “My Orders” to perform the same action by clicking on the “Claim Your Pass” button.

-Your guest pass is now secured! You can view the order details under the “My Orders” tab on the left hand side of the renter dashboard-



Accessing Guest Parking: How to use Property Access+



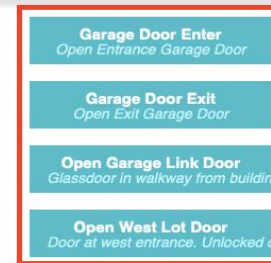
First, ensure you are on the "Renter" dashboard, then select "Property Access+"



Guest 1660
[1660 North LaSalle Drive (Guest)Chicago , IL 60614]



Next, select the property you would like to Access, then hit the "tap to select" button

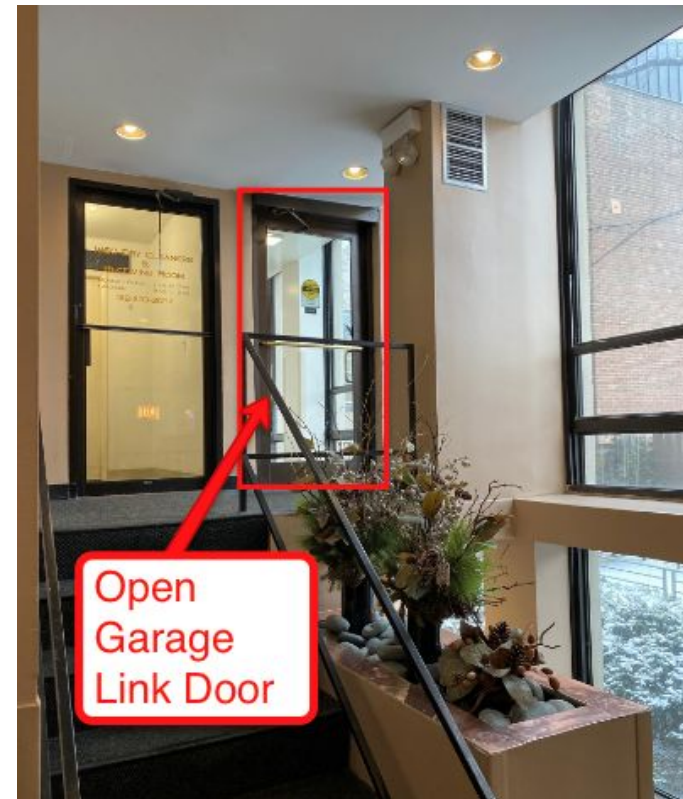


Lastly, once selected, all available doors will appear in which your reservation has access to! Click the corresponding button and the garage will open.

To access the property by car: Enter the driveway just south of the 1660 N. LaSalle Drive lobby entrance, follow signs to the 1660 Guest Parking and go up ramp (do NOT park on ground level). Pull up to the garage doors pictured below and use Property Access+ in the

ParqEx app. Select the “Garage Door Enter” button and then follow the signs to the roof where you will park in your designated spot on E level marked by ParqEx signs.

To access the property on foot: Proceed to the West lot door shown in the picture below and use Property Access+ in the ParqEx app. Select the “Open West Lot Door” button and then turn to your right after entering and you will see the garage link door to the right of the 1660 Dry Cleaners and Receiving Room (also pictured below.) Select the “Open Garage Link Door” button and then follow that hallway to the garage stairs. Take the stairs all the way to the roof and then proceed across the roof to reach E level where your designated parking area is located. Do not enter the garage on any other level.





FAQ's

- **Is Vehicle information necessary?** Yes accurate vehicle information is required in order to keep the garage secure and enforce spot designation you may be unable to access the garage if you do not have accurate vehicle information in your profile.
- **What is Property Access+?** This feature allows you to access the parking garage via your ParqEx mobile app (It as your virtual remote control that will open the garage door & link doors at the property, giving you access to the building via the app).
- **I was given a guest parking spot, so why don't I have access right now?** Please note, Property Access+ won't be granted to you until 15 minutes prior to the start of the reservation.
- **What if I don't have an email account?** If you don't have an email address, you will need to work with the 1660 door staff for this. The door staff will need to be notified by the unit owner/renter that you do not have an email or smartphone so that the door staff can assist with letting you in.
- **What if I don't have a smartphone or computer?** If you don't have a smartphone or computer, the door staff will be able to assist you with your reservation. Please ask your host (the resident in the building who has given you the guest parking pass) to notify the door staff.



- **What to do if someone is incorrectly parked in your assigned parking space?** If you are unable to access your assigned space for any reason please contact the 1660 front desk and inform them of the issue. If you are unable to reach the door staff please contact Parqex customer support for assistance.