ParqEx User Guide for Renters

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Introduction

This document is intended for parking renters who wish to book/reserve a parking spot using the ParqEx app. The document outlines the steps on how to book a parking spot, use Access+ to control the access points (gate, garage door, pedestrian doors, etc.), update vehicle information, view your orders and FAQ.

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Table of Contents:

How to access the portal: ParqEx Support Information

Mobile App
- **Google (Android):** Search the "ParqEx" app in your google Play
- **Apple (IOS):** Search the "ParqEx" app in your Apple App store

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

Your credentials:
- **Username**: Your email
- **Password**: Provided via email (Can't remember? Use the Forgot password feature)
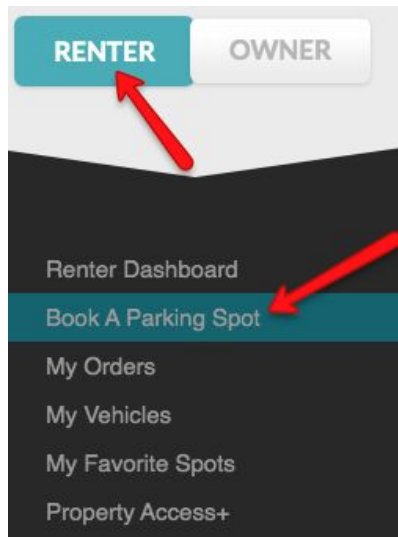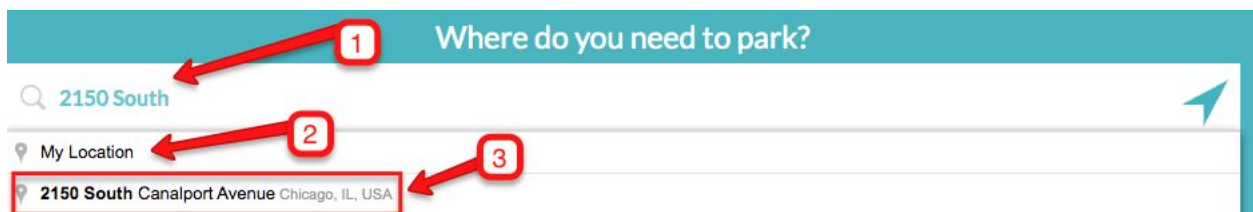
ParqEx Support Information:

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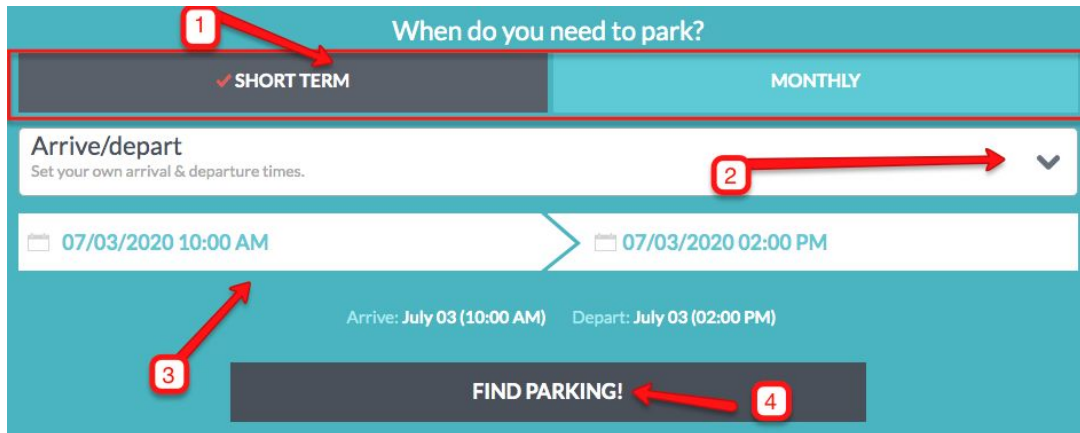
Phone: (855) 727-7391

Chat: Click

How to Book a spot:

STEP 1: From the "RENTER" menu, click "Book A Parking Spot".

STEP 2:

1: Start typing the address of the location you wish to park.

2: If you are at the property you wish to park at, select "My Location" to view the closest parking location

3: Once you are typing the address of the parking location, options of parking will appear. If the lot you wish to park at appears, select that option.
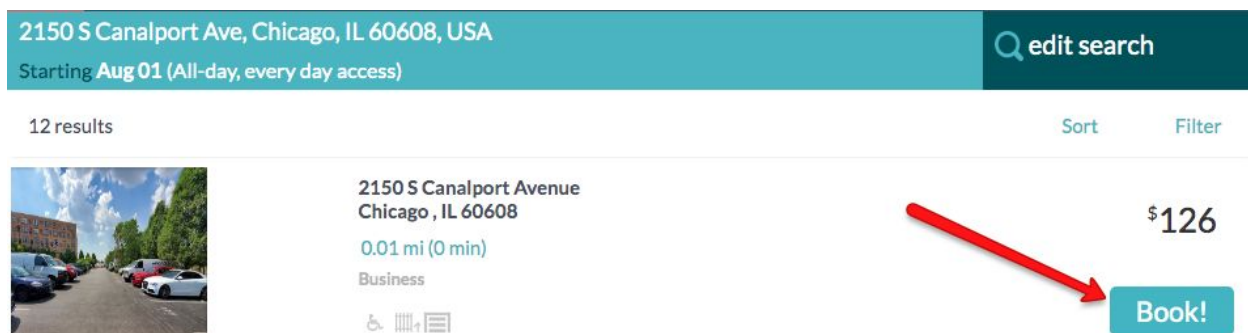
STEP 3: From this screen you will have the option to search for a specific duration of time that suits your needs.

1: Select "SHORT TERM" for hourly or daily parking. Select "MONTHLY" to find monthly parking

2: This option, for short term parking, will give you other options for parking such as arrive and depart (Recommended setting), Daytime only parking and Nightly parking.

3: This feature will require you to select an arrival and departure date and time for when you need your parking

4: Select "Find Parking!" to find all options in your area that meet your criteria

STEP 4: Once you see a spot that you may want to purchase, select the "BOOK!" button to proceed with checkout.

2150 S Canalport Avenue
Chicago , IL 60608

Spot # Unassigned
0.01 mi (0 min)
Business

$126

Book!

STEP 5: Once you have a property selected, you will be able to select the spot you wish to purchase. NOTE: While this property has unassigned parking, that is not always the case. Always make sure you have the correct spot you would like selected before you purchase.

MONTHLY
$126

Spot # Unassigned
2150 S Canalport Avenue
Chicago , IL 60608
Business

4 views / 0 saved to favorites

Owner: Contact owner

Walk time
0.01 mi (0 min)
Directions

Description
If you are a tenant, a guest, a visitor to the neighborhood or a resident looking for secure gated parking. This is it! Book your parking spot and use the Access+ feature in the app to open the gate and park in the ParqEx designated parking spots.
Entrance located off of W 21st St - To Exit follow the exit arrows, Exit located off of S Canalport Ave
PLEASE NOTE: Spots are Unassigned,

Price
$126 ($125 booking + $1 service fee)

Cancellation policy

Amenities

BOOK IT!

STEP 6:

1: On the top left hand side, you can flip through property pictures to get a better feel of the lot. You can also press the Heart to add the location to your Favorites folder.

2: Always read the description of what is being offered. This may have restrictions or requirements included

3: If you wish to proceed, click "BOOK IT!"

STEP 7:

1: Review that the spot, location and duration are exactly what you want.

2: Review that the price is correct. NOTE: Monthly parking is a continuous <u>subscription</u> which will renew each month until you cancel the order.

3: Input Correct and Accurate vehicle information. Failure to have Accurate vehicle information could result in your tow at your expense.

4: Input the payment form you wish to use.

5: After you have Read the Terms and Conditions, Place your order and you can start parking as soon as your reservation begins!

How To Use Access+
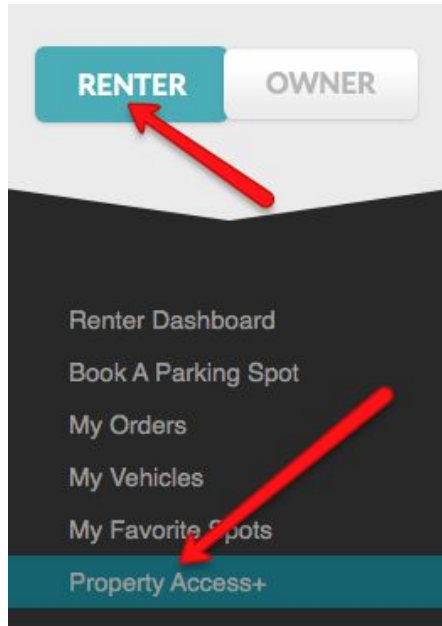
STEP 1:

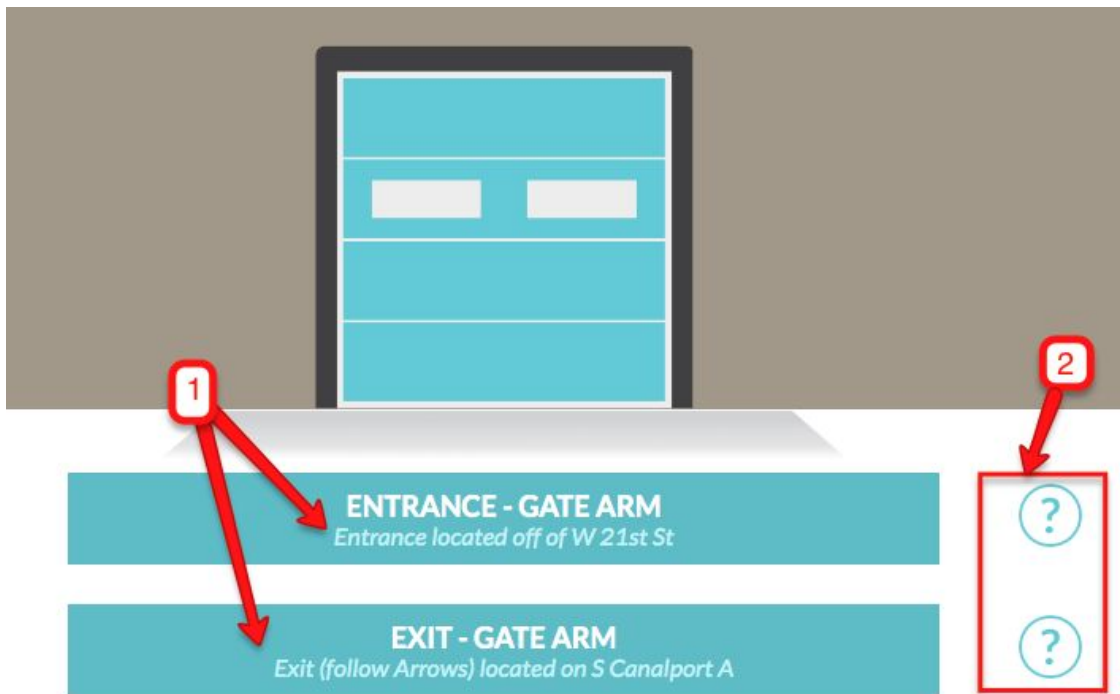From the "RENTER" menu, click "Property Access+".

This feature allows you to access any property which uses ParqEx Access+ Technology.

Lacuna Lofts
[2150 S Canalport AvenueChicago , IL 60608]

GDO Access Id : 6037
ValidFrom: June 29, 2020 11:00AM
ValidTo: Dec 10, 2025 01:45PM
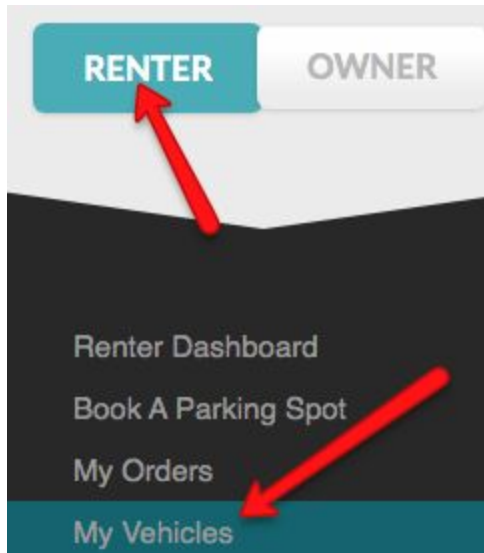
STEP 2:

1. Select property you wish to access

STEP 3:

1: Click on the Gate arm or Garage door you wish to Access. Once you have a successful attempt, the garage will open on the app and the corresponding door will open for you.

2: For Assistance and ParqEx support Information select the "?" to the right hand side

How to upload vehicle information:

STEP 1: From the "RENTER" menu, select "My Vehicles"
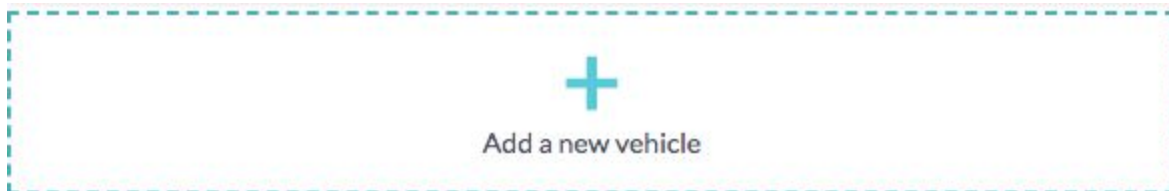

STEP 2: Select the "Add a new Vehicle" Feature

STEP 3:

Upload all accurate information of your vehicle including Make, Model, License Plate, State and vehicle color. This is extremely important to be completely accurate. Failure to input correct vehicle information could result in a towed vehicle at your expense.

Once all information is accurate, press on the "SAVE VEHICLE" button. If this is your main vehicle, select the box to make it your default vehicle.

How to view your orders:
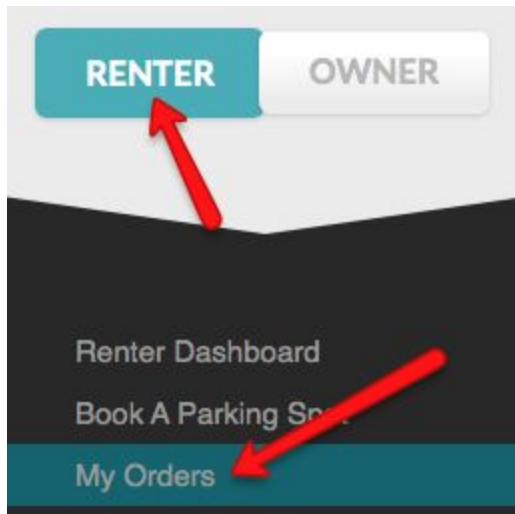
STEP 1: From the "RENTER" menu, select "My Orders".

STEP 2: This feature will allow you to see all your current bookings, past bookings and will give you the option to find parking.