ParqEx User Guide for Sea Colony Titled Owners

—

Introduction

This document is intended for titled owners at Sea Colony who wish to reserve a parking spot using the ParqEx app. The document outlines the steps on how to book a parking spot, manage vehicle information, and view orders.

Authored by: Cooper Adams

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)

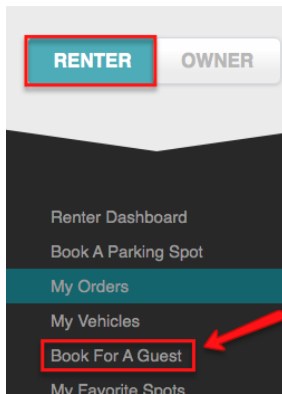# ParqEx Support Information:

Email: support@parqex.com

Phone: (855) 727-7391

Chat: Click

WHO CAN PARTICIPATE

You must be a titled owner and have a valid Sea Colony badge to rent a parking space. Your badge will be checked at the gate. You must have a valid Sea Colony badge to park at Sea Colony.

How to book parking using "Book For A Guest":

Step 1: From the "RENTER" menu, click "Book For A Guest".

Note: If the "Book For A Guest" tab does not appear, contact ParqEx support (pg. 2) or Sea Colony staff at parking@seacolony.com to ensure you've been granted access to the property.

Step 2:

1. Select the desired Sea Colony house (Ex:Chesapeake, Dover, Farragut, Georgetowne, Harbour or Island Houses) via the dropdown menu, signalled by the ˅

2. Input the desired arrival and departure dates

   Note: All Sea Colony reservations last for 24 hours, from **10am -10 am** the following day. If you wish to purchase same-day parking, reservations must be made before **midnight**

3. Once you've selected the desired location and date, select the "Search" button to see your available options

4. Once you see the house you'd like to purchase a spot in, select the "Book!" button to proceed to checkout

Step 3:

1. Confirm the location is accurate to your desired parking location. The parking spot number is automatically assigned to you.

2. Confirm booking date and time.

3. Confirm price.

4. Select "No" for "Do you know your guest's information".

Note: This process will result in a parking spot for you, not for a guest.

5. Enter payment information.

6. Once you have read and agreed to the ParqEx terms and conditions, you can place your order!
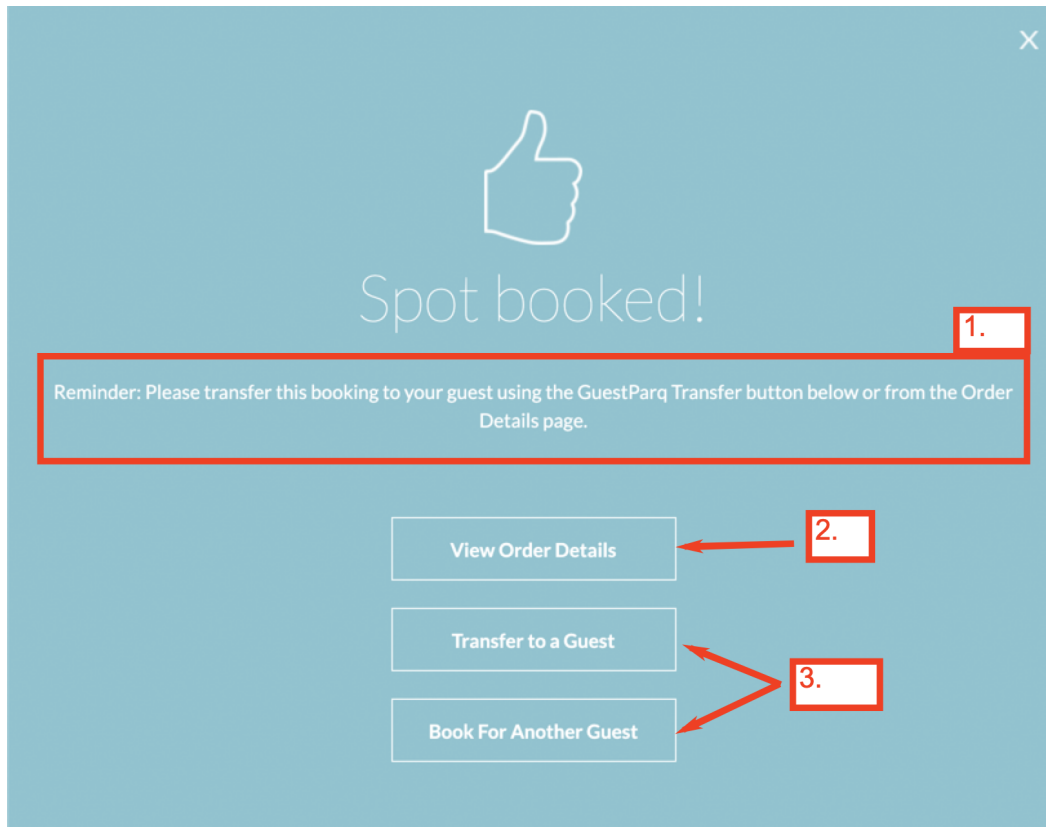
Step 4:

1. You will not need to transfer this reservation, so proceed to "View Order Details".

2. Select this button to view the reservation and print out the parking pass.

Spot booked!

Reminder: Please transfer this booking to your guest using the GuestParq Transfer button below or from the Order Details page.

1.

View Order Details

2.

Transfer to a Guest

3.

Book For Another Guest

3. You will not need to use these buttons, so you can feel free to ignore these as well.

Order receipt

Order ID: ▬▬▬▬▬▬

Duration: **24 HOURS**

Parking fee: **$12.50**

Promotion:

Service fee: **$0.50**

Total: **$13**

Print receipt

PRINT PARKING PERMIT/TAG

Step 5:

- At the bottom of the page, you will see your order receipt.
- You can view the duration of the reservation (24 hours), along with the pricing breakdown.
- Click the "PRINT PARKING PERMIT/TAG" button to print out the parking pass.

DISPLAY THIS END TOWARDS DRIVER

Sea Colony.

33548 Market Place, Bethany Beach, DE 19930

[barcode] **1.**

ODP173502

Spot # 909 A **2.**

Valid From 04/08/2021 10:00 AM To 04/09/2021 10:00 AM

ON-DEMAND PARKING PERMIT
PLACE THIS SIDE UP ON
DRIVER'S SIDE DASHBOARD
Annapolis House - Sea Colony Parking Rules

1. Vehicles shall only be parked in designated parking spaces.
2. No. vehicle may park in a fire zone or alongside yellow curbs.
3. No unauthorized vehicle shall be parked in a reserved parking space or vendor space.
4. No oversized vehicles, campers, trailers, boats or motor homes are permitted to park.
5. Vehicles in violation of these parking regulations are subject to enforcement procedures without notification to the vehicle's owner and at vehicle owner's expense. Enforcement may include violation notice and/or fine, booting and/or towing. These actions will be performed in accordance with the procedures in the Security Policies and Procedures Manual.
6. Owners of booted vehicles will be fined and required to pay the fine to Parking Recreational Association prior to release of the vehicle.

Annapolis House - Sea Colony parking rules are enforced year-round.

THIS PERMIT MAY NOT BE DUPLICATED
VIOLATIONS RESULT IN FINES

WARNING: Annapolis House - Sea Colony is not obligated to notify vehicle owner prior to towing.

MUST BE DISPLAY WHILE ON PROPERTY **3.**
THIS END TOWARDS FRONT OF VEHICLE

Step 6: You will receive a parking pass similar to the one shown on the left. Print it out and display it on your driver's side dashboard.

1. Make sure the barcode is visible.

2. Double check to ensure the time and parking spot is accurate to your reservation.

3. You MUST display this parking pass on your driver's side dashboard, otherwise your vehicle may be subject to ticket or tow.

How to manage vehicle information:
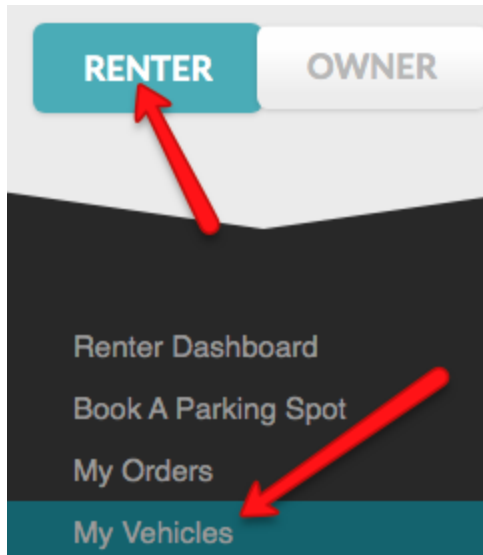
Step 1: From the "RENTER" menu, select "My Vehicles"
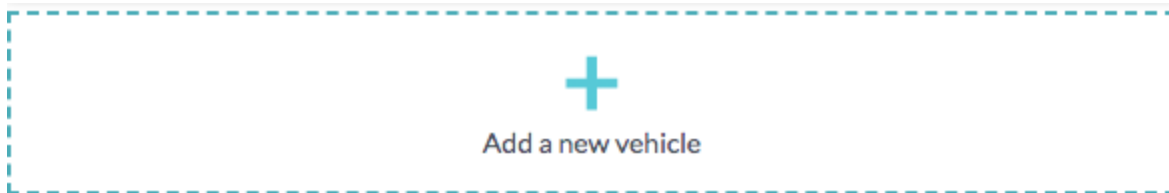

**Step 2:** Select the "Add a new Vehicle" Feature

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. If security is not able to view your pass, they can use this info to verify your reservation.

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

How to manage your orders:
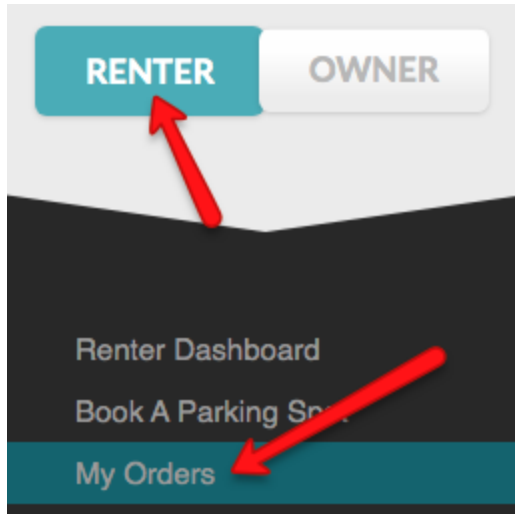
Step 1: From the "RENTER" menu, select "My Orders".
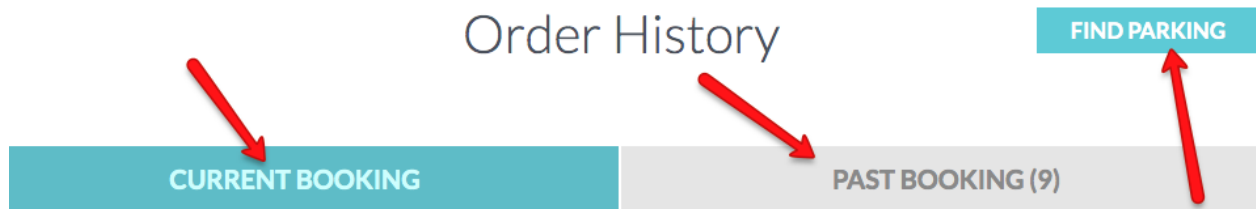
Step 2: This feature will allow you to see all your current bookings, past bookings and will give you the option to find parking.