
Casa Del Mar - ParqEx User Guide for Guests



Introduction

This document is intended for guests/visitors of residents at Casa Del Mar outlining the steps to claim a guest parking pass to gain access to the property to park their vehicles using the ParqEx app.

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How to access the portal: ParqEx Support Information

Web Browser: <https://app.pargex.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)

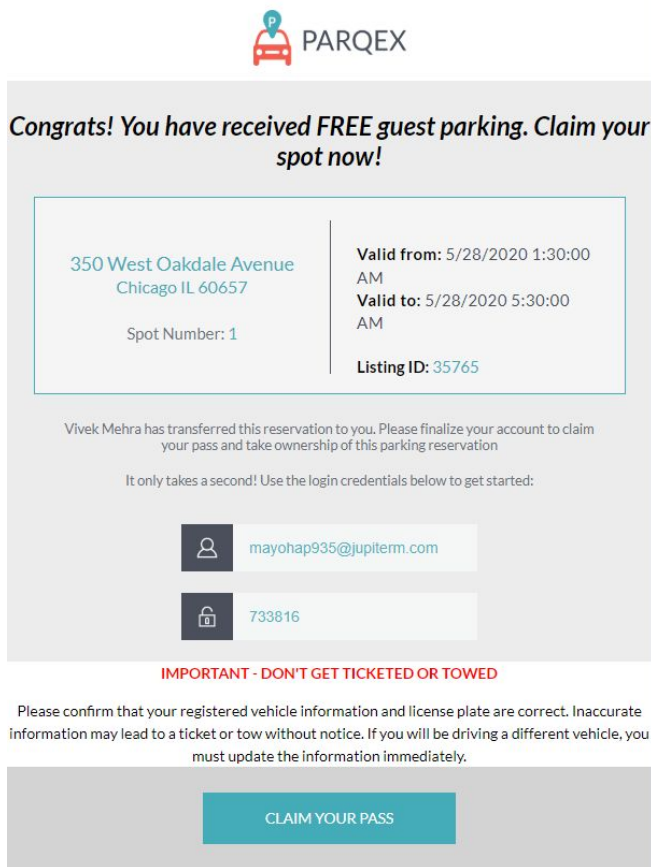
ParqEx Support Information:

Email: support@parqex.com

Phone: (855) 727-7391

Chat: [Click](#)

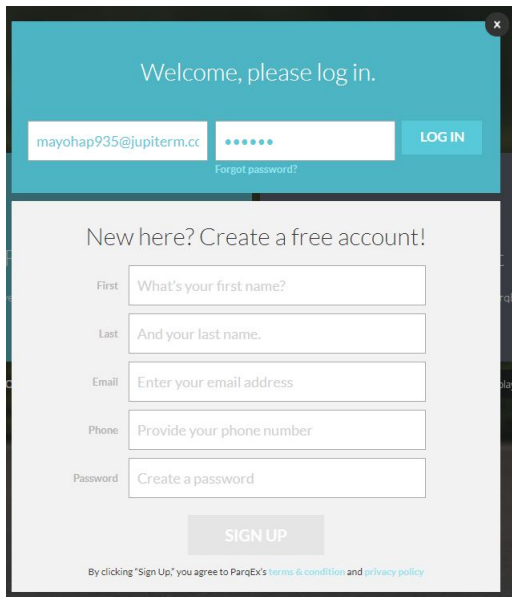
How To Claim A Guest Pass



The screenshot shows the ParqEx app interface. At the top, there is a ParqEx logo. Below it, a message reads: "Congrats! You have received FREE guest parking. Claim your spot now!". A central box contains the following information: "350 West Oakdale Avenue Chicago IL 60657", "Spot Number: 1", "Valid from: 5/28/2020 1:30:00 AM", "Valid to: 5/28/2020 5:30:00 AM", and "Listing ID: 35765". Below this box, a message states: "Vivek Mehra has transferred this reservation to you. Please finalize your account to claim your pass and take ownership of this parking reservation". It then says: "It only takes a second! Use the login credentials below to get started:". There are two input fields: one for the email address "mayohap935@jupitem.com" and one for the password "733816". Below the input fields, a red warning message reads: "IMPORTANT - DON'T GET TICKETED OR TOWED". A final message says: "Please confirm that your registered vehicle information and license plate are correct. Inaccurate information may lead to a ticket or tow without notice. If you will be driving a different vehicle, you must update the information immediately." At the bottom, there is a teal button labeled "CLAIM YOUR PASS".

STEP 1:

1. Check your email (sometimes in a spam folder), you should have received an email from ParqEx with the subject saying your host has reserved a parking spot for you!
2. The email will have your username and temporary password to log into the ParqEx app. (Keep this information handy, you will require it in the future)
3. Click on the "CLAIM YOUR PASS" to claim/confirm the guest parking reservation in the ParqEx app. Clicking on the button will navigate you to the ParqEx app.



Welcome, please log in.

mayohap935@jupiterm.cc LOG IN

[Forgot password?](#)

New here? Create a free account!

First

Last

Email

Phone

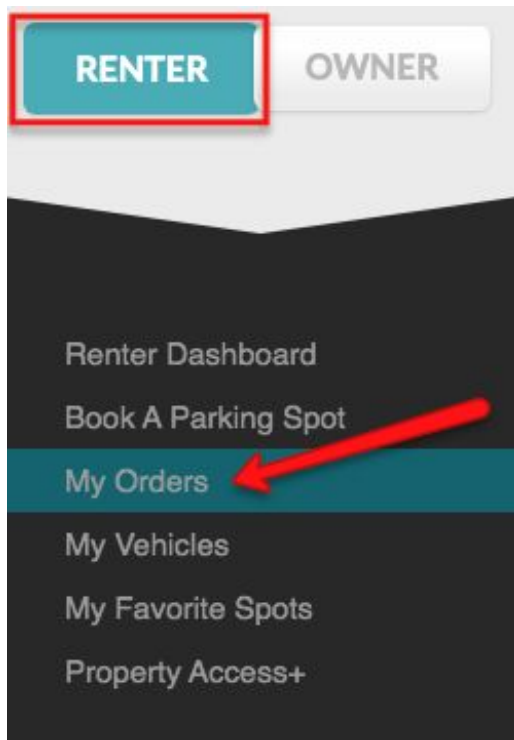
Password

SIGN UP

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

STEP 2:

Log into the ParqEx app.



RENTER OWNER

Renter Dashboard

Book A Parking Spot

My Orders

My Vehicles

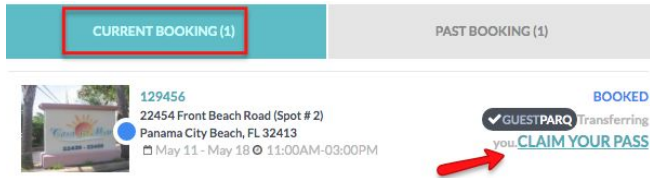
My Favorite Spots

Property Access+

STEP 3:

From the "RENTER" menu, click "My Orders".

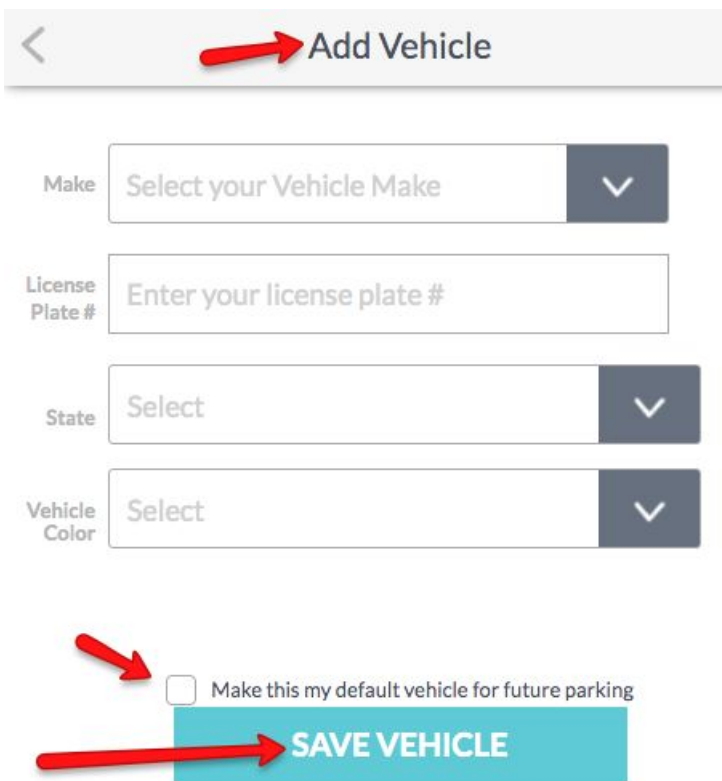
This will bring you to your current orders, including any guest park transfers you may have.



STEP 4:

Click on “Claim your Pass”: This will claim your guest parking pass.

NOTE: You will be asked to fill out your vehicle info (Make, Model, Color and License plate number.)



STEP 5:

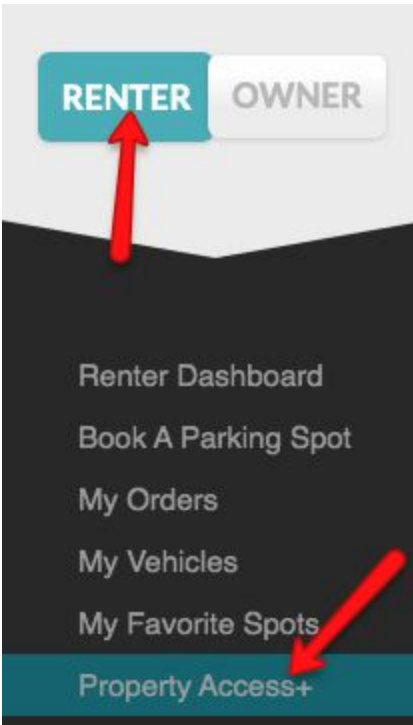
1. Enter your vehicle information: Make, License Plate #, State, Vehicle Color
2. Click “SAVE VEHICLE”

Optional: If this is your first and going to be your default vehicle, you may click on the checkbox for “Make this my default vehicle for future parking”

NOTE: *Entering accurate vehicle information is extremely important for security purposes.*

After this step is complete, the spot is now completely transferred! You can get access to the parking facility via Access+ 15 minutes prior to the start of the reservation

How To Access The Property



STEP 1:

From the “RENTER” menu, click on “Property Access+”

This will Show you all properties you have access to. This includes the guest pass you received



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

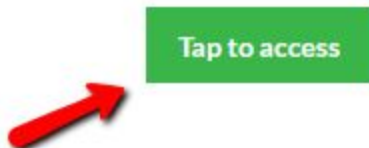
STEP 2:

1. After claiming the guest pass, you will see the property in the list.

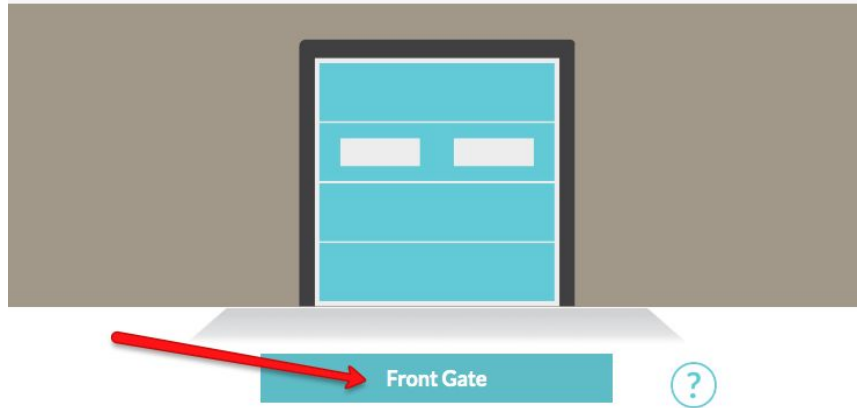
2. If the reservation is active (15 minutes prior to the start of the

reservation), you will see a button “Tap to access” button next to the property.

3. Click on the “Tap to access” button to get to the screen which allows you to open the “Front Gate”



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



STEP 3:

Once the reservation has started, you can press Front Gate or any other access point available to you via this screen.



NOTE: Access will not be available until 15 minutes prior to the start of your reservation. If the reservation is not active, you will see a disabled button with information on when the access will be granted based on the reservation.