
ParqEx User Guide for Residents

- FREE PARKING FOR RESIDENTS



Introduction

This document is intended for residents impacted by CTA RPM Construction who wish to book/reserve a FREE parking spot using the ParqEx app. The document outlines the steps on how to book a parking spot, use Access+ to control access points (Ex: 5051 N. Broadway's garage), update vehicle information, and view your orders.

Authored by: Cooper Adams

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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.pargex.com>

Your credentials:

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

ParqEx Support Information:

Email: support@pargex.com

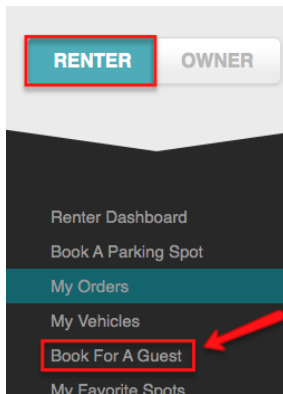
Phone: (855) 727-7391

Chat: [Click here](#)

WHO CAN PARTICIPATE

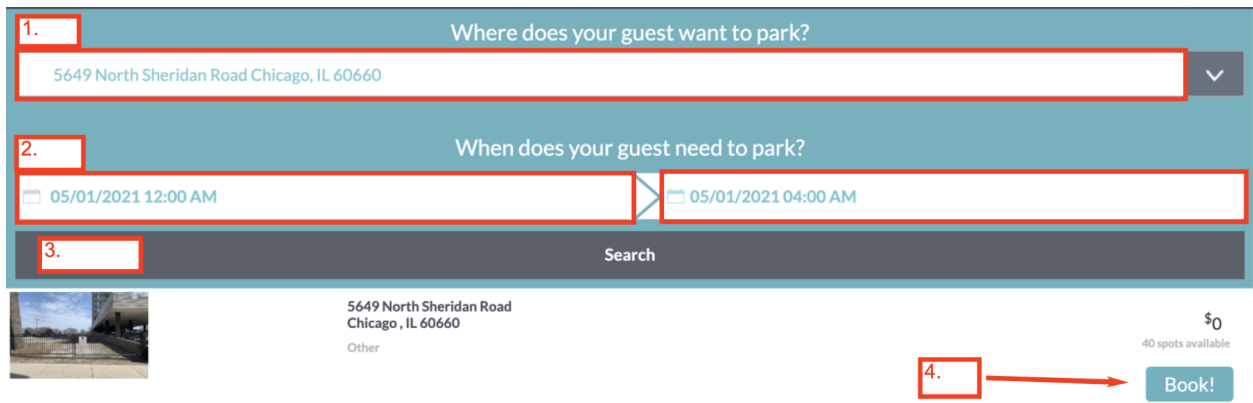
You must be a resident affected by CTA RPM Construction and on the approved list of residents who are authorized to participate in this program. Only authorized users can book FREE parking and park in these parking facilities.

How to book parking using “Book For A Guest”



Step 1: From the “RENTER” menu, click “Book For A Guest”. Even if you are booking a spot for yourself, use “Book For A Guest” to do so.

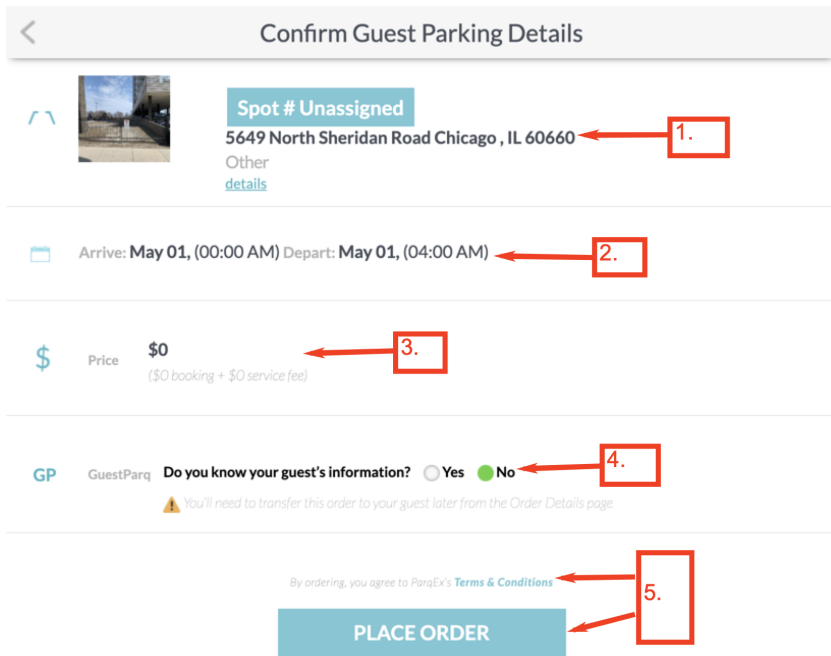
Note: If the “Book For A Guest” tab does not appear, contact ParqEx support (pg. 2) or Walsh-Fluor staff to ensure you’ve been granted access to the property.



The screenshot shows the PARQEX booking interface. It is divided into three main sections. The first section, labeled '1.', asks 'Where does your guest want to park?' and features a text input field containing '5649 North Sheridan Road Chicago, IL 60660' and a dropdown arrow on the right. The second section, labeled '2.', asks 'When does your guest need to park?' and contains two date and time pickers: the first is set to '05/01/2021 12:00 AM' and the second to '05/01/2021 04:00 AM'. The third section, labeled '3.', is a dark grey bar with the word 'Search' in white. Below this is a search results area. On the left is a small image of a parking lot. To its right, the address '5649 North Sheridan Road Chicago, IL 60660' is displayed, with 'Other' below it. Further right, the price '\$0' and '40 spots available' are shown. On the far right, a blue 'Book!' button is visible, with a red box labeled '4.' and an arrow pointing to it.

Step 2:

1. Select the desired Walsh-Fluor location (Ex: 5649 N. Sheridan, 1100 W. Bryn Mawr, or 5051 N. Broadway) via the dropdown menu, signalled by the ▾
2. Input the desired arrival and departure dates and times
3. Once you've selected the desired location and time, select the "Search" button to see your available options
4. Once you see the location you'd like to park at, select the "Book!" button to proceed to checkout



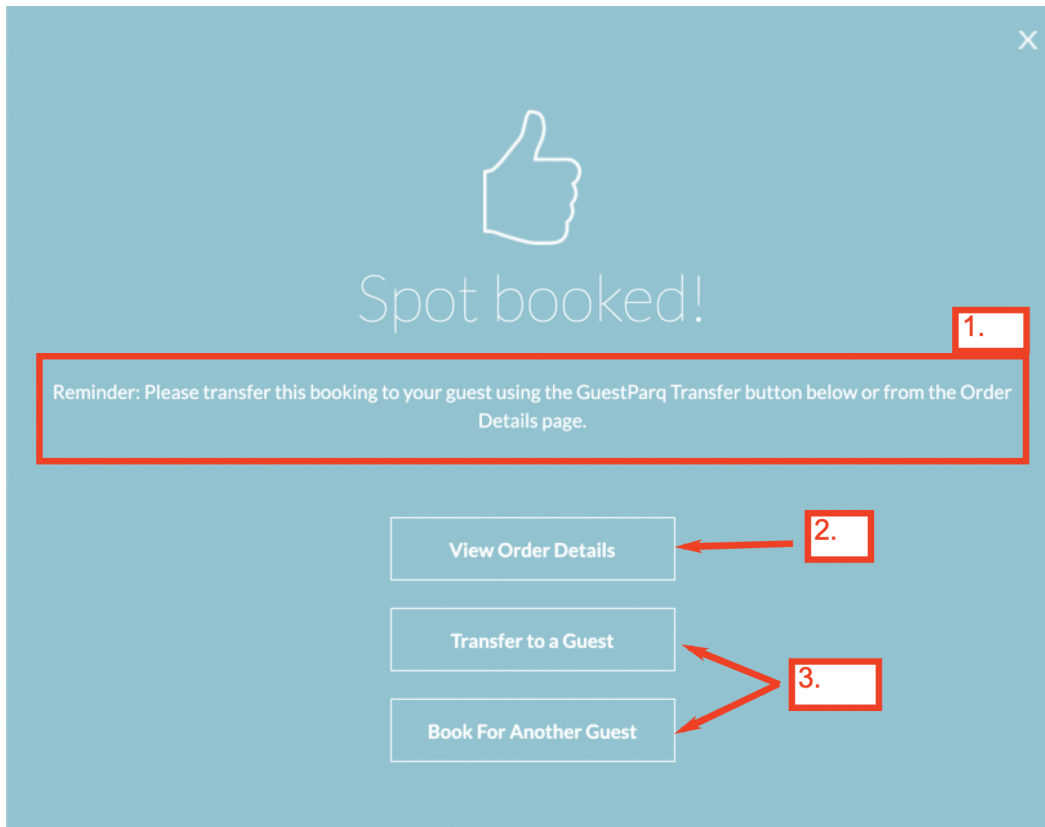
The screenshot shows the 'Confirm Guest Parking Details' screen. It includes a back arrow, a title bar, a parking spot image, a location address '5649 North Sheridan Road Chicago, IL 60660', arrival and departure dates 'May 01, (00:00 AM)' and 'May 01, (04:00 AM)', a price of '\$0', a guest information question with 'No' selected, and a 'PLACE ORDER' button. Red boxes and arrows labeled 1 through 5 point to these specific elements.

Step 3:

1. Confirm the parking location.
2. Confirm booking date and time.
3. For Walsh-Fluor locations, the price should be \$0. Confirm the price.
4. Select “No” for “Do you know your guest’s information”

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

5. Once you have read and agreed to the ParqEx terms and conditions, you can place your order!



Step 4:

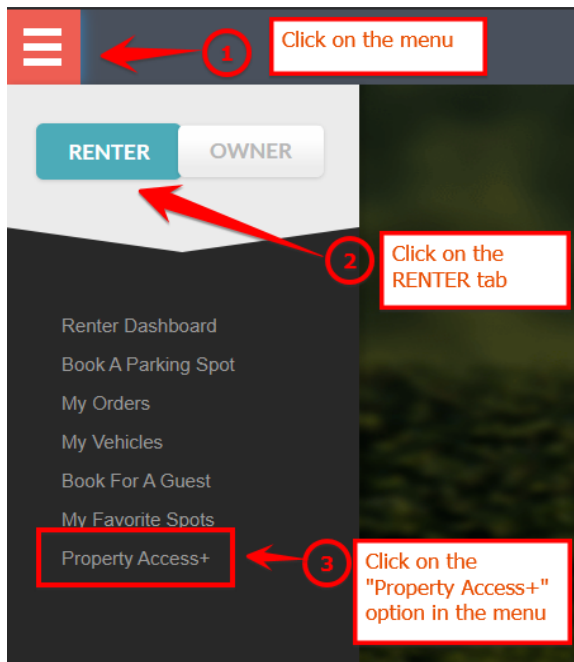
1. If this reservation is for you, you can ignore this text.

2. Select this button to view the reservation and order details if you desire.

3. If you are booking for yourself, you can ignore these prompts.

How to use Access+:

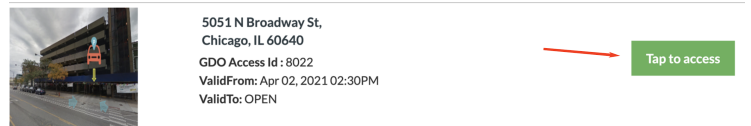
What is Property Access+? Property Access+ provides you the ability to operate pedestrian and garage doors via the ParqEx app. 5051 N. Broadway would be an example of a garage where this is necessary.



How to use Property Access+ via the ParqEx app?

Step 1:

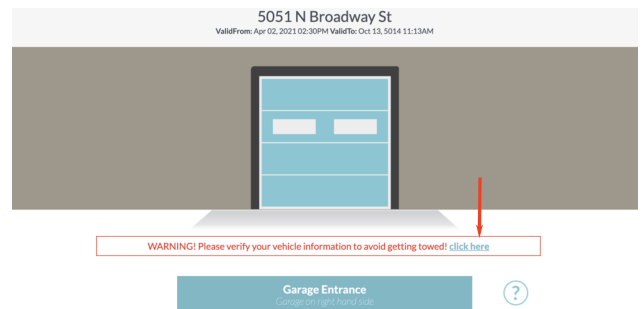
In the menu, select the “RENTER” button and then select the “Property Access+” option.



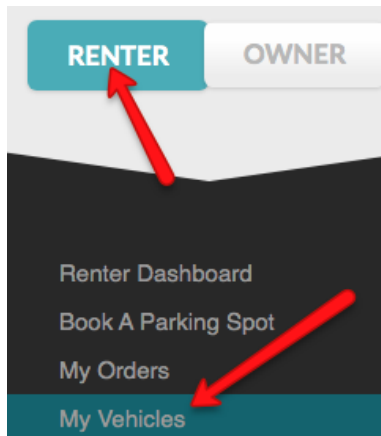
Step 2:

Once you click on the “Property Access+” feature, you will find the property you have access to. Press the “Tap to access” button to get to the button to operate the garage door.

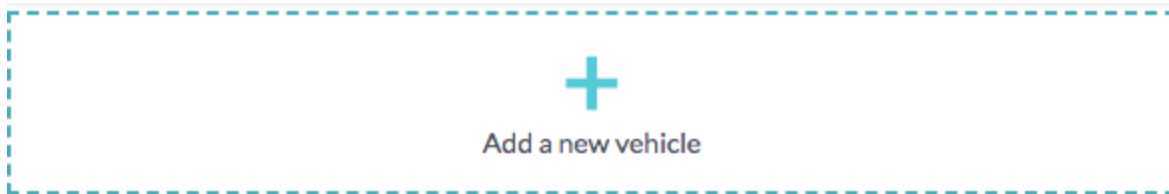
WARNING: Always verify the vehicle information to avoid getting towed. Also, do not give access to unauthorized vehicles, this will result in your account being suspended and you may incur fines.



How to manage your account's vehicle information



STEP 1: From the “RENTER” menu, select “My Vehicles”



STEP 2: Select the “Add a new Vehicle” Feature

Make ▼

License Plate #

State ▼

Vehicle Color ▼

Make this my default vehicle for future parking

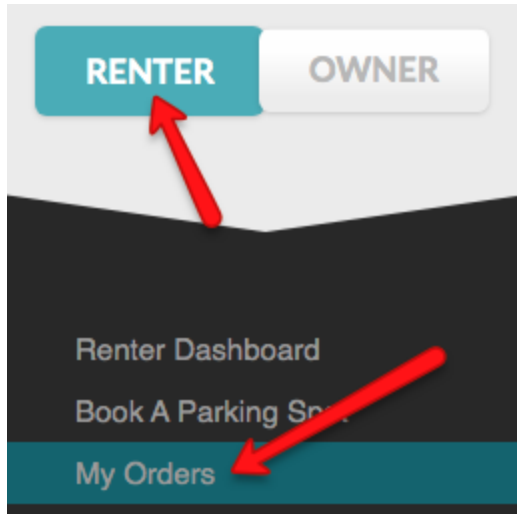
SAVE VEHICLE

STEP 3:

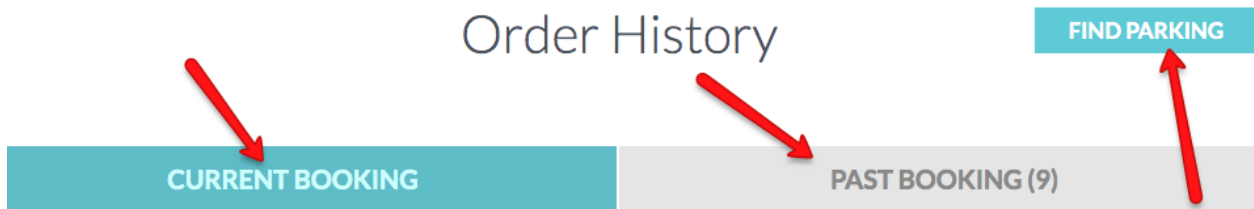
Upload all accurate information of your vehicle including Make, Model, License Plate, State and vehicle color. This is extremely important to be completely accurate. Failure to input correct vehicle information could result in a towed vehicle at your expense.

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.