ParqEx User Guide for StartingBlock Members

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Introduction

This document is intended for members of StartingBlock. The document outlines the steps on how to use Access+ to control the access points (E.g. The garage door), update vehicle information, and create a reservation.

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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.parqex.com

Your credentials:

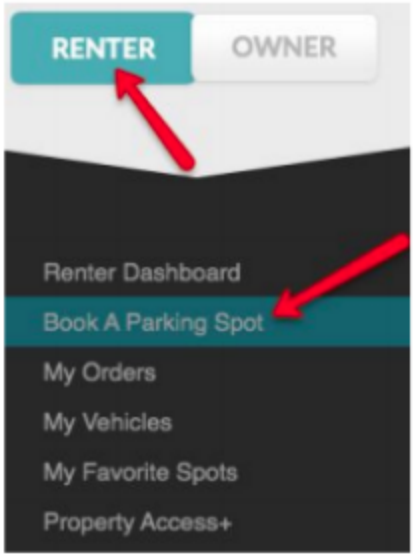
- **Username**: Your email address
- **Password**: The password you have chosen (Select "Forgot Password" to create a new one)

ParqEx Support Information:

Email: support@parqex.com

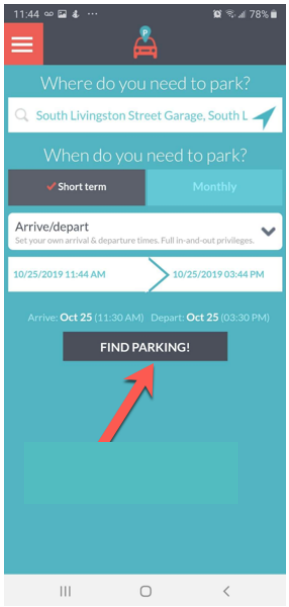
Phone: (855) 727-7391

How to Book a Parking Space (Short-Term):

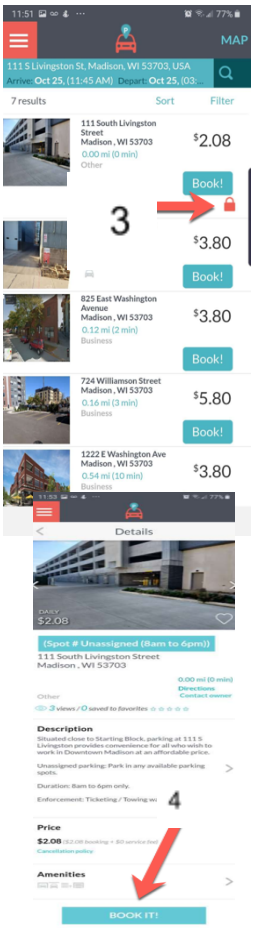


STEP 1: From the "RENTER" menu, click "Book A Parking Spot".

Step 2: Select the property and exact time span your guest will need to be parked on the property. Then select "FIND PARKING".



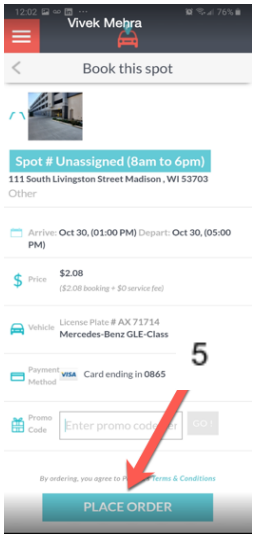
Step 3: “111 South Livingston” should appear at the top of the results page. You will know you have selected the correct property if there is a small lock icon at the bottom of the listing.



> **If the property does not appear**, please contact support at support@parqex.com or call (855) 727-7391 (by phone 8 am to 6 pm M-F).

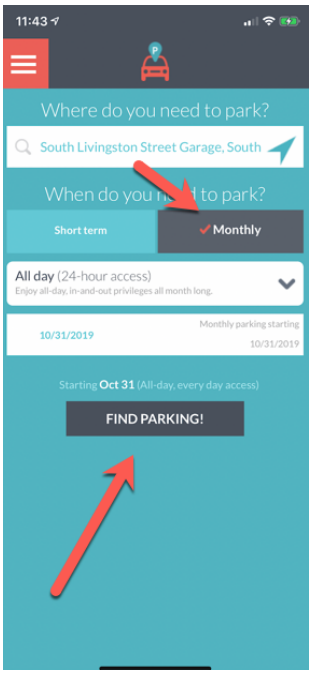
Step 4: Please find the spot that you wish to reserve and click “Book It”.

Step 5: If you have all of your payment, vehicle, and personal information filled out, please click “Place Order”

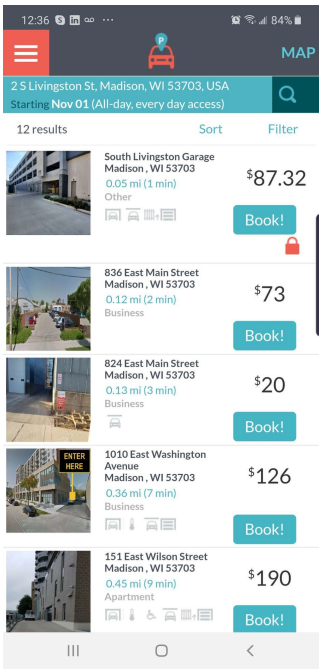


How to Book a Parking Space (Monthly):

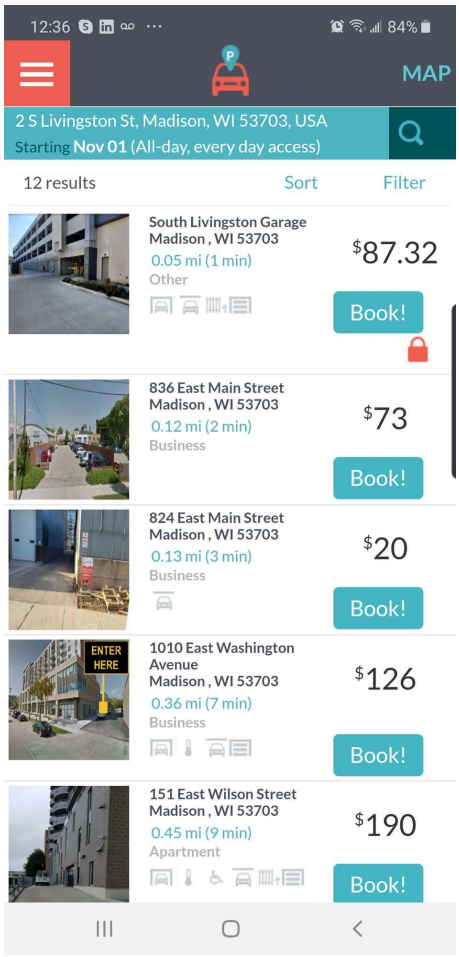
1. After you search “South Livingston Garage” select “Monthly” and your desired starting date. Then, click on “Find Parking”. WARNING: Corporate renters should contact their employer about monthly spots.

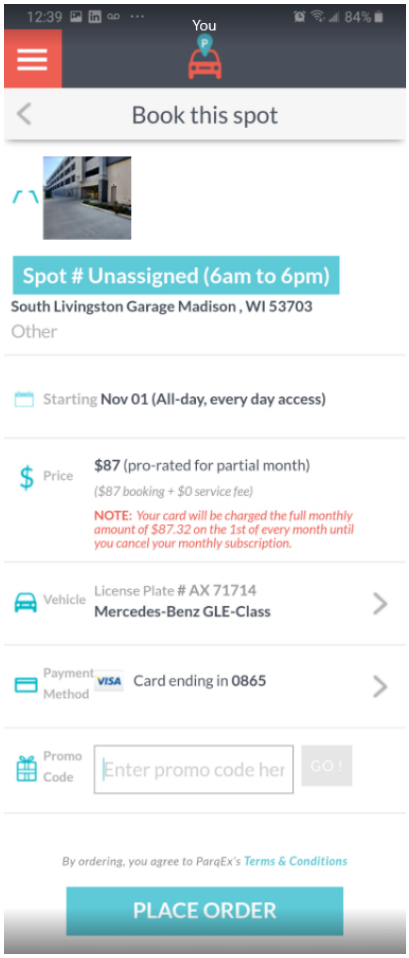


2. Select 111 South Livingston Garage and click “Book”.



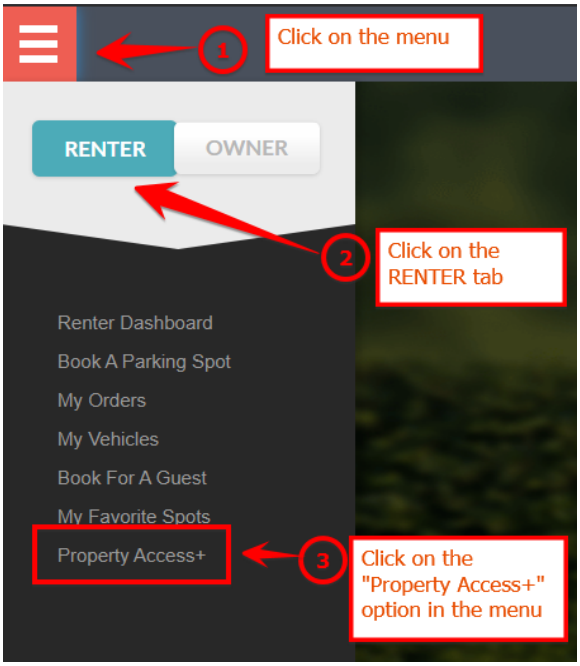
3. Choose the spot you would like for monthly parking.
4. Scroll down and select “Book It!” to complete your purchase.
5. Confirm your order details and select “Place Order”.





How to use Access+:

What is Property Access+? Property Access+ provides you the ability to use the app to operate the garage via the ParqEx app.



This functionality will be the main way to open the garage door. With this method of garage operation, the property becomes more secure so you and property management know that only authorized users can enter the property. If you have a guest, they will also be able to utilize Access+.

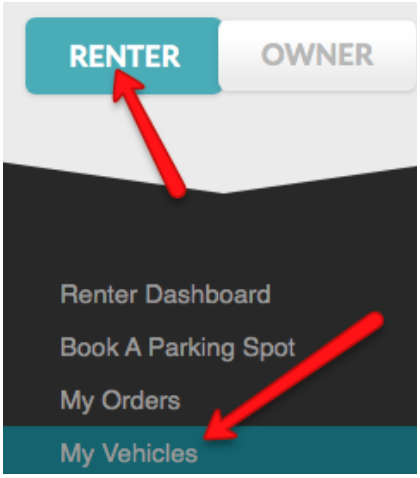
How to use Property Access+ via the ParqEx app?

Step 1:
In the menu, select the "**RENTER**" button and then select the "**Property Access+**" option.

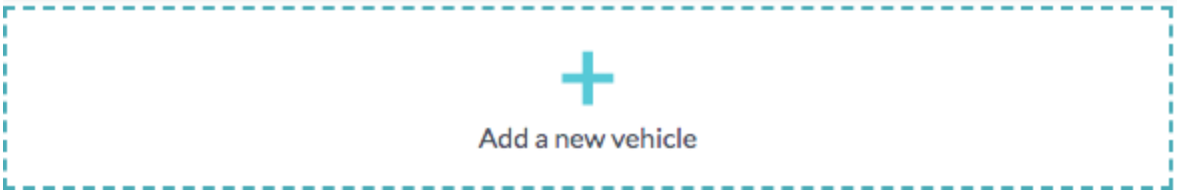
Step 2:
Once you click on the "Property Access+" feature, you will find the property you have access to. Press the "**Tap to access**" button to get to the buttons to operate the garage door.

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

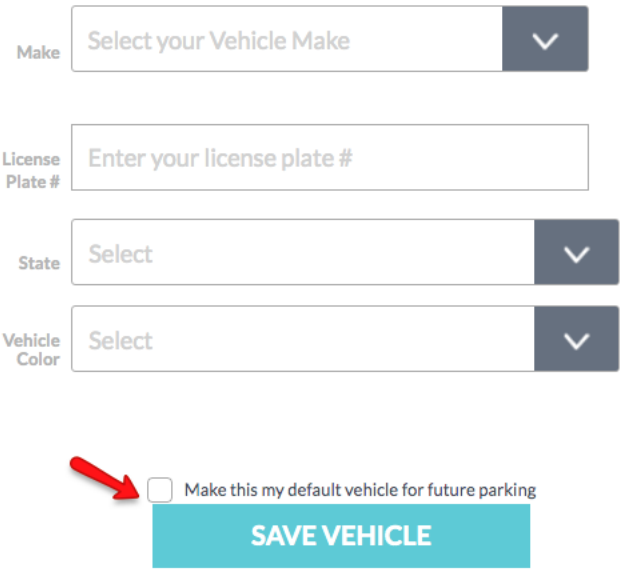
How to manage your vehicle information on the order



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.