




User Guide for “FOR|M Cohort 2020” to book FREE parking at The Pritzlaff Parking garage

If you are a member/attendee of “FOR|M Cohort 2020” events and you have been notified by management to receive parking services, this guide will show you how to book **short-term** parking at no cost to you. This program only allows you to book the free parking at the Pritzlaff parking garage located at: **179 West Saint Paul Avenue**.

 NOTE: ParqEx has sent you an email with your username, password & instructions. If you don't see the email, please check your spam/promotions email folders. If you still don't find the email, please contact [ParqEx customer support](#) immediately.

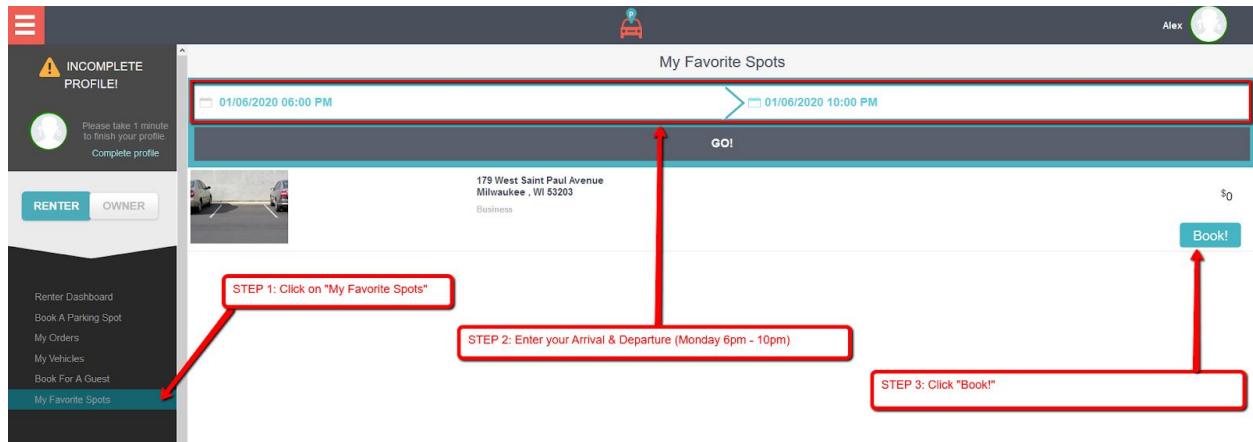
 NOTE: When attempting to book parking at this facility, if you don't see the property, or see a **dollar amount** when booking the parking spot then you are **NOT** set up correctly. Please contact [ParqEx Customer Support](#) to get access to the garage.

 NOTE: The pre-paid short-term parking is available from **6 pm to 10 pm on Mondays from Jan 6th to March 31st, 2020**.

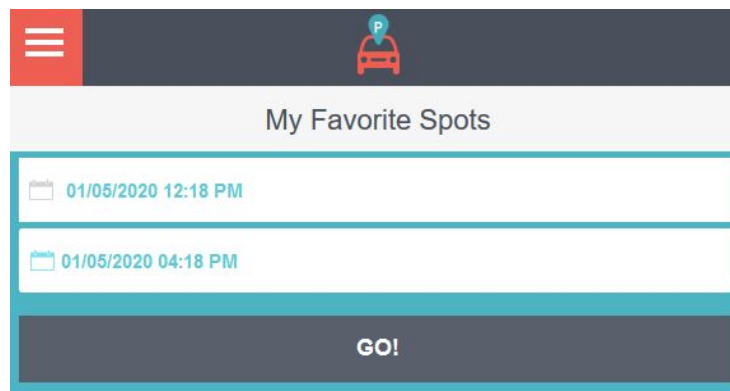
How to Book your free parking

ParqEx will provide user name and password to login. Once logged in follow the steps below:

1. Click “My Favorite Spots” in the Menu.
2. Enter Arrival and Departure information (**Monday 6pm - 10pm only**) and click on the “GO!” button.



⚠ NOTE: When you click “GO!” and the search does not return any results (see screen below), then either you have not entered in the correct date and time (Mon 6pm - 10pm) or you are not on the authorized user list.

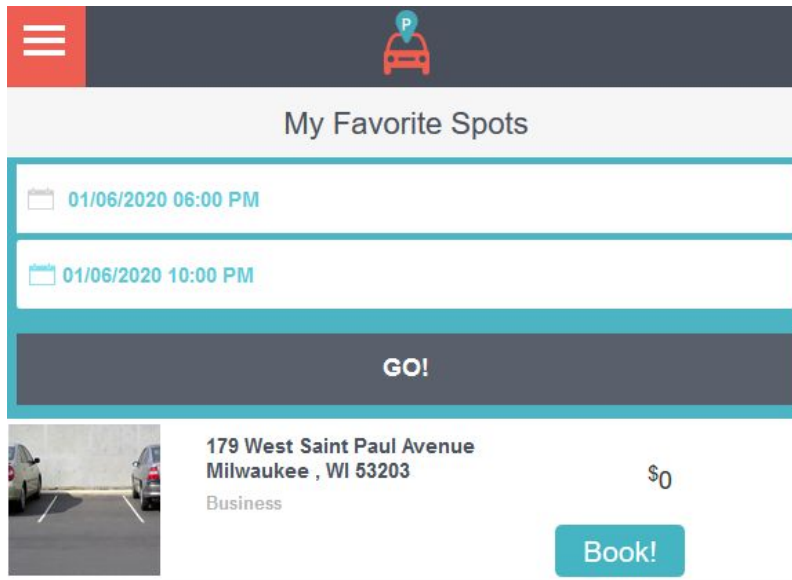


Your Favorite listings will show up here. Click the ❤ on the Parking Details page to save favorites.

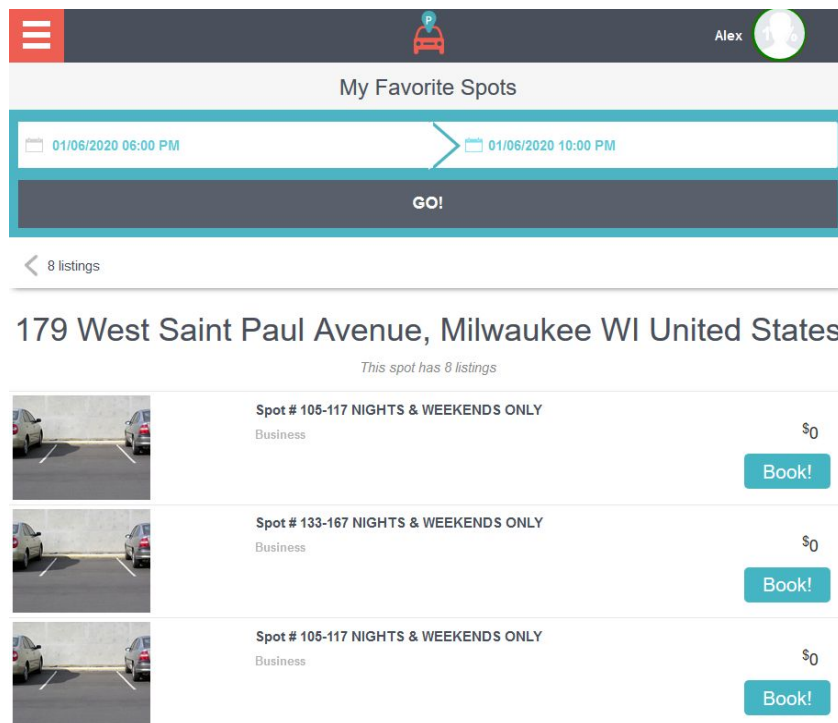
⚠ NOTE: If you click “GO!” and the search does not return any results, then either you have not entered in the correct date and time (Mon 6pm - 10pm) or you are not on the authorized user list.

- The Search results will show the **179 West Saint Paul Avenue**. Click “Book!” to proceed.

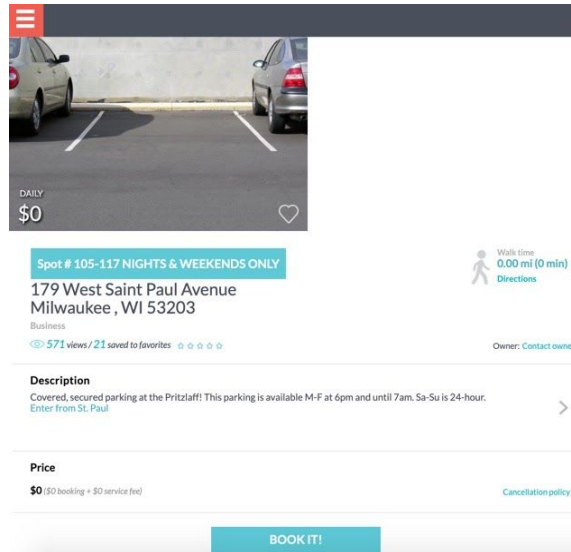
⚠ Notice the dollar amount will be \$0.



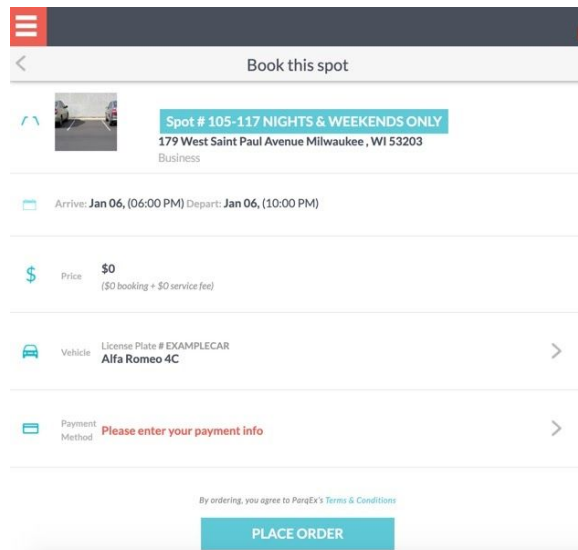
- Select a spot and click “Book!” to proceed to the Details screen.



5. Scroll down and select “Book It!”

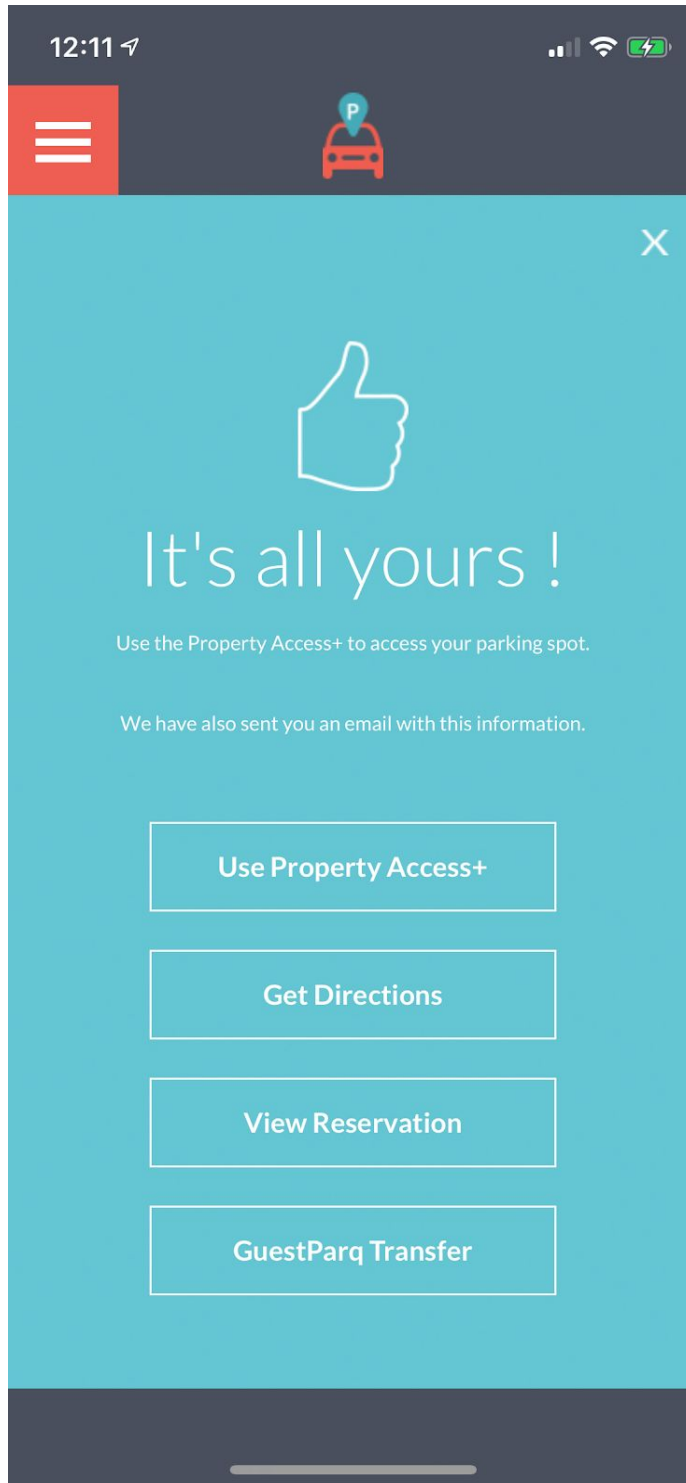


6. Please enter your Vehicle and Credit Card information then click “Place Order” to complete your booking.



⚠️ NOTE: Although there is no charge, you are required to provide a credit card for verification purposes. If you do not enter your credit card information, you will receive an error message to fill out all required fields.

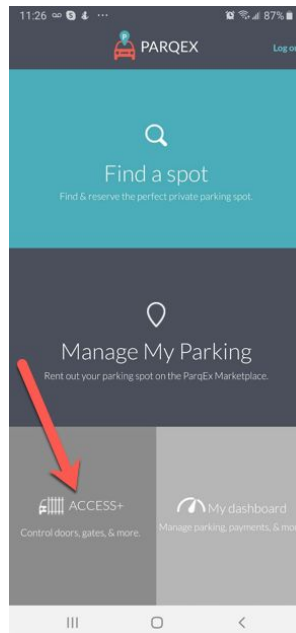
👍 That's it! Your parking spot is reserved. Now you can access the parking garage by clicking on the "[Property Access+](#)" button from the confirmation screen or the menu (Additional instructions provided below).



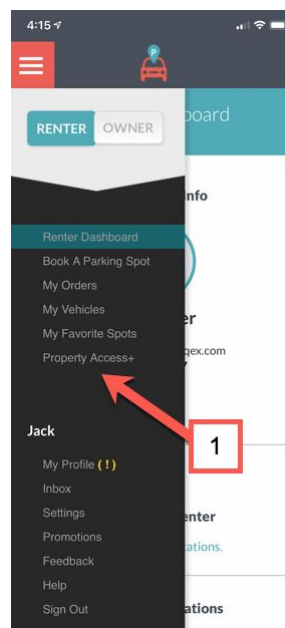
How to use “Property Access+”

This section provides step by step instructions on how to use the ParqEx Property Access+ to ENTER/EXIT the garage.

1. You will see the **Access+** shortcut on the home screen as shown below:

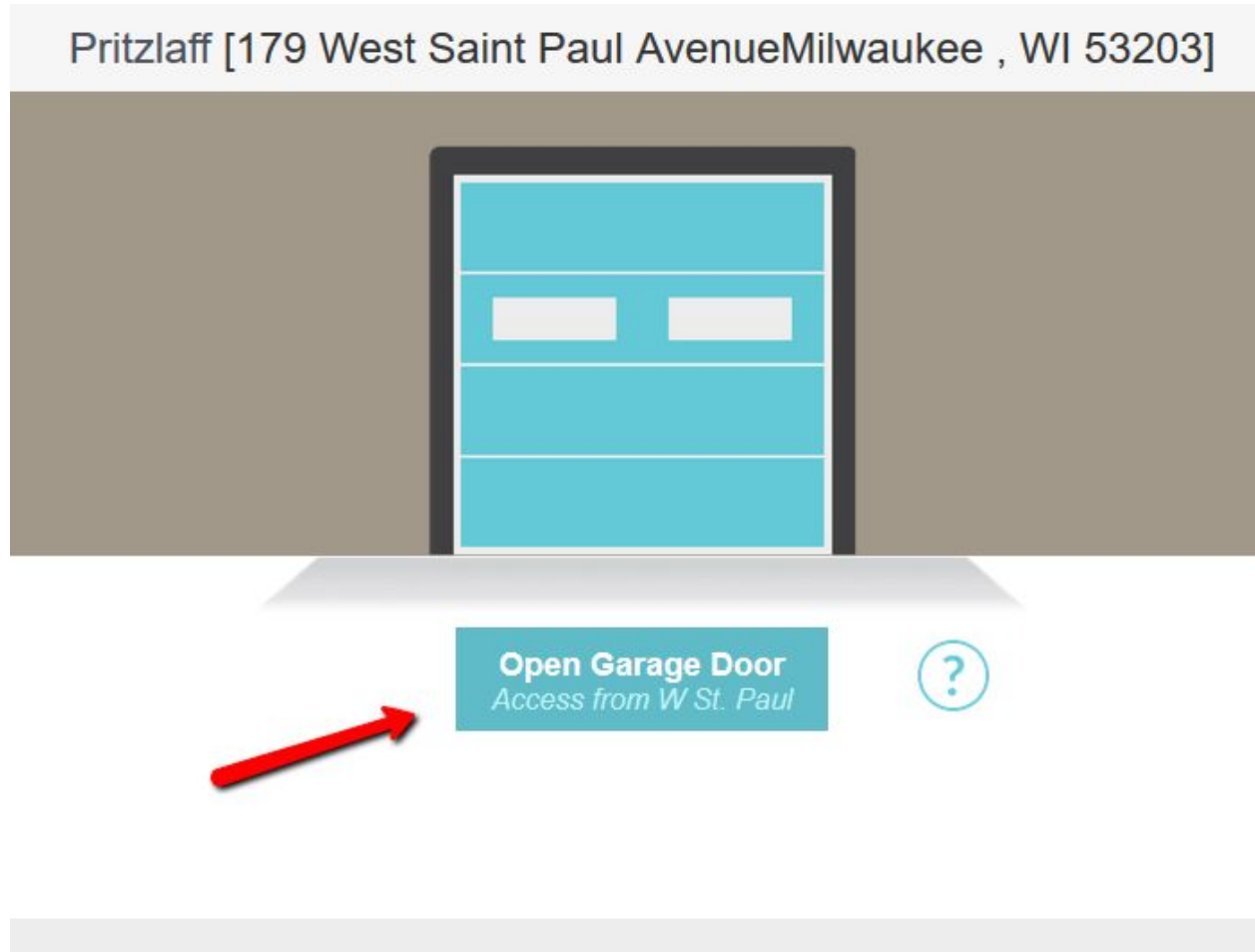


Alternatively, you can also get to the “**Property Access+**” function from the menu:



1. Click the OPEN DOOR button to open the gate to enter the garage.

If you follow the signs in the garage to exit the gate will automatically open up to let you out. Please contact us for questions regarding our ParqEx app at support@parqex.com or by phone Mon - Fri 8 am to 6 pm at (855) 727-7391.





ParqEx Customer Support

Email: support@parqex.com

Phone: (855) 727-7391.

Chat: [Click here](#) to start a chat session (Or copy and paste this link in a browser:
[https://tawk.to/chat/55c510123bebe0ba0d433502/default/?\\$_tawk_popout=true](https://tawk.to/chat/55c510123bebe0ba0d433502/default/?$_tawk_popout=true))

Business hours: Mon - Fri 8 am to 6 pm

Emergency: Call (855) 727-7391 and choose the emergency extension.