

Corporate User Guide:

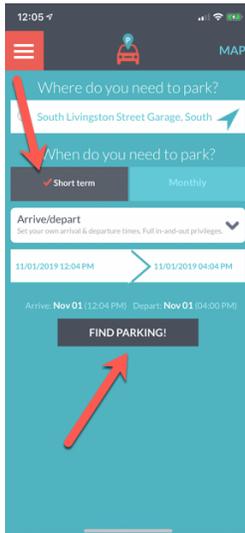
Some Tenants elect to pay for employee parking. If you were notified that your company pays for parking, this section is applicable to you.

If you are supposed to be on a corporate paid parking program, you should be able to book **short-term** parking at no cost to you (Your company will be charged). If you see a dollar amount for the South Livingston Garage when booking a parking spot then you are **NOT** on the correct list. Please contact support@parqex.com and your employer.

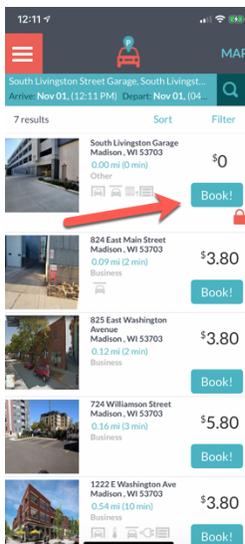
IMPORTANT: DO NOT book Monthly parking, although it will allow you to book, it will not auto-renew and it will cause accounting issues for you and your company. For monthly parking, contact your company representative to purchase the parking and transfer it to you.

Short-term renters (Corporate)

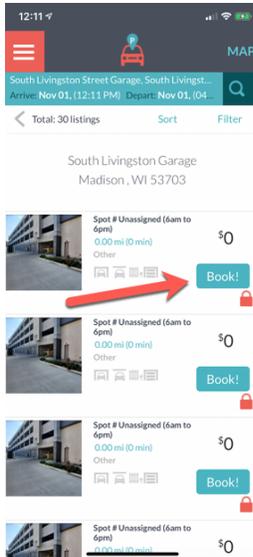
1. Search for “South Livingston Street Garage” in the search box. Select “Short-term” parking and click “Find Parking”.



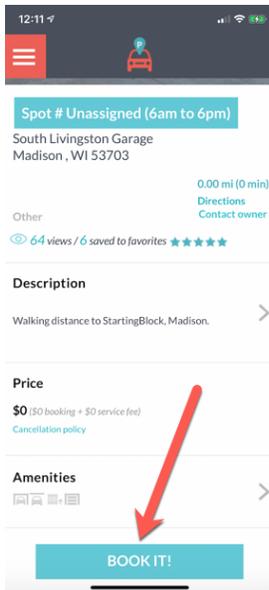
2. In the South Livingston Street Garage property select “Book!”
***Notice the dollar amount will be \$0.**



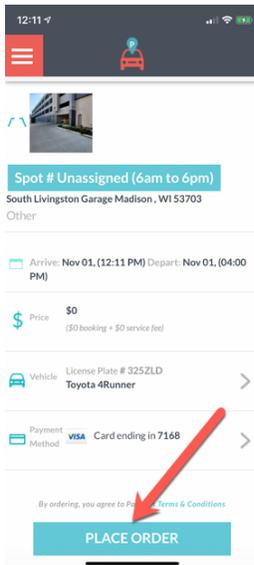
3. Select a spot and click “Book!”
***Check that the dollar amount is \$0.**



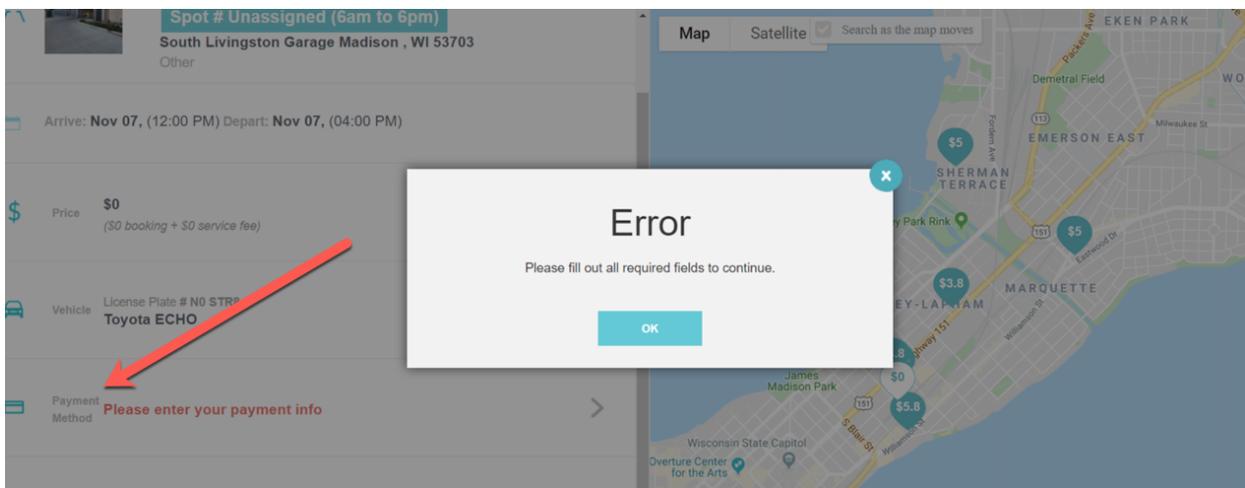
4. Scroll down and select “Book It!”



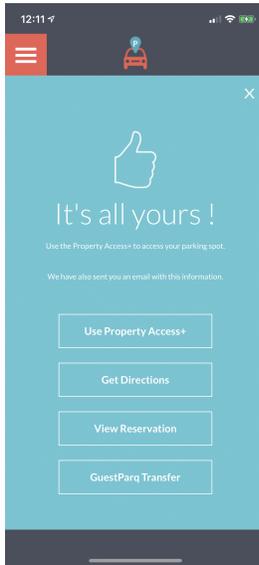
5. Please verify your vehicle info first then click “Place Order” to complete your booking.



NOTE: You will be required to provide your credit card for verification purposes (you will not be charged for this transaction). If you do not enter your credit card information, you will receive this error even if the transaction is \$0.



6. Your booking is complete for short-term parking.

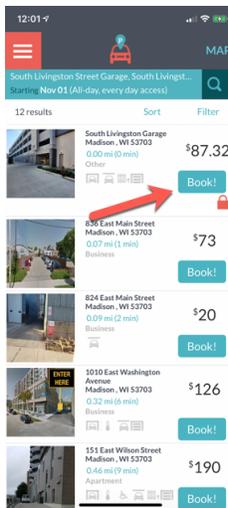


Monthly (Corporate) Accounts

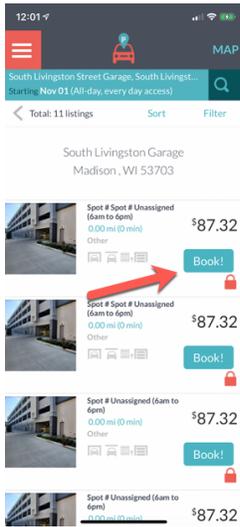
These instructions are for employers who wish to book monthly recurring parking for their employees.

*The company parking admin is the **ONLY** one able to do this. Employees should work with their employer/parking admin if they want monthly parking.

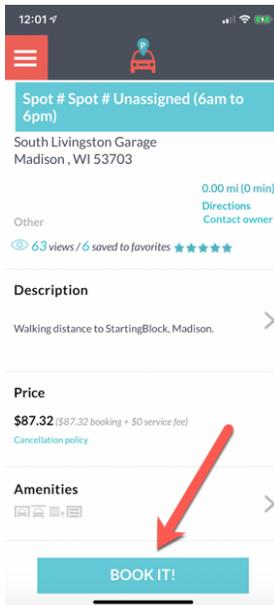
1. Search “South Livingston Garage” and select “Book!”.



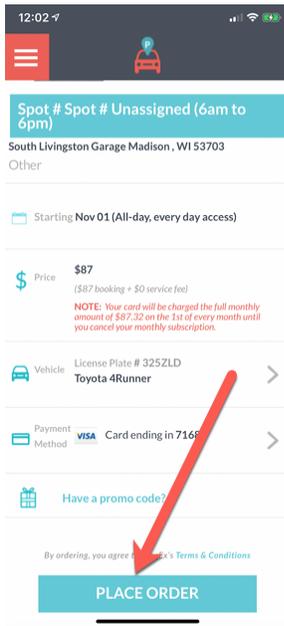
2. Choose the spot you would like to book.



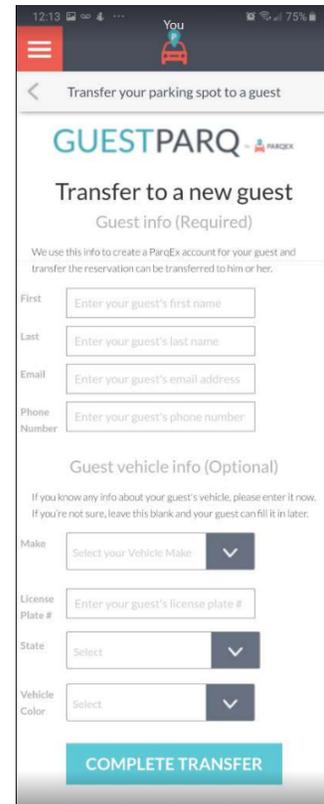
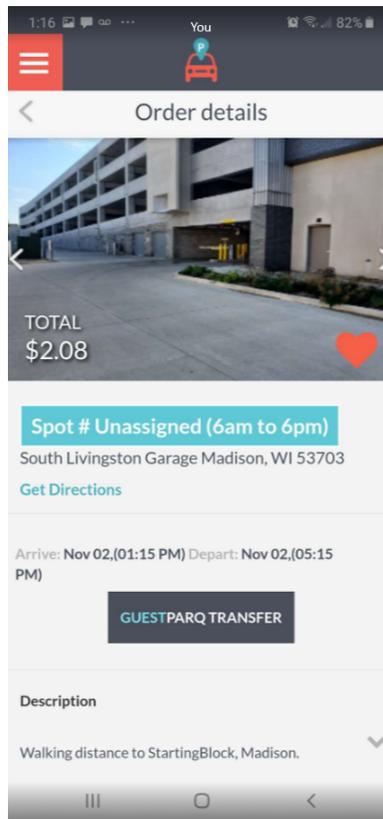
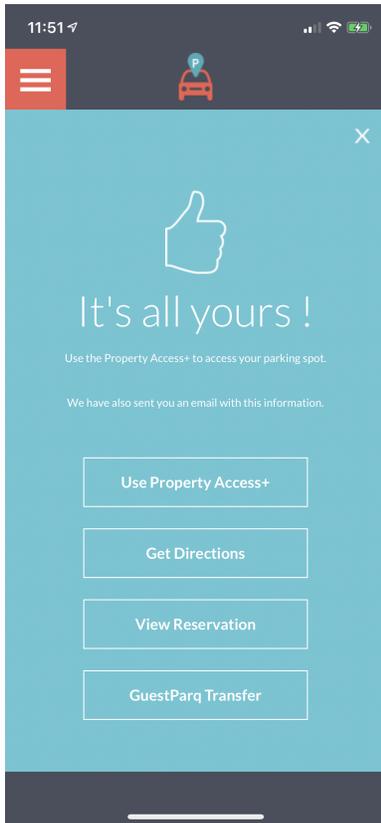
3. Scroll down and select "Book It!"



4. Select “Place Order” and your order will be complete.

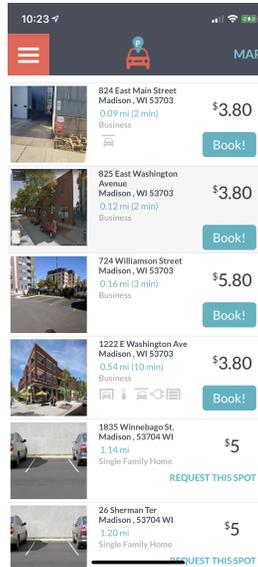


1. Transfer the reservation to your employee:
 - a. Click on the GuestParq Transfer button or Go to the Order Details screen and transfer the reservation to your employee (Same way as you would transfer to your guest):



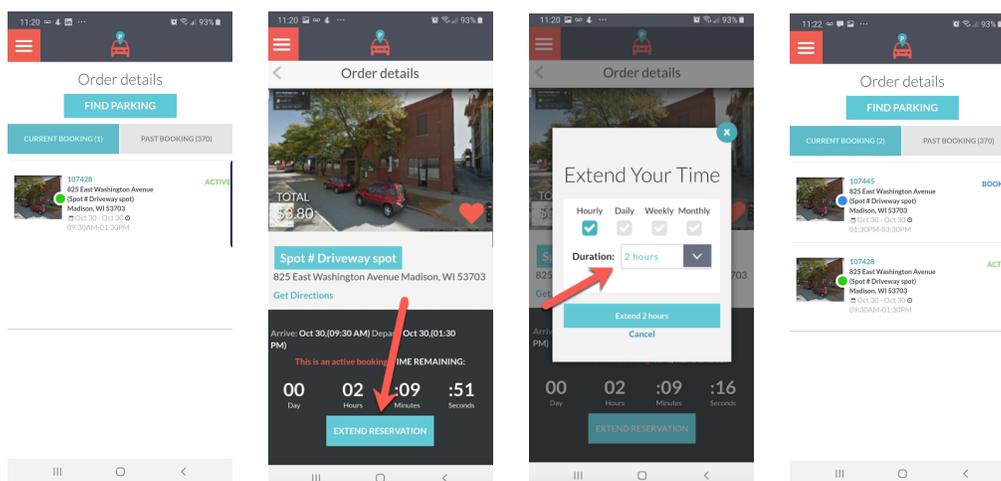
Helpful tips for corporate account users:

If the user **DOES NOT** see the South Livingston Garage property they are not on the access list or need to check to see if they are using the correct email. Below is an example of a user **NOT** having access to the property. Please contact support@pargex.com.



Extending a reservation for short term is shown in the examples below:

- Click on your active/ongoing reservation.
- Click on “EXTEND RESERVATION”
- Select the Hourly duration and purchase the additional time.
- Your reservation is now extended.



Extending a reservation for monthly renters:

The monthly renter is currently unable to extend a reservation. If you are a monthly renter and plan on staying beyond 6pm you need to create a [new short term reservation](#).