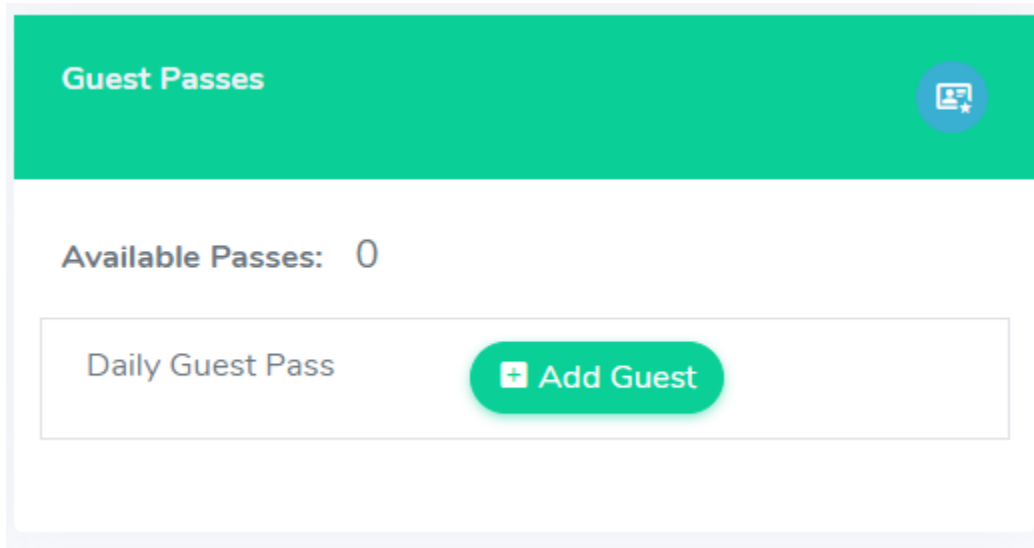


How to Activate a Guest Pass

***** The Guest Pass must be activated online each time you need to use it. *****

From your dashboard, click “Add Guest” under “Guest Passes”.



Select the duration of your guest’s stay. You can select a previously registered guest vehicle from the list shown or register a new guest vehicle.

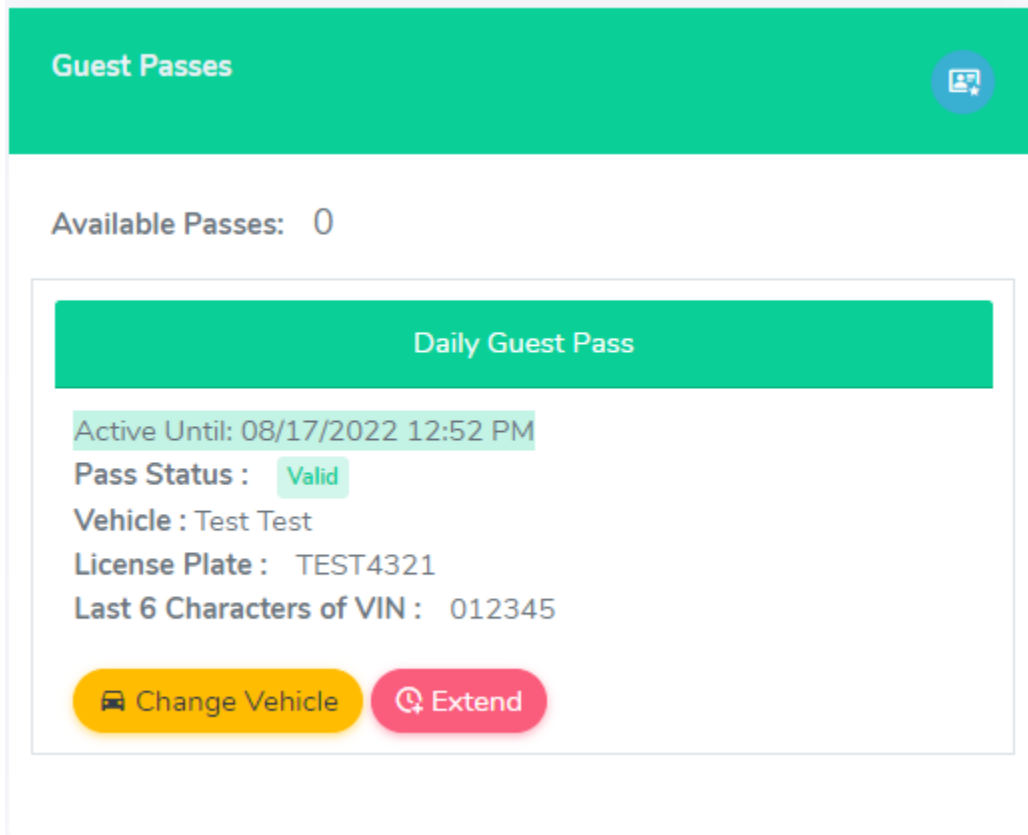
A screenshot of a web form for activating a guest pass. At the top, there is a table with columns: Pass, Duration, Duration Type, Sub Total, and Total. The table contains one row: "Daily Guest Pass", "1", "x", "24 Hour", "≈ 24 Hour", "\$1", "\$0". Below the table, there is a "Select Location:" dropdown menu with "Guest Parking #1" selected. A red error message says "You must Add Vehicle." Below that is a blue button "Add Vehicle". The form is divided into two columns of input fields: "Owner *", "Make *", "Model *", "Color *", "License Plate Number *", "Licence Plate State *", "Last 6 Characters of VIN *", and "Vehicle Type *". At the bottom, there are two buttons: "Checkout" and "Add To Cart". On the right side, there are two summary boxes: "GUEST CREDITS" showing "Credits Remaining: 31" and a warning "If quantity exceeds remaining Guest Credits, Fee will be charged for extra pass duration."; and "ORDER SUMMARY" showing "Pass Cost: \$0", "Vehicle Registration Fee: \$0", "Transaction Fee: \$0.00", and "Grand Total: \$0.00".

Refer to our welcome letter to know if your property offers guest credits. If there are any credits to use, they will automatically be deducted once you set the duration of the stay. If you exceed your guest credits for the month, you will be required to pay per additional night.

Click “Checkout” to proceed.

If using guest credits, click “Complete Order” once you are directed to the next page. If a payment is required, the website will redirect you to a payment screen. Once payment information has been added, click “Complete Order” to finalize the guest pass activation.

You will be redirected back to the dashboard and notified if the Guest Pass is activated successfully.



Under “Guest Passes”, you can view when the activation of your guest’s vehicle expires. You may also change the vehicle or extend the activation if needed.