PARKING DIRECT PAY ORDERS

1. From the side menu select **'Place an Order'**.
2. Select **'Parking'** from the list of options.
3. Enter your zip codes, then click **'Next'**.
4. Select **'I Have an Account With a Provider'** from the list of parking habits.
5. Select **'Monthly Direct Pay'** from the list of options.
6. Enter your parking provider's information, then click **'Find Your Provider'**.
7. Choose your parking provider from the list of options.
8. Enter your order details, select your recurring options and click **'Next'**.
9. View your cart, and click **'Proceed to Checkout'**.
10. Review your order. If everything is correct, click **'Place Order'**.
11. A confirmation will display that your order has been placed.

helpful tips

DON'T SEE YOUR PROVIDER?

If your parking provider is not in our database, follow the link at the bottom of the page to add your provider. You may still continue with your order, and we will reach out to the parking provider to affiliate them as a payee in our system.

RECURRING ORDERS

When you set your order to recur monthly, your order will be placed automatically each month. You won't have to log back into your account unless you want to make changes to your order.

If there are any months that you do not need your order, simply select 'Yes', and select the months you do not need from the calendar.

EDITING OR DELETING YOUR ORDER

You can make changes to your order from your dashboard. Under the 'Options' button, select 'Edit Order' or 'Delete Order'.

Changes to your order can be made up until the last date to place an order. Your company's last date to order is displayed on the dashboard.