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# ParqEx User Guide for Vesta Lofts Residents

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## Introduction

This document is intended for residents of Vesta Lofts. The document outlines the steps on how to use Access+ to control the access points (E.g. The front gate), update vehicle information, and create a reservation for their guests.

**Authored by: Cooper Adams**

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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.pargex.com>

### Your credentials:

- **Username:** Your email address
- **Password:** Vesta2114

## ParqEx Support Information:

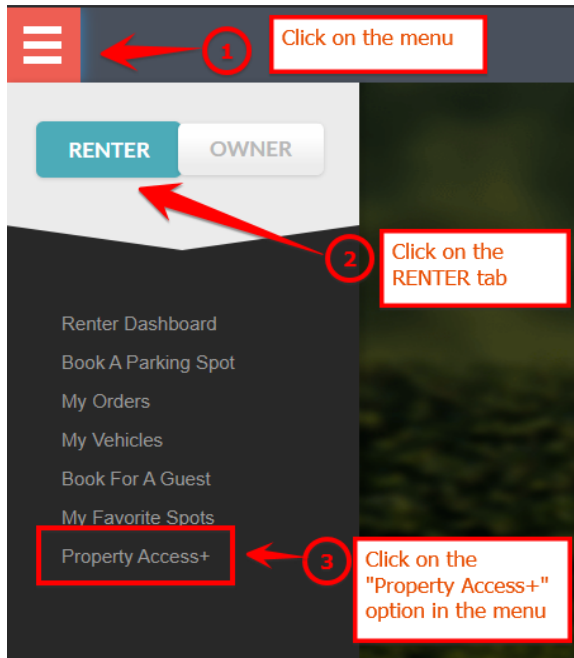
Email: [support@pargex.com](mailto:support@pargex.com)

Phone: (855) 727-7391

Chat: [Click](#)

## How to use Access+:

**What is Property Access+?** Property Access+ provides you the ability to use the app to operate the gate at Vesta Lofts via the ParqEx app.



This functionality will be the main way to open the gate to access Vesta Lofts. With this method of gate 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 pedestrian and garage doors.



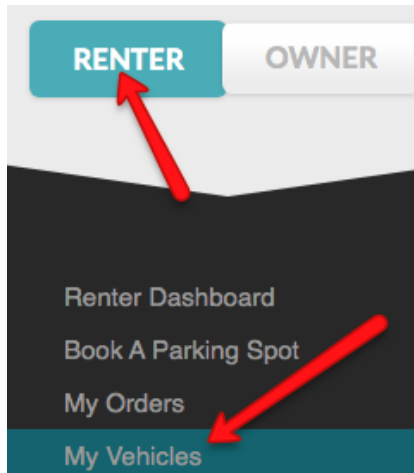
Vesta Lofts  
[2100 South Indiana Avenue, Chicago, IL 60616]  
TransactionId : 262386  
ValidFrom: May 01, 2022 00:00AM  
ValidTo: May 31, 2022 11:59PM

Tap to access

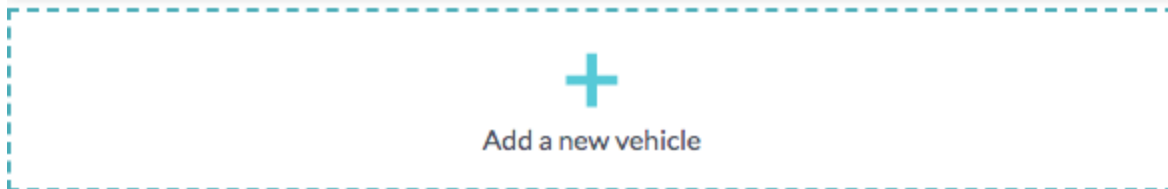
**WARNING:** Always check the Vehicle information to avoid getting towed and to ensure that LPR can accurately read your vehicle's plate. Also, do not give access to unauthorized vehicles, this will result in your account being suspended & you may incur fines.



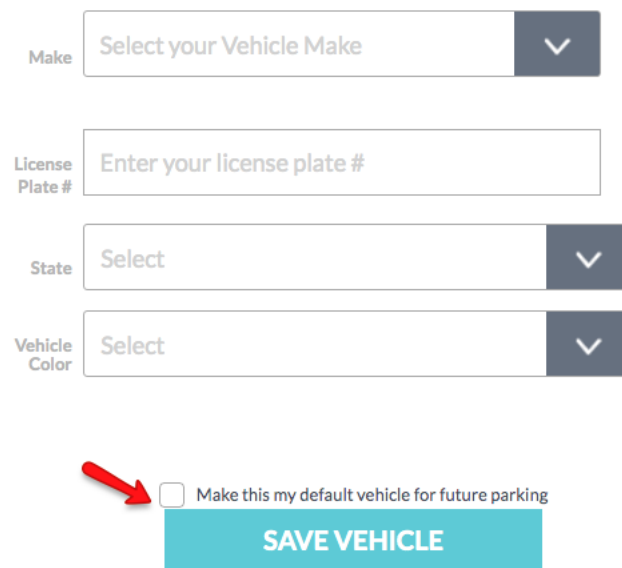
## How to manage your vehicle information on the order



**STEP 1:** From the “RENTER” menu, select “My Vehicles”



**STEP 2:** Select the “Add a new Vehicle” Feature

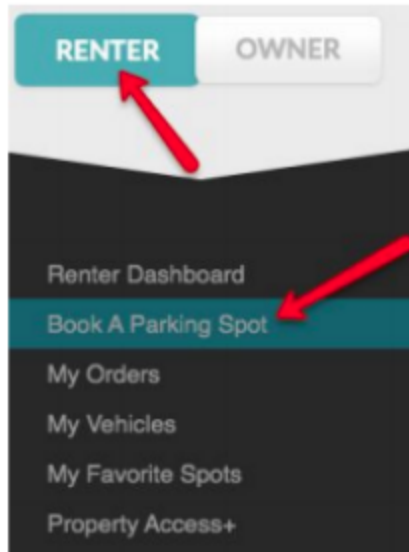
A form for adding a new vehicle. It contains four input fields: 'Make' (a dropdown menu with 'Select your Vehicle Make' and a teal arrow icon), 'License Plate #' (a text input field with 'Enter your license plate #'), 'State' (a dropdown menu with 'Select' and a teal arrow icon), and 'Vehicle Color' (a dropdown menu with 'Select' and a teal arrow icon). Below these fields is a checkbox labeled 'Make this my default vehicle for future parking' with a red arrow pointing to it. At the bottom is a teal button labeled 'SAVE VEHICLE'.

STEP 3:

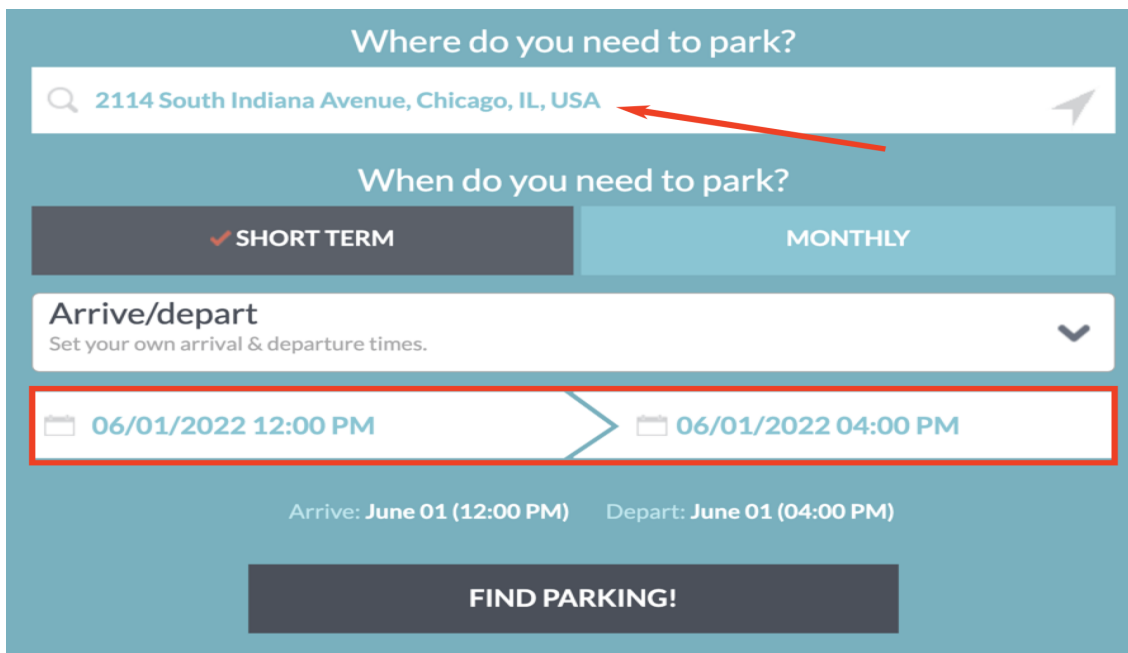
Upload all accurate information of your vehicle including Make, Model, License Plate, State and vehicle color. This is extremely important to be completely accurate. Failure to input correct vehicle information could result in a towed vehicle at your expense.

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.


## How to Book for a guest:



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

A screenshot of the PARQEX app's booking form. The form has a teal background. At the top, it asks 'Where do you need to park?' with a search bar containing '2114 South Indiana Avenue, Chicago, IL, USA'. Below this, it asks 'When do you need to park?' with two buttons: 'SHORT TERM' (checked) and 'MONTHLY'. Underneath is a section for 'Arrive/depart' with a dropdown arrow. The arrival and departure times are shown as '06/01/2022 12:00 PM' and '06/01/2022 04:00 PM' respectively, with a red box highlighting these fields. Below the times, it says 'Arrive: June 01 (12:00 PM)' and 'Depart: June 01 (04:00 PM)'. At the bottom is a large dark grey button labeled 'FIND PARKING!'.

**Step 2:** Select the property and exact time span your guest will need to be parked on the property.



**2114 South Indiana Avenue**  
Chicago, IL 60616

0.00 mi (0 min)

Apartment


[details](#)

**\$10.50**

**Book!**

**Step 3:** Select the “Book!” button

< Book this spot



(Spot ID:21809)

**2114 South Indiana Avenue Chicago, IL 60616**


Apartment

[details](#)

Arrive: **June 01, (12:00 PM)** Depart: **June 01, (06:00 PM)**

Price **\$10.50**  
(\$10 booking + \$0.50 service fee)

Vehicle License Plate # **IL GUIDE Guide Guide**

Payment Method  Card ending in **3721**

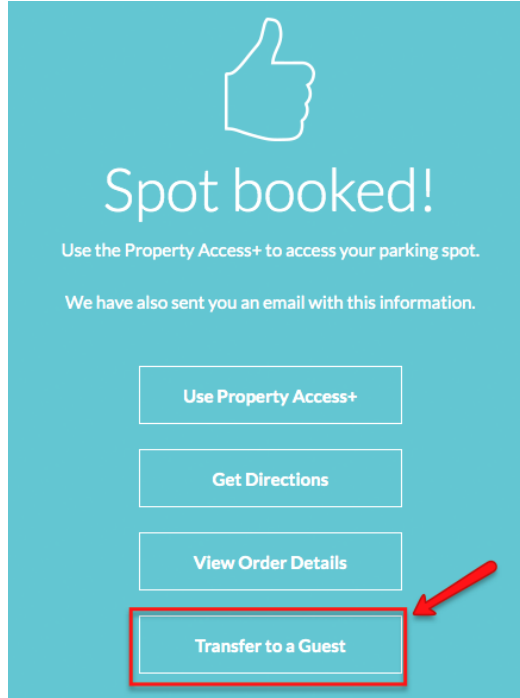
Continue the booking process until you reach this page. Review the date and time of the reservation, then click on the “Vehicle” tab to input the vehicle information of your guest. This includes vehicle make, model, license, and color.

Then make sure the desired payment method is on file.

By ordering, you agree to ParqEx's [Terms & Conditions](#)

**PLACE ORDER**

**Step 4:** Continue the booking process until you reach this page. You must input the Vehicle information including make, model, color, and license plate.



Once your spot is booked, you will transfer the reservation to the guest to ensure they would have the capability to open the gate from their phone. For this step, you would just need a first and last name with an email address.



# GUESTPARQ by PARQEX

**Guest parking made easy.**

Have guests coming and want to have this parking spot ready for them when they arrive? Transfer this reservation to them!

Guest information can be added here, the required information is First & Last name, and email address.

### Guest info (Required)

We use this info to create a ParqEx account for your guest and transfer the reservation to them

First


Last

Email


Phone Number


### Guest vehicle info (Optional)

If you know any info about the vehicle your guest will drive, select or enter it now. If you're not sure, no problem -leave it blank. Your guest will be able to enter it later

Make  

License Plate #

State  

Vehicle Color  

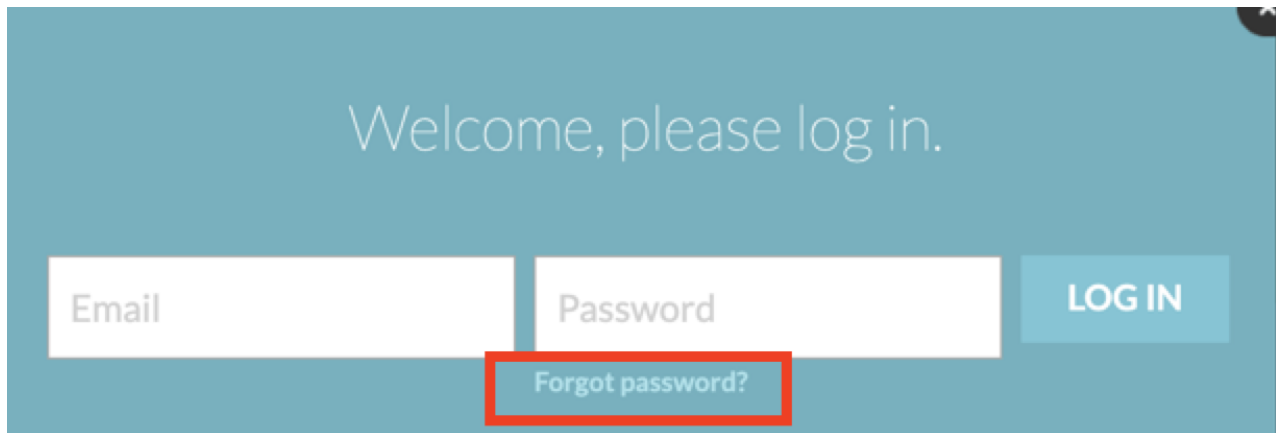
**TRANSFER**

[or cancel](#)

If you didn't originally add vehicle information on the reservation, that vehicle information can be input here

By transferring the reservation to your guest, this will automatically create a ParqEx account for them with the email address you've input if they have not already created a ParqEx account beforehand.

If your guest did not have a prior ParqEx account, we recommend they use the "Forgot password" button to log onto their account for the first time.

A screenshot of the ParqEx login page. The background is a solid teal color. At the top, the text "Welcome, please log in." is displayed in a white, sans-serif font. Below this, there are two white input fields: "Email" on the left and "Password" on the right. To the right of the "Password" field is a teal button with the text "LOG IN" in white. Below the "Password" field is a teal button with the text "Forgot password?" in white. This "Forgot password?" button is highlighted with a red rectangular border.

By pressing the "Forgot password" button, a temporary password will be sent to your guest's email address, which they can use to log on. Once logged in, your guest will be prompted to change the password to one of their choice.