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.

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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.parqex.com

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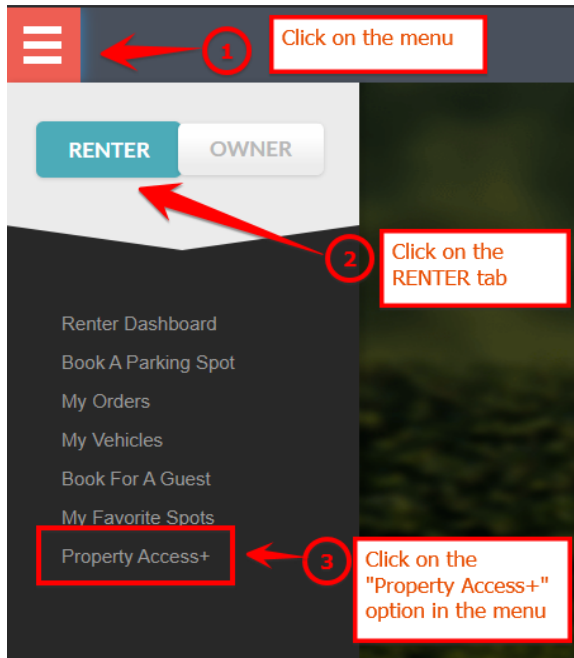- **Username**: Your email address
- **Password**: Vesta2114

ParqEx Support Information:

Email: support@parqex.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.

Click on the menu ①

RENTER OWNER

Click on the RENTER tab ②

Renter Dashboard
Book A Parking Spot
My Orders
My Vehicles
Book For A Guest
My Favorite Spots
Property Access+ ③ Click on the "Property Access+" option in the menu

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.
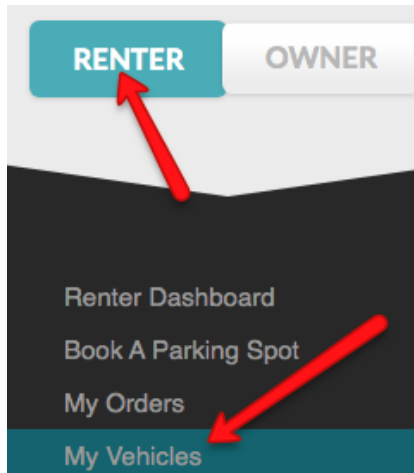

Vesta Lofts
[2100 South Indiana Avenue, Chicago, IL 60616]
TransactionId : 262386
ValidFrom: May 01, 2022 00:00AM
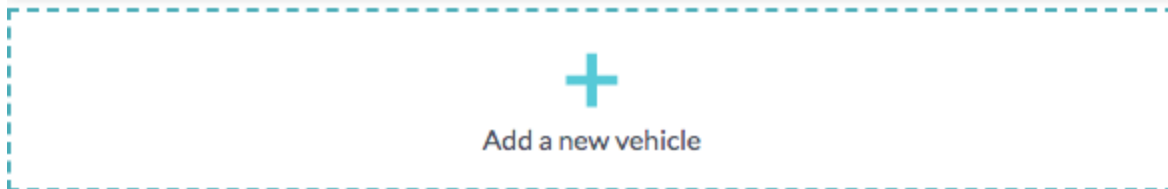**ValidTo:** May 31, 2022 11:59PM

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.
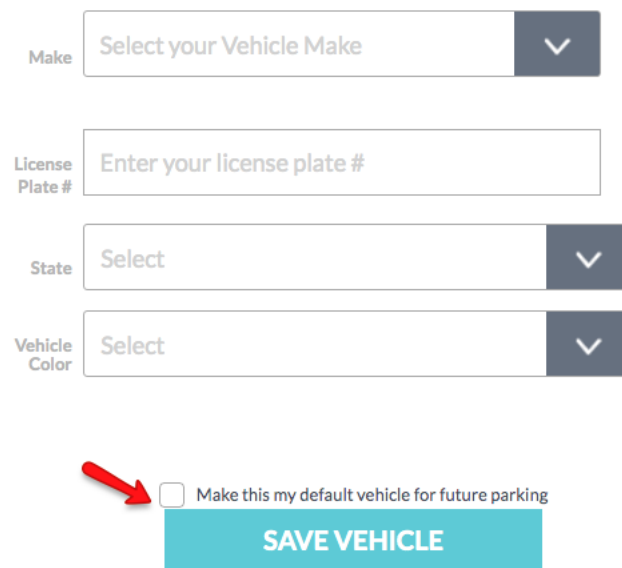

Vesta Lofts [2100 South Indiana Avenue]
ValidFrom: May 01, 2022 00:00AM ValidTo: May 31, 2022 11:59PM

WARNING! Please verify your vehicle information to avoid getting towed! click here

PARQEX

How to manage your vehicle information on the order

STEP 1: From the "RENTER" menu, select "My Vehicles"
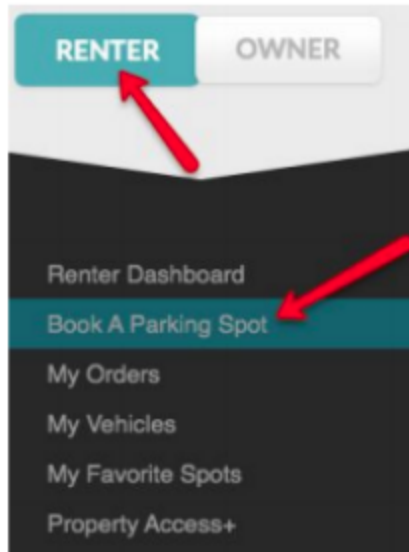

STEP 2: Select the "Add a new Vehicle" Feature
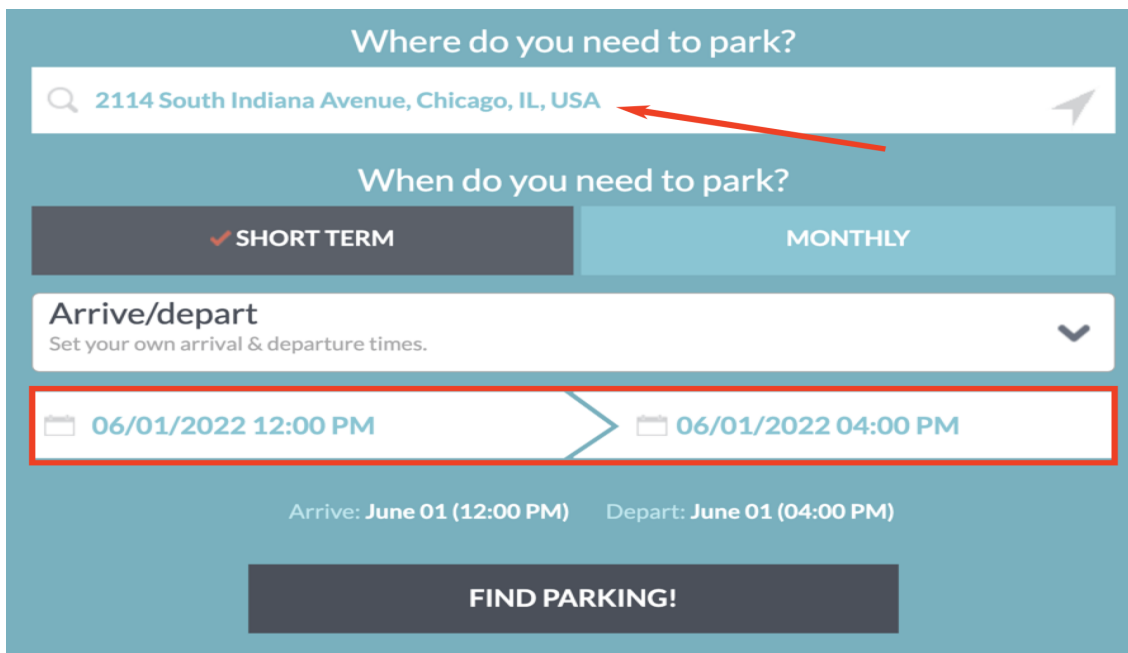

STEP 3:

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".

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

Step 3: Select the "Book!" button

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.
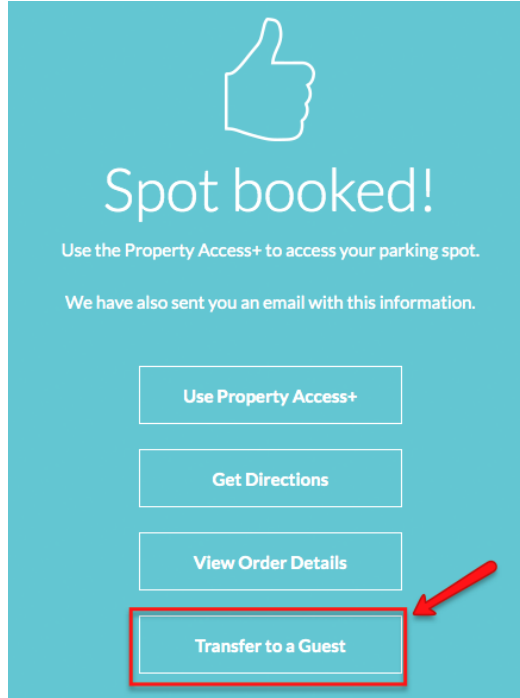
Then make sure the desired payment method is on file.

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

![PARQEX logo]

Spot booked!

Use the Property Access+ to access your parking spot.

We have also sent you an email with this information.

Use Property Access+

Get Directions

View Order Details

Transfer to a Guest

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 info (Required)

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

First	Enter your guest's first name
Last	Enter your guest's last name
Email	Enter your guest's email address
Phone Number	Enter your guest's 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	Select your Vehicle Make
License Plate #	Enter your guest's license plate #
State	Select
Vehicle Color	Select

TRANSFER

or cancel

Guest information can be added here, the required information is First & Last name, and email address.
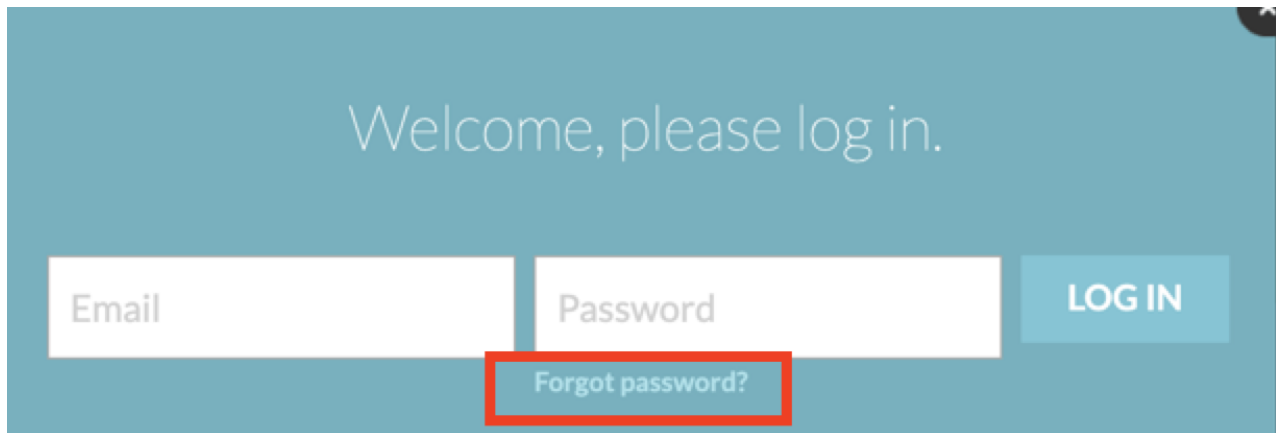
If you didn't originally add vehicle information on the reservation, that vehicle information can be input here

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.

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.