Stanford MEDICINE | Transportation Services

Overview:

Purchase Daily Parking in the
500P – Pasteur Staff Garage with the NEW
Stanford Medicine Parking App

Step 1: Set Up Your Account
See pages 2-3 for details

A Download Stanford Medicine Parking app from the Apple App Store or Google Play Store

B Sign up for an account with your Stanford Medicine email address

C Within 3 business days, you will receive a confirmation that your account has been approved

Step 2: Purchase a Permit
See page 4 for details

Use the Stanford Medicine Parking App to purchase a daily parking permit for the Pasteur Staff Garage

Step 3: Entering & Exiting the 500P – Pasteur Staff Garage
See page 5 for details

A When you arrive at the garage, tap the QR code on your reservation confirmation, and scan it at the entry machine

B When you're ready to exit the garage, scan the QR code again at the exit machine.

Questions? Contact TransportationServices@stanfordhealthcare.org or call 650.736.8000

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| Step 1 | 📱 | **Setting up your account in the Mobile App** |

1. Download the Stanford Medicine Parking app from the Apple app store here or Google Play Store here
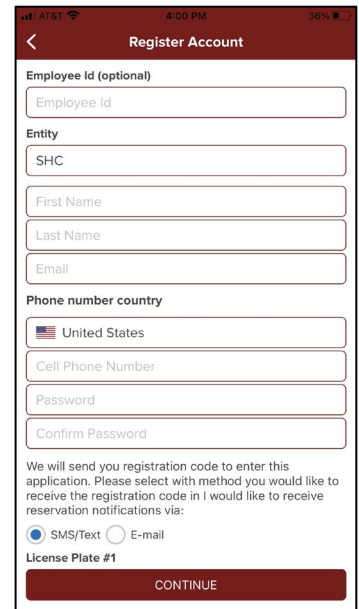   *Prefer to use your computer? See the following page for instructions on using the web version.*

2. Open the app & tap "Sign up" to create a new account. When asked if you are a Stanford Medicine Employee, tap "Yes".
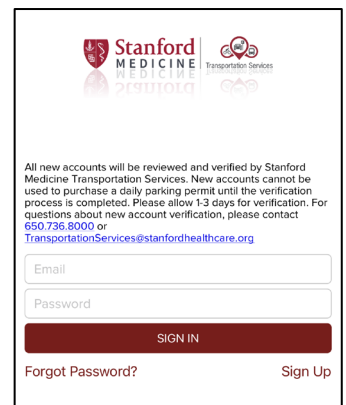
3. You will be asked to fill out:
   - Employee ID (EID)
     Please note this is your EID, not your SID
   - Name
   - Email (work email address is required)
   - Phone number
   - At least 1 valid license plate number

4. You will be prompted to enter a confirmation code sent to you by text or email. Enter the code.
   - Please wait for your account to be approved
   Please note that it may take up to 3 business days for your account to be reviewed and verified.

5. **Within 3 business days you will receive a confirmation email that your account is approved.**
   Sign into your account and start parking!

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Step 1 — Alternative: Setting up your account in the Web Browser

1) Visit http://stanfordmedicinetransportation.org/parkingapp

2) Click "Don't have an account?"

3) Select "Employee" under "Account Type"

4) You will be asked to fill out:
   - Employee ID (EID)
     Please note this is your EID, not your SID
   - Name
   - Email (work email address is required)
   - Phone number
   - At least 1 valid license plate number

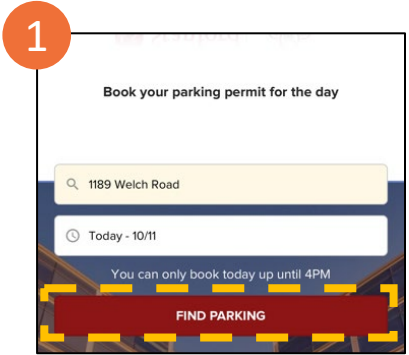5) You will be prompted to enter a confirmation code sent to you by text or email. Enter the code.
   - Please wait for your account to be approved
   Please note that it may take up to 3 business days for your account to be reviewed and verified.

6) **Within 3 business days you will receive a confirmation email that your account is approved.**
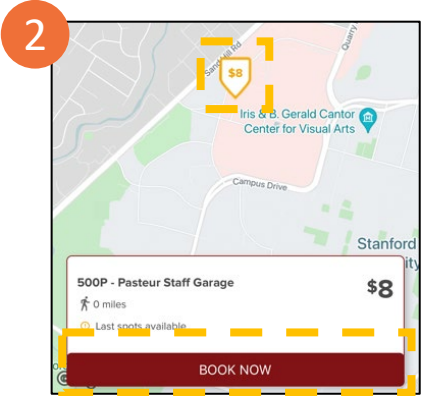Sign into your account and start parking!

Step 2

Purchasing a Daily Parking Permit for the 500P – Pasteur Staff Garage
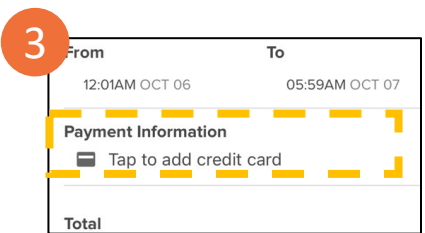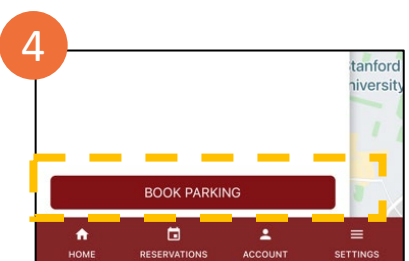
1

Open Stanford Medicine Parking App or Website

Select "Find Parking" on the home screen
Please note: between 12:01am – 4:00pm, you can purchase same-day parking. Between 4:00pm – 11:59pm, you can purchase parking for the following day.

2

Tap on the "$12" arrow pointing to the 500P – Pasteur Staff Garage, and then tap "Book Now" at the bottom of the screen
If the arrow is green that means there's plenty of space in the garage. If the arrow is yellow, only a small number of permits are available.

3

To add payment information, click "Tap to add credit card"
Only one payment method may be saved at a time. If you need to update your payment method, please delete the old payment information before attempting to add a new one.

4

Tap "Book Parking" to confirm your reservation
You will receive an email confirmation of your reservation, and the confirmation will also appear in the "Reservations" tab of the app.
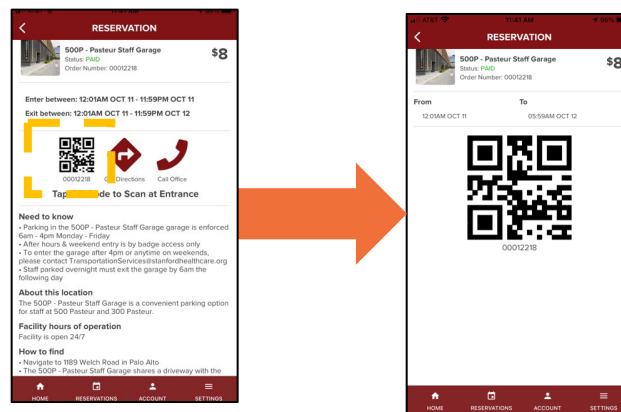
Cancellations: Daily parking permits for the 500P – Pasteur Staff Garage may be cancelled no later than 7:00am on the day of the reservation.

Step 3	**Entering & Exiting the 500P – Pasteur Staff Garage**

1 Open the Stanford Medicine Parking app. Tap "Reservations" at the bottom of your screen to view your reservation confirmation

2 Tap on the QR code to enlarge it

3 Scan the QR code on your phone at the entry machine to open the gates
Entry is allowed between 12:01am – 11:59pm on the day of the parking reservation

4 When you're ready to exit the garage, scan the QR code from your reservation again at the exit machine.
Exit is allowed between 12:01am on the day of the reservation – 5:59am the following day. If you have trouble exiting, push the intercom button on the machine, or call 650.736.8000