

One Point Lesson:

Purchasing Parking Permits for Welch Road Properties

Overview:

Approved staff can purchase Monthly & Daily Parking for Welch Road properties with the Stanford Medicine Parking App



Step 1: Set Up Your Account

See pages 2-3 for details

- Download Stanford Medicine Parking app from the <u>Apple App Store</u> or <u>Google Play Store</u>
- B Sign up for an account with your Stanford Medicine email address
- 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 monthly or daily parking permit

Staff with 30+ years of service: please contact SpacePlanning@stanfordchildrens.org or TransportationServices@stanfordhealthcare.org to request a free permit at your designated work location

Questions? Contact TransportationServices@stanfordhealthcare.org or call 650.736.8000

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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.







- 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)
 - Stanford Entity
 - Department
 - Work Location
 - 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.
- All new accounts will be reviewed and verified by Stanford Medicine Transportation Services. New accounts cannot be used to parciale a duly parking permit until the verification. For questions about new account verification, please contact 650.736.8000 or TransportationServices@stanfordhealthcare.org

 Email

 Password

 SIGN IN

 Forgot Password?

 Sign Up

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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|---|
| Register Account |
| Employee Id (optional) |
| Employee Id |
| Entity |
| SHC |
| First Name |
| Last Name |
| Email |
| Phone number country |
| United States |
| Cell Phone Number |
| Password |
| Confirm Password |
| We will send you registration code to enter this application. Please select with method you would like to receive the registration code in I would like to receive reservation notifications via: |
| SMS/Text E-mail |
| License Plate #1 |
| CONTINUE |
| |



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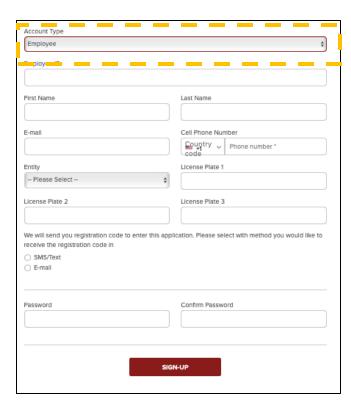


Alternative: Setting up your account in the Web Browser

- (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)
 - Stanford Entity
 - Department
 - Work Location
 - 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.

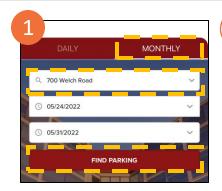
Sign into your account and start parking!



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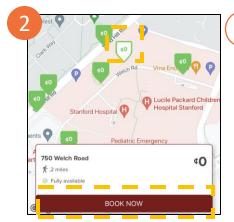
Step 2

Purchasing a Monthly Parking Permit



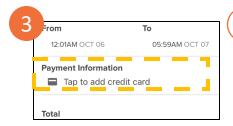
Open Stanford Medicine Parking App or Website

Select Monthly, select your parking location, then tap "Find Parking" on the home screen



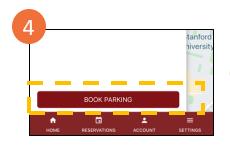
Tap on the arrow pointing to your parking location, and then tap "Book Now" at the bottom of the screen

If the arrow is green that means there's plenty of space in the lot. If the arrow is yellow, only a small number of permits are available.



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.



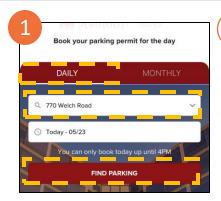
- 4 Tap "Book Parking" to confirm your reservation You will receive an email confirmation of your reservation, and the confirmation will also appear in the "Reservations" tab of the app.
- 5 Show your reservation to the parking attendant when you arrive at your parking location



Purchasing Daily Parking Permits for Welch Road Properties

Step 2

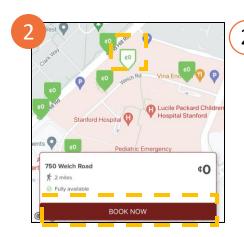
Purchasing a Daily Parking Permit



Open Stanford Medicine Parking App or Website

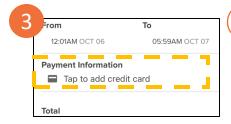
Select Daily, select your work location, and then tap "Find Parking" on the home screen

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.



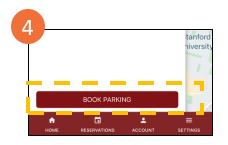
Tap on the arrow pointing to your parking location, and then tap "Book Now" at the bottom of the screen

If the arrow is green that means there's plenty of space in the lot. 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.
- 5 Show your reservation to the parking attendant when you arrive at your parking location

Cancellations: Daily parking permits may be cancelled no later than 7:00am on the day of the reservation.