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

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 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

| 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
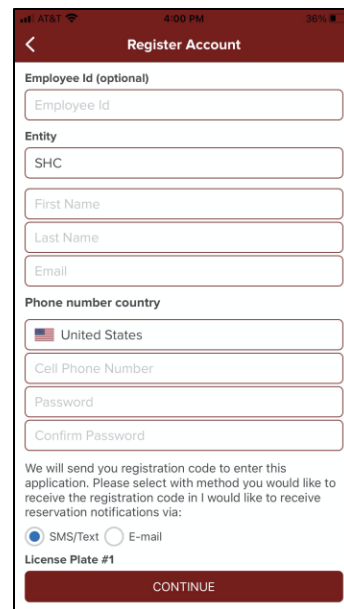*Prefer to use your computer? See the following page for instructions on using the web version.*

2. Open the app & tap "Sign up" to create a new account. When asked if you are a Stanford Medicine Employee, tap "Yes".

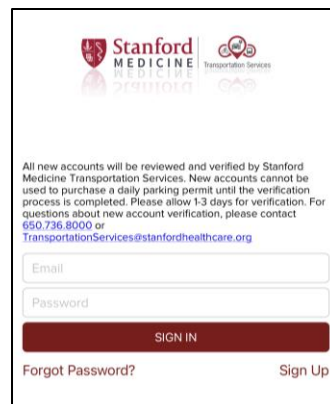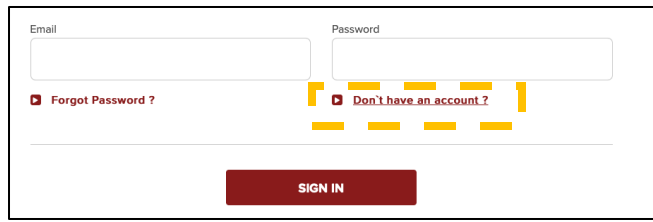3. You will be asked to fill out:
   - Employee ID (EID)
   - Stanford Entity
   - Department
   - Work Location
   - Name
   - Email (work email address is required)
   - Phone number
   - At least 1 valid license plate number

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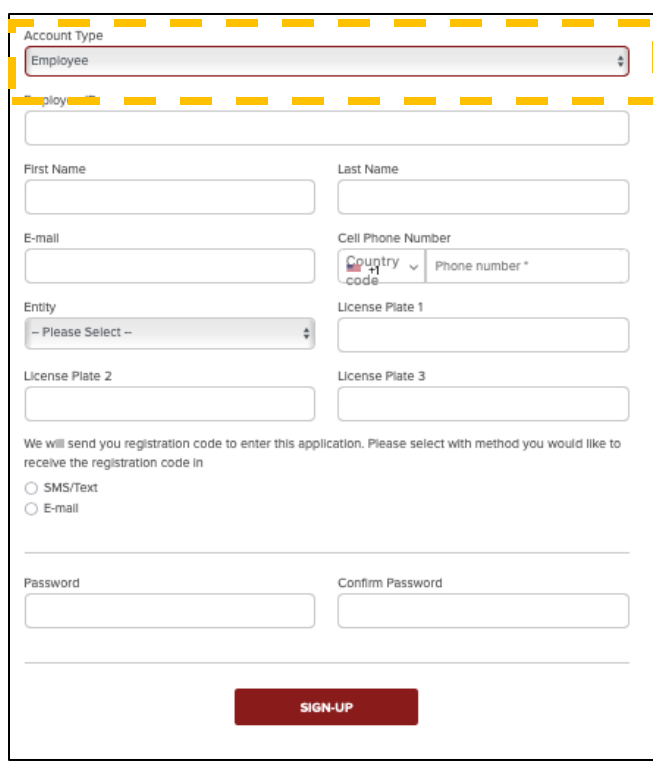   - Please wait for your account to be approved
   Please note that it may take up to 3 business days for your account to be reviewed and verified.

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

Stanford MEDICINE | Transportation Services

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)
   - 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!
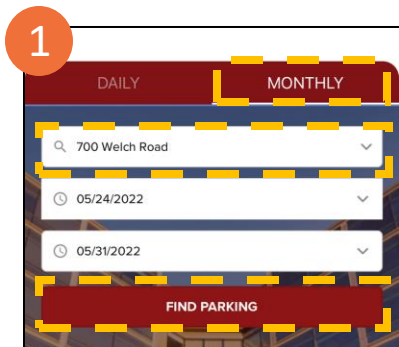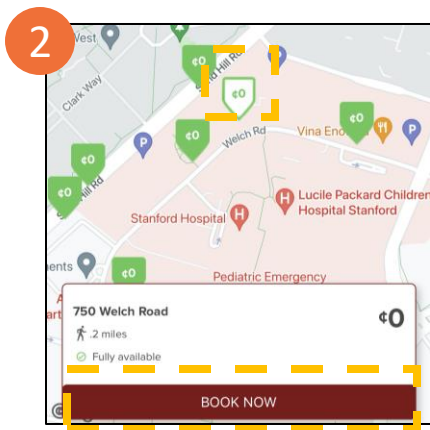
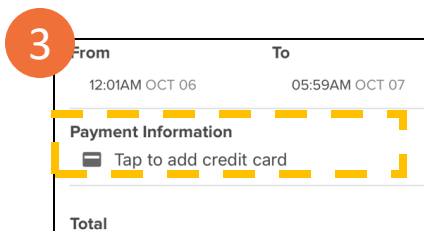**Step 2** | **Purchasing a Monthly Parking Permit**

1 Open Stanford Medicine Parking App or Website

Select Monthly, select your parking location, then tap "Find Parking" on the home screen
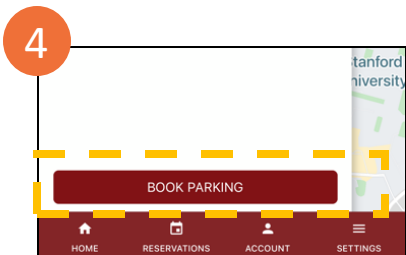
2 Tap on the arrow pointing to your parking location, and then tap "Book Now" at the bottom of the screen
If the arrow is green that means there's plenty of space in the lot. If the arrow is yellow, only a small number of permits are available.

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.
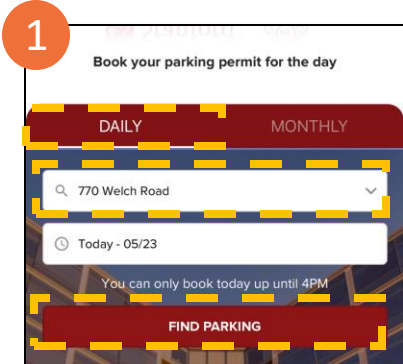
4 Tap "Book Parking" to confirm your reservation
You will receive an email confirmation of your reservation, and the confirmation will also appear in the "Reservations" tab of the app.

5 Show your reservation to the parking attendant when you arrive at your parking location
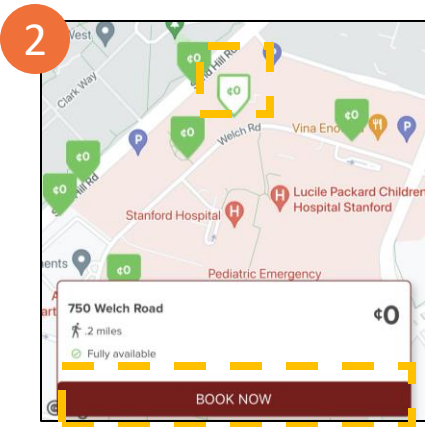
Stanford MEDICINE | Transportation Services

| Step 2 | # Purchasing a Daily Parking Permit |

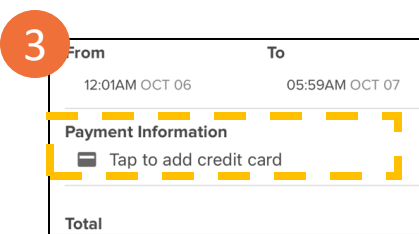**1** — Open Stanford Medicine Parking App or Website

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.
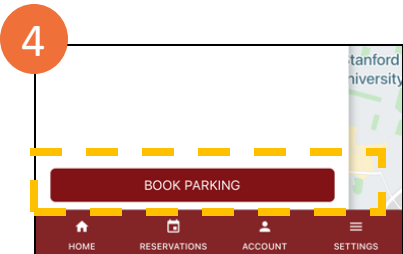
2 — Tap on the arrow pointing to your parking location, and then tap "Book Now" at the bottom of the screen
If the arrow is green that means there's plenty of space in the lot. If the arrow is yellow, only a small number of permits are available.

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.