

Overview:

Reserve Free Park & Ride Monthly Parking Permits at Santa Clara, Campbell & Pleasanton.



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 4-5 for details

Use the Stanford Medicine Parking App to reserve a FREE Park & Ride Monthly Parking Permit at Santa Clara, Campbell & Pleasanton (no hangtag required).

Step 3: Entering & Exiting surface lots.

Enter the lot and park at any open stall that you see available. Exit the same way you came in.



Step 1



Setting up your account in the Mobile App

- 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”.



- 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

- 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.

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

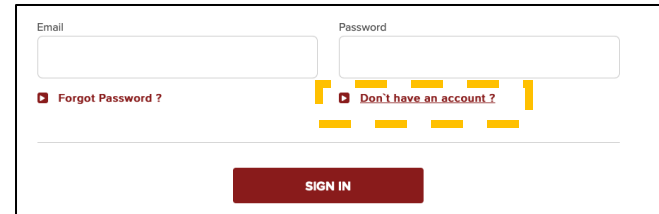
Step 1



Alternative: Setting up your account in the Web Browser

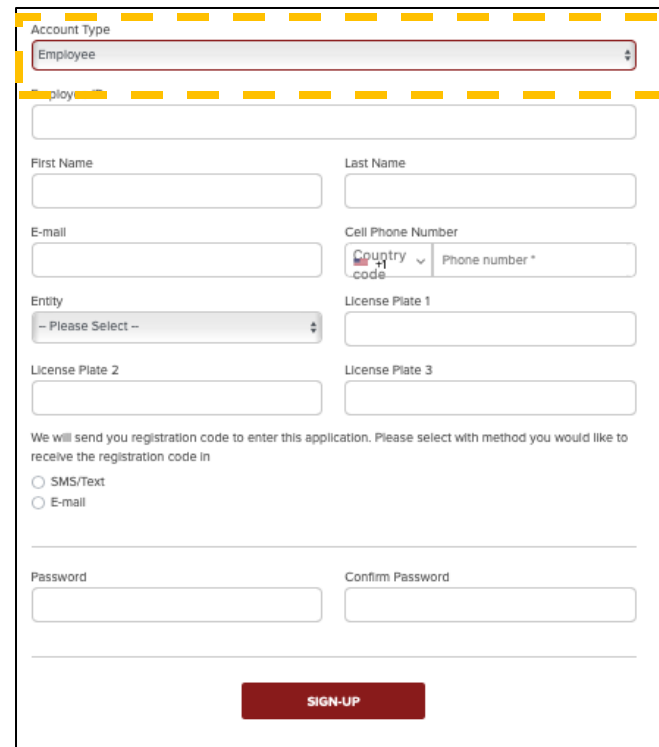
1 Visit <http://stanfordmedicinetransportation.org/parkingapp>

2 Click “Don’t have an account?”



The screenshot shows a login form with fields for Email and Password. Below the Password field, there are two links: "Forgot Password?" and "Don't have an account?". The "Don't have an account?" link is highlighted with a yellow dashed box. A red "SIGN IN" button is at the bottom.

3 Select “Employee” under “Account Type”



The screenshot shows the account creation form. The "Account Type" dropdown menu is open, and "Employee" is selected. The form includes fields for First Name, Last Name, E-mail, Cell Phone Number (with a Country code dropdown), Entity (a dropdown menu), License Plate 1, License Plate 2, License Plate 3, Password, and Confirm Password. A red "SIGN-UP" button is at the bottom.

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.

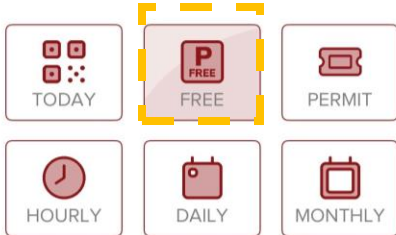
6 Within 3 business days you will receive a confirmation email that your account is approved.
Sign into your account and start parking!



Step 2

Reserving Free Park & Ride Lot Monthly Parking Permits (Campbell, Santa Clara, and Pleasanton Park & Ride)

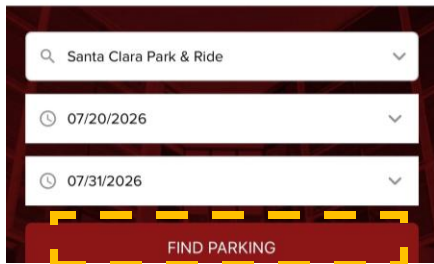
1



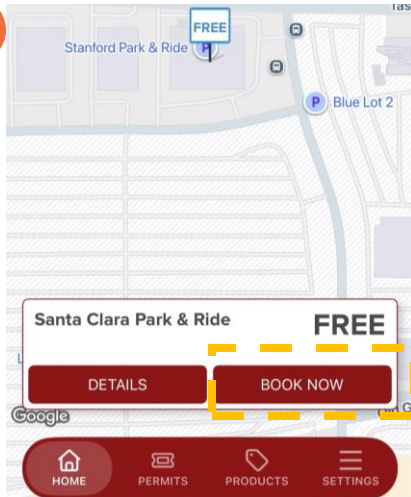
1

Open Stanford Medicine Parking App or [website](#) and select “FREE” parking.

Ensure the drop-down menu shows the correct location (Santa Clara/Campbell/Pleasanton).



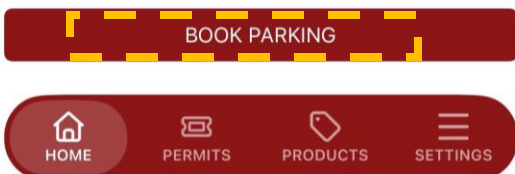
2



2

After selecting the correct location, select “Find Parking” on the home screen and click “Book Now” to checkout.

3



3

Tap “Book Parking” to confirm your monthly parking permit.

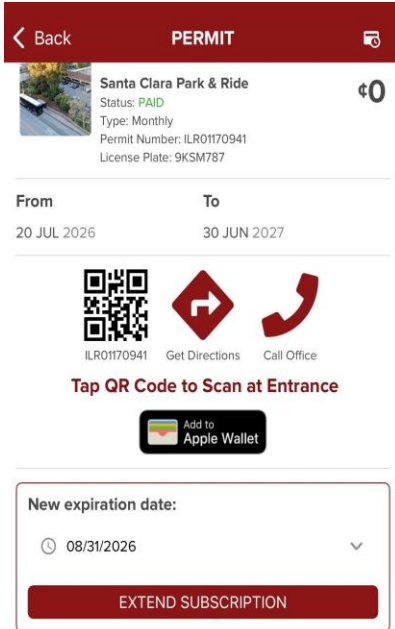
You will receive an email confirmation of your permit, and the confirmation will also appear in the “Permits” tab of the app.



Step 2

Reserving Free Park & Ride Lot Monthly Parking Permits (Campbell, Santa Clara, and Pleasanton Park & Ride)

4

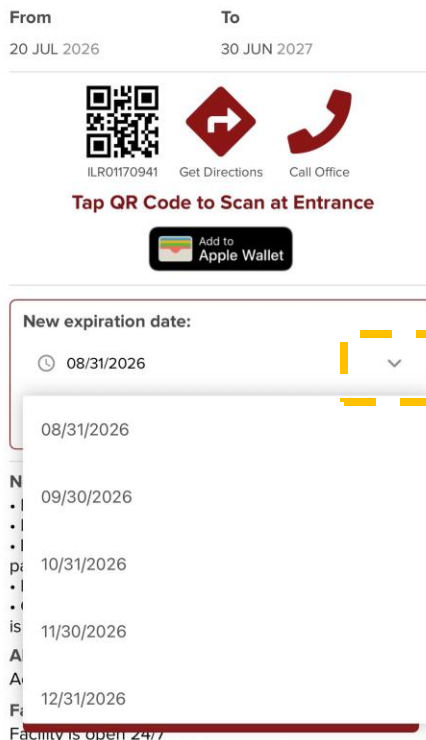


4

After you press “Book Parking”, you will be prompted to the permit window which shows how long your monthly parking permit is active for.

Enforcement golf carts will scan the License Plate on file to ensure your reservation is active. The QR code will not be scanned at this location.

5



5

After your permit is confirmed, you can extend the length of the monthly parking permit by clicking on the drop-down arrow under “New Expiration Date”.*

At this stage, your monthly parking permit is validated and is ready for use.

**To avoid monthly renewals, set the reservation expiration date to end of the calendar year, or another preferred date. At the beginning of each new calendar year, renew the reservation and update the expiration date as needed.*