

Overview:

Purchase Daily or Hourly* Parking in the 500P – Pasteur Staff Garage with the Stanford Medicine Parking App

Hourly parking permits can only be purchased by **off-site and remote staff



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 or hourly 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.



Step 1



Setting up your account in the Mobile App

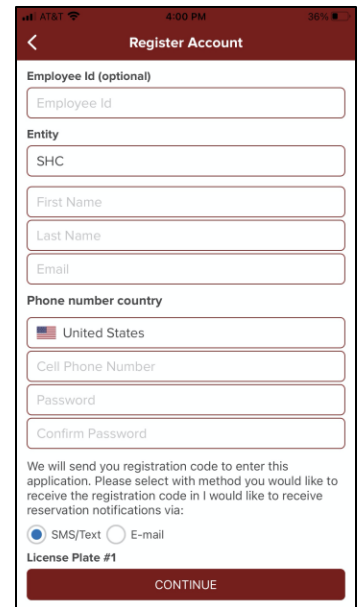
- Download the Stanford Medicine Parking app from the Apple app store [here](#) or Google Play Store [here](#)
Prefer to use your computer? See the following page for instructions on using the web version.



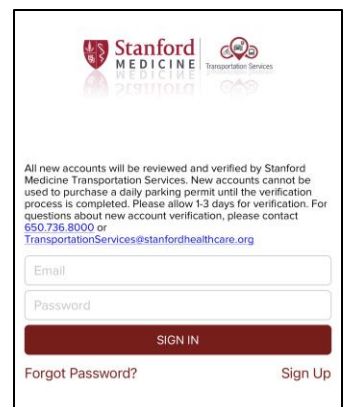
- Open the app & tap “Sign up” to create a new account. When asked if you are a Stanford Medicine Employee, tap “Yes”.



- 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.

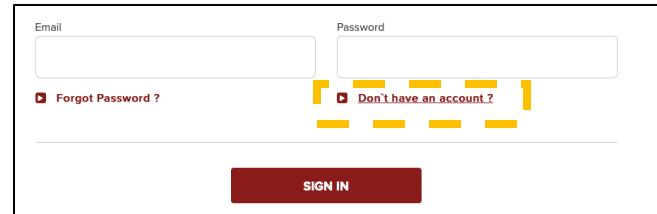


- Within 3 business days you will receive a confirmation email that your account is approved.**
Sign into your account and start parking!

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

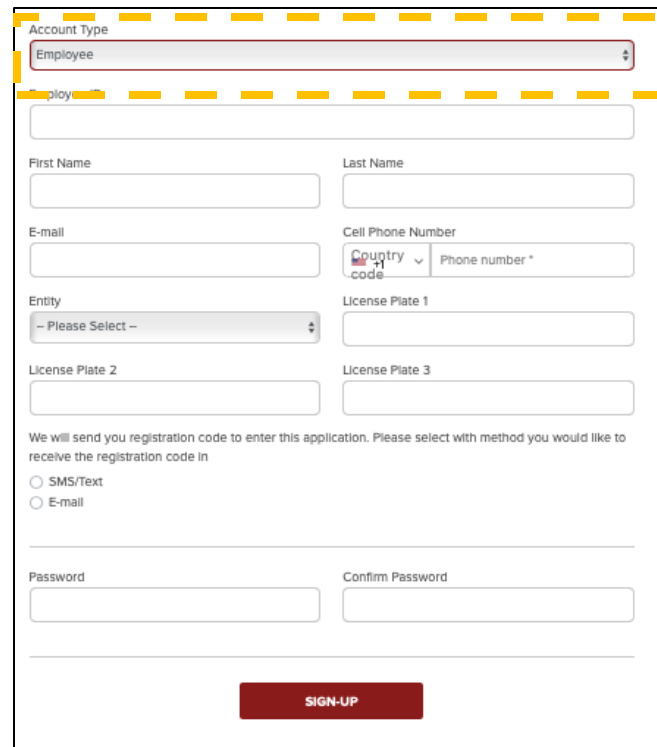
1 Visit <http://stanfordmedicinetransportation.org/parkingapp>

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 dashed yellow box. A red "SIGN IN" button is at the bottom.

3 Select “Employee” under “Account Type”



The screenshot shows the account setup form. The "Account Type" dropdown menu is open, and "Employee" is selected, highlighted by a dashed yellow box. Below this, there are fields for First Name, Last Name, E-mail, Cell Phone Number (with Country and Phone number sub-fields), Entity (a dropdown menu), License Plate 1, License Plate 2, and License Plate 3. There are radio buttons for "SMS/Text" and "E-mail" to receive the registration code. At the bottom, there are fields for Password and Confirm Password, and a red "SIGN-UP" button.

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

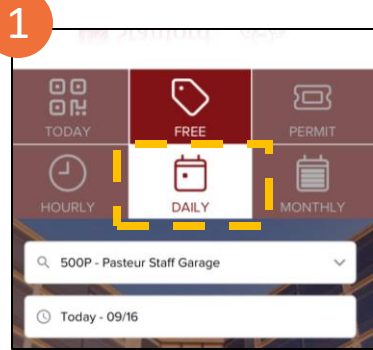
Please note that it may take up to 3 business days for your account to be reviewed and verified.

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

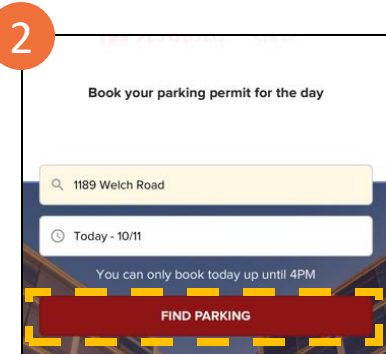
Purchasing a Daily Parking Permit for the 500P – Pasteur Staff Garage



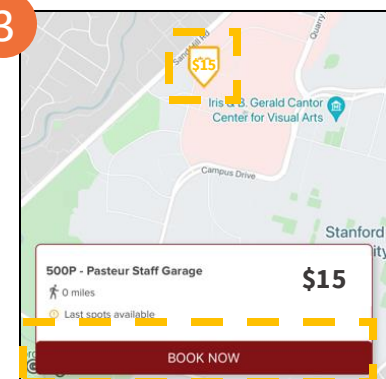
1 Open Stanford Medicine Parking App or Website

Select “Daily” Parking.

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 After selecting daily parking, select “Find Parking” on the home screen



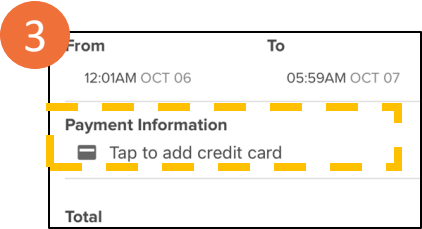
3 Tap on the “\$15” arrow pointing to the 500P – Pasteur Staff Garage, and then tap “Book Now” at the bottom of the screen

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.

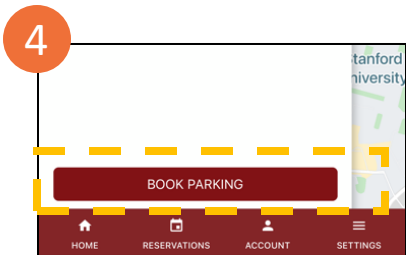
Cancellations: Daily parking permits for the 500P – Pasteur Staff Garage may be cancelled no later than 7:00am on the day of the reservation.

Step 2

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



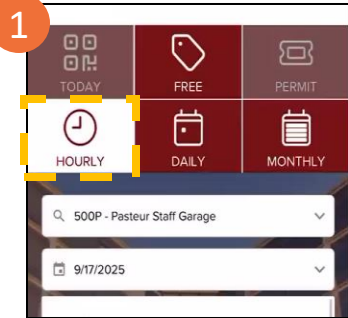
- 3 To add payment information, click “Tap to add credit card”
Only one payment method may be saved at a time. If you need to update your payment method, please delete the old payment information before attempting to add a new one.



- 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.

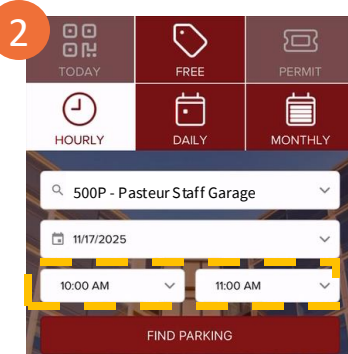
Step 2

Purchasing an Hourly Parking Permit for the 500P – Pasteur Staff Garage

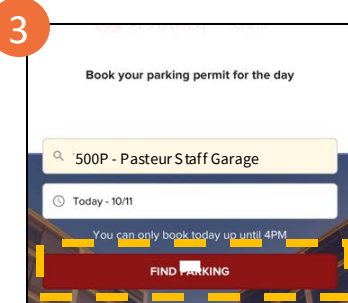


- 1 Open Stanford Medicine Parking App or Website;
Select “Hourly” Parking.

Please note: The reservation window is active from 6:00 am -4:00pm, Charges stop at 4:00 PM; users may exit any time after 4:00 PM without additional charges.

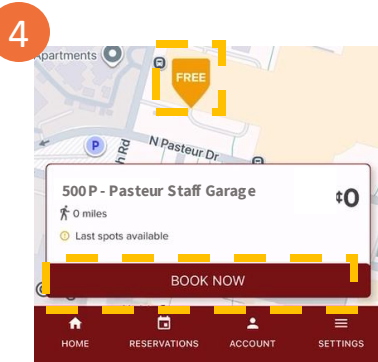


- 2 After selecting “Hourly” parking, select the time slots
for your Hourly reservation in the drop-down menu



- 3 After selecting the time slot, select Find Parking

Note: Only 20 stalls per garage are assigned for Hourly Parkers so space is limited. If the arrow is green, it means there is plenty of space in the garage. If the arrow is yellow, only a few permits are available.



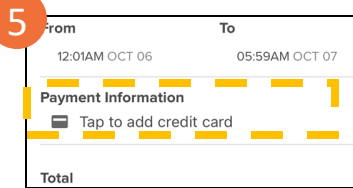
- 4 Ensure you select the correct garage from the drop-down menu & Tap on the “Book Now” button at the bottom of the screen to checkout

Ensure you arrive within 30 minutes before or after your reservation start time. If you do not arrive within the 30-minute grace period, the reservation will be cancelled.

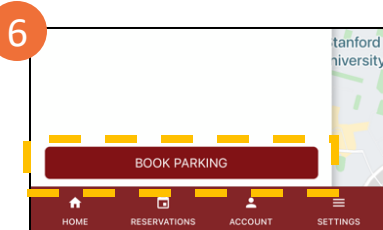


Step 2

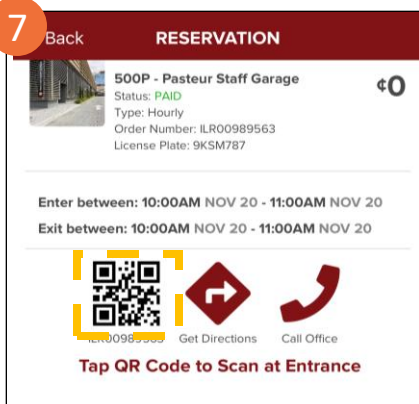
Purchasing an Hourly Parking Permit for the 500P – Pasteur Staff Garage



- 5 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.



- 6 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.



- 7 After your reservation is placed you are now able to enter the garage up to 30 minutes before your reservation start time.
- 8 When you arrive at the parking garage pull up to the entry gate and the gate should open automatically within 5 seconds. If the gate doesn't open automatically, navigate to the Stanford Medicine Parking app and scan your QR Code for entry/exit

Hourly Rates:

- First 2 hours free
- \$3 per hour after the first 2 hours
- Maximum daily fee after 5th Hour: \$18

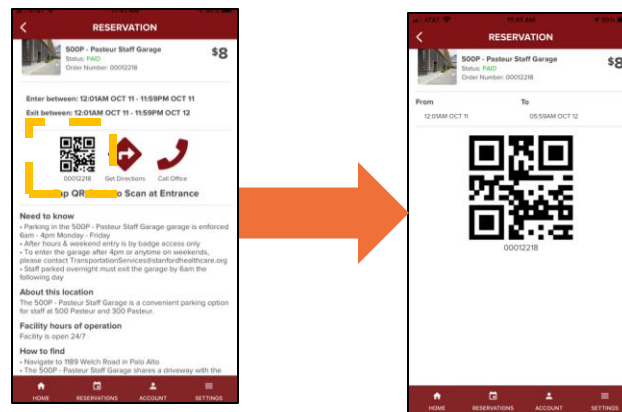
Please note: Charges are based on reservation start time and payment is calculated based on exit time.

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

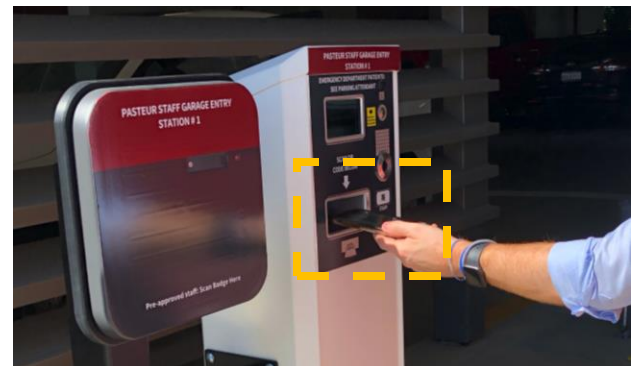
- 1 Open the Stanford Medicine Parking app. Tap “Reservations” at the bottom of your screen to view your reservation confirmation



- 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