



Premium Parking Validation Account

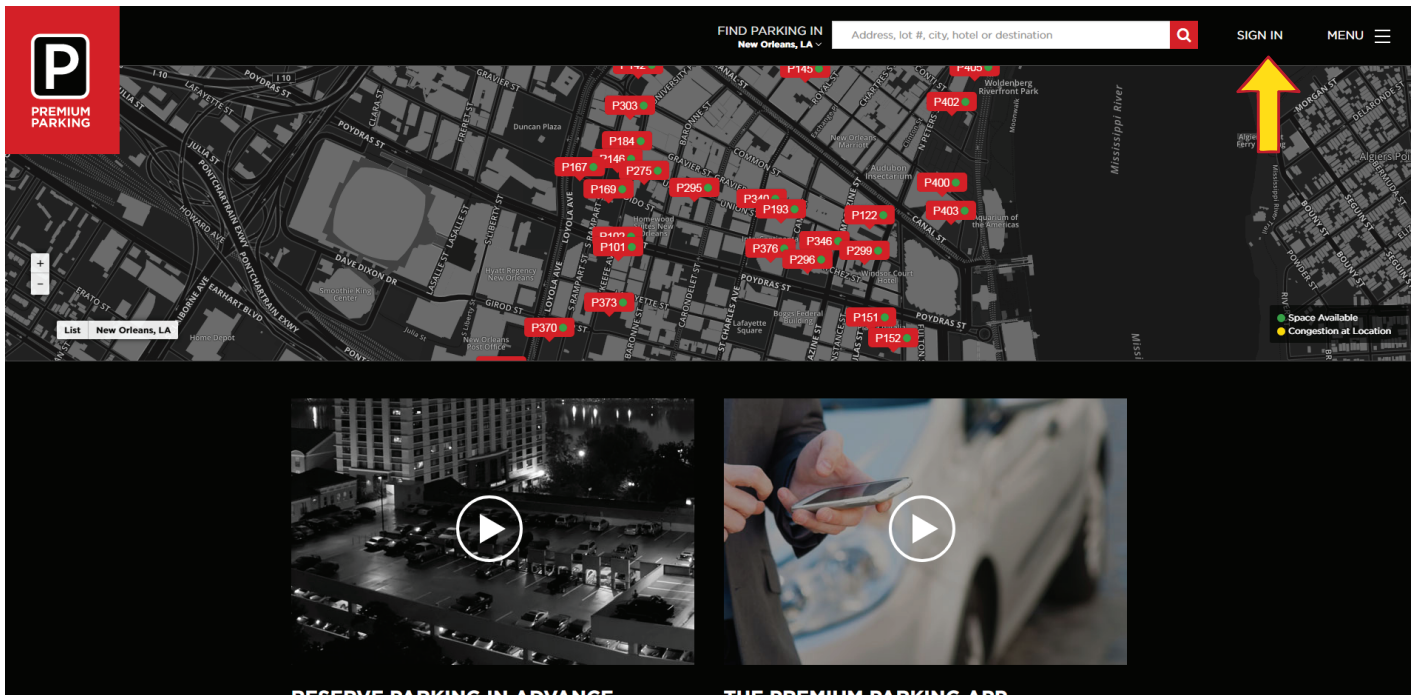
Thank you for interest in setting up a Validation Account with Premium Parking. You will be able to validate any license plate for an amount of time that you specify. Some limitations exist for certain locations, you will be notified if applicable.

Each transaction will apply a price to the “balance owed” found in your profile. You are responsible for payment on the due dates, which are visible in your profile. You have the ability to set up “auto payment” to draft from your account on these dates. After the balance is paid, the “balance owed” will reset to \$0.00.

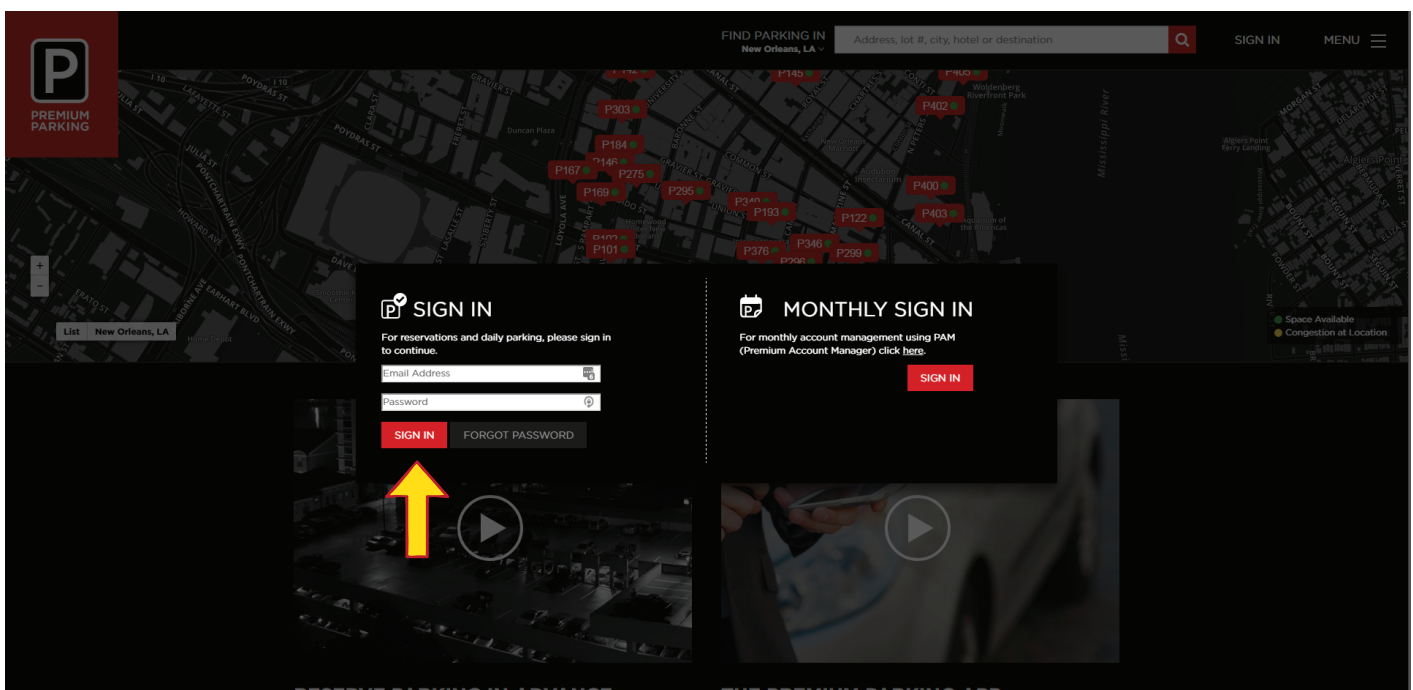
Please see step-by-step directions below for how to use.

NEW VALIDATION

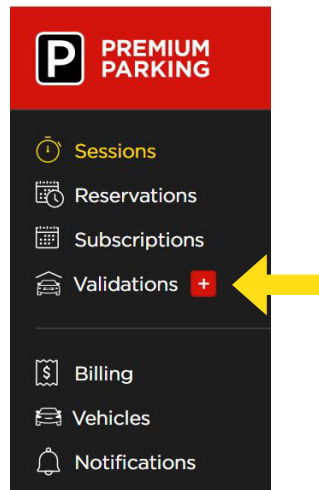
Step 1. To access the Validation Account go to our home page www.premiumparking.com and click on “Sign in”



Step 2. Type your email address and password information on left side of the “SIGN IN” screen and click on red “SIGN IN” button.



Step 3. To add a new validation click on the + icon next to "Validations" and it will take you to the Quick Validator screen.



Step 4. Fill out relevant information in the Quick Validator. The most important piece of information is the License Plate Number, that's how the location is enforced. If you don't know the LP#, select the link and enter your customer's email so they will get an email reminder to fill out on their own the day before, day of, and start time. If it is not feasible to provide an LP# for any reason, please add all "optional" vehicle information

A screenshot of the 'Quick Validator' form in the Premium Parking app. The form is dark with white text and input fields. It includes sections for: Plate Number (with a link 'I don't know Plate Number'), Location (dropdown menu showing 'P122'), Add Vehicle Info (optional), Start Time (05/10/2017 12:02 PM) and End Date, Add Time to Validation (Hourly: +1, +2, +3, +4, +6, +8, +10, +12 hrs; Daily: +1, +2, +3, +4, +5, +6 days), Optional Information (Customer Name, Room Number), and Validation Notes. At the bottom are two buttons: 'Validate' (red) and 'Validate Add Another' (gray).

Quick Validator

Plate Number [I don't know Plate Number](#) **Location**

Plate Number P122

[Add Vehicle Info](#) (optional)

Start Time **End Date**

05/10/2017 12:02 PM –

Add Time to Validation

Hourly [+1](#) [+2](#) [+3](#) [+4](#) [+6](#) [+8](#) [+10](#) [+12](#) hrs

Daily [+1](#) [+2](#) [+3](#) [+4](#) [+5](#) [+6](#) days

Dates are in the Location Timezone (CDT)

Optional Information

Customer Name **Room Number**

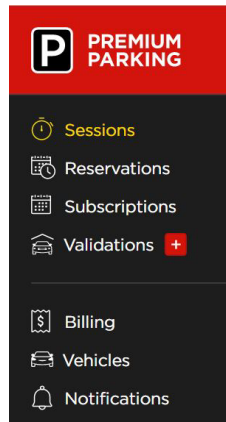
Validation Notes

Validate **Validate Add Another**

Step 5. After filling out the information, click on the red 'Validate' button to finish the validation and be done. Click on gray 'Validate AddAnother' button to finish the validation and create another.

VALIDATION HISTORY

Click on the 'VALIDATIONS' tab to view the history of your upcoming, active, and expired validations.



You can edit the vehicle information or cancel the validation for all upcoming reservations. To change the default validation location click the drop down button on the top left.


A screenshot of the Premium Parking web interface. The top left features a red header with a white 'P' icon and the text 'PREMIUM PARKING'. Below this is a dark grey sidebar with navigation options: 'Sessions', 'Reservations', 'Subscriptions', 'Validations' (highlighted with a red plus sign), 'Billing', 'Vehicles', and 'Notifications'. The main content area has a dark grey background. At the top, it shows 'Default Validation Location P122' with a dropdown arrow, an 'Export xlsx/csv' button, and a red 'Add Validation' button. Below this is a section titled 'Validations' with a question mark icon. It contains three validation entries, each with a car icon and a status label: 'expired', 'expired', and 'cancelled'. Each entry displays the duration, price, confirmation number, parking time, and vehicle ID. A link to 'Additional information' is provided for each entry.

Status	Duration	Price	Confirmation #	Parking Time	Vehicle
expired	1 Hour at P122	\$0.00	#378039	Jul 10, 5:00pm - Jul 10, 6:00pm (CDT)	1121
expired	14 Hours at P156	\$0.00	#368330	Jul 02, 9:00am - Jul 02, 11:00pm (CDT)	VWM7504
cancelled	3 Hours at P122	\$0.00	#326243	Jul 01, 2:31pm - Jul 01, 5:31pm (CDT)	ABC123

EXPORTING VALIDATION HISTORY

To export your validation history click "Export xlsx/csv"

In the pop up window you can select the date range and file type you'd like to export.

 **Export Validations**

Date type

☒ Active
☐ Created in Date Range

Date range

May 10, 2017 - May 10, 2017

☒ Today ☐ Yesterday ☐ Last Week ☐ Last Month ☐ Custom

< May 2017 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

< May 2017 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

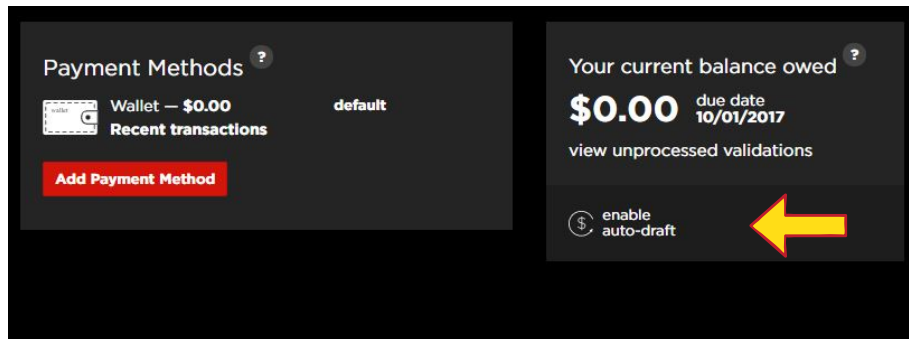
File format

☒ CSV
☐ Xlsx

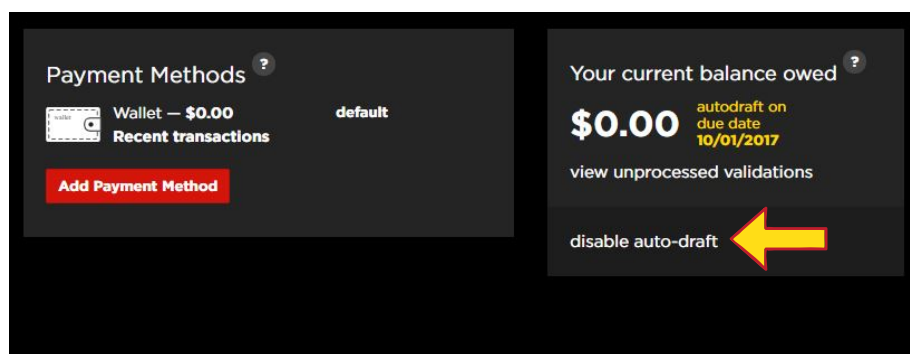
Export

AUTO-DRAFT PAYMENTS

To have your card automatically charged on your due date, click on 'enable auto-draft.'

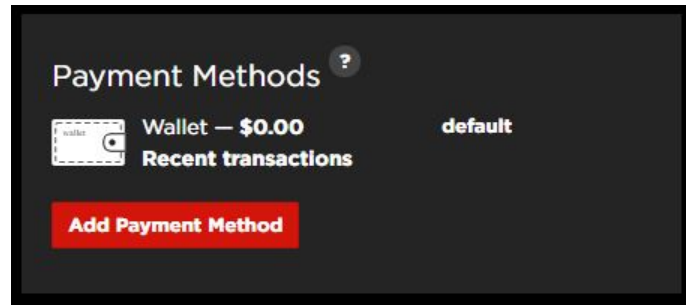


The auto-draft due date will appear in yellow beside your balance. To switch back to manual payments click on 'disable auto-draft.'



PAYMENT HISTORY

Click beneath Payment Methods, on Recent transactions to view your payment history.

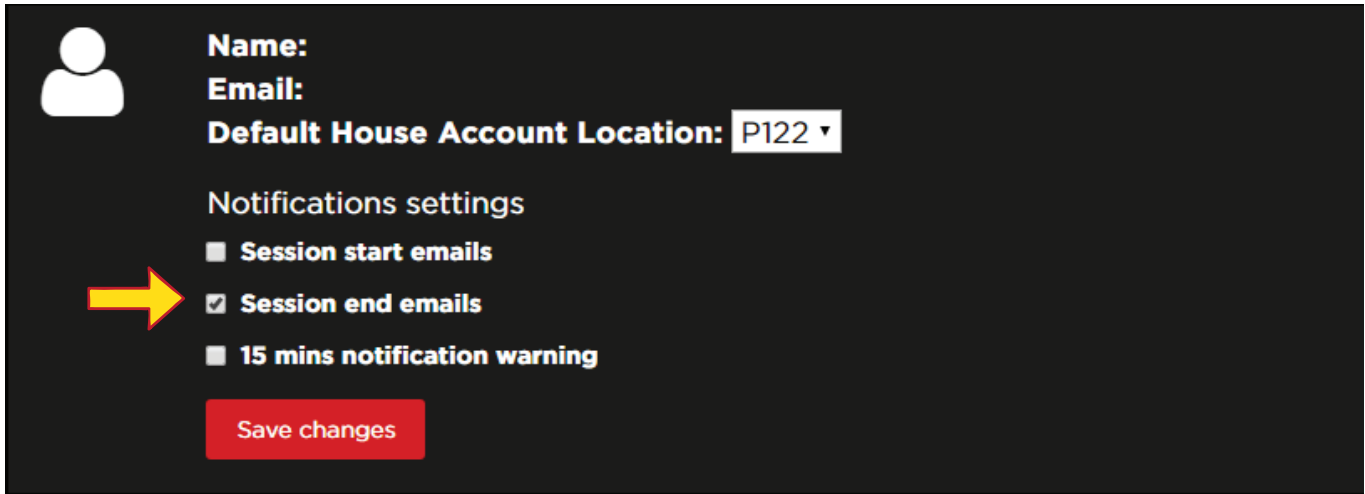



Payment history includes date, source, period, and amount.

Payment History			
Issued	Source	Period	Paid Amount
May 02, 2017	1111 (Visa)	05/01/2017 - 05/02/2017	\$17.10
May 01, 2017	1111 (Visa)	04/18/2017 - 05/01/2017	\$1.60
April 18, 2017	1111 (Visa)	04/13/2017 - 04/18/2017	\$8.00

EMAIL NOTIFICATIONS

To edit email notifications to warn you when your session is starting, ending, or 15 minutes to ending click on the white boxes next to the options.



 **Name:**
Email:
Default House Account Location: P122 ▾

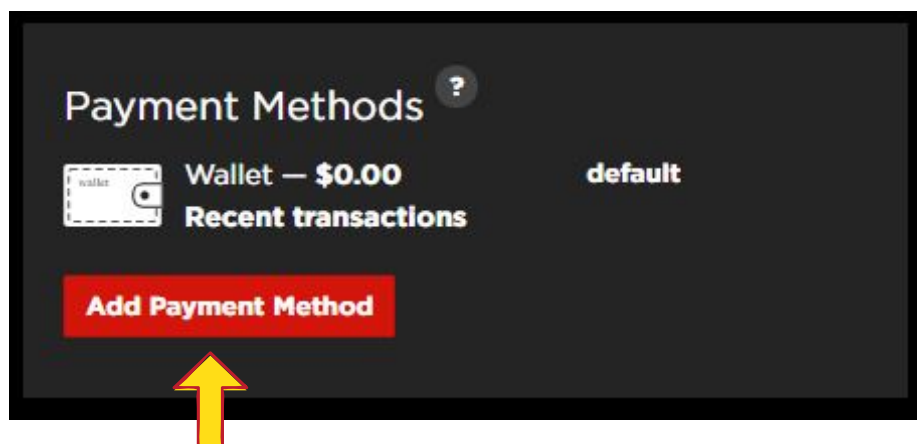
Notifications settings


- ☐ Session start emails
- ☒ Session end emails
- ☐ 15 mins notification warning


[Save changes](#)

CARD INFORMATION

To add a card to your account click on add payment method.



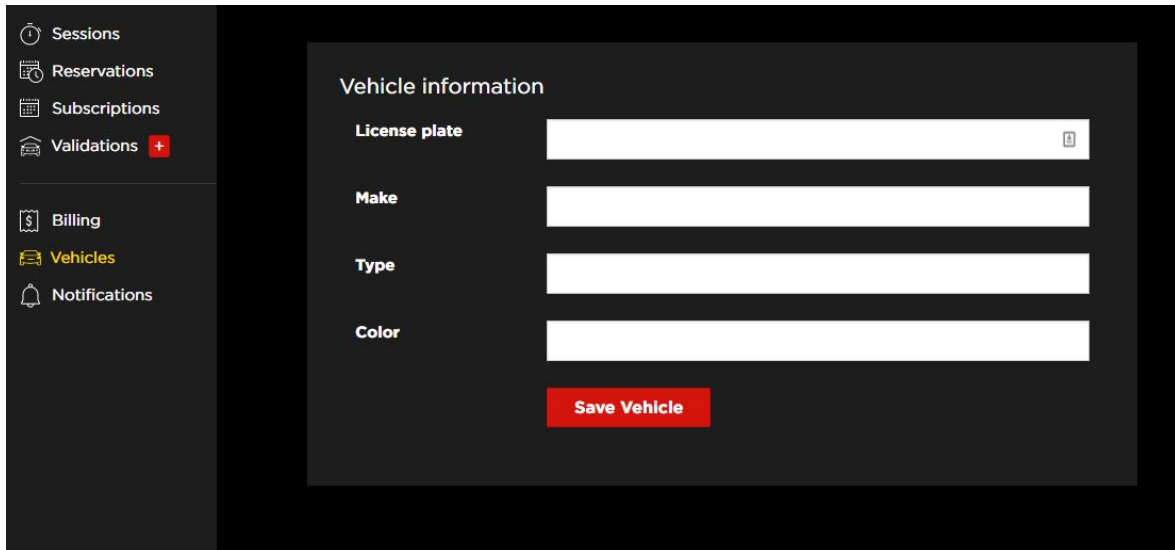
Payment Methods 

 **Wallet — \$0.00** **default**
Recent transactions

[Add Payment Method](#)

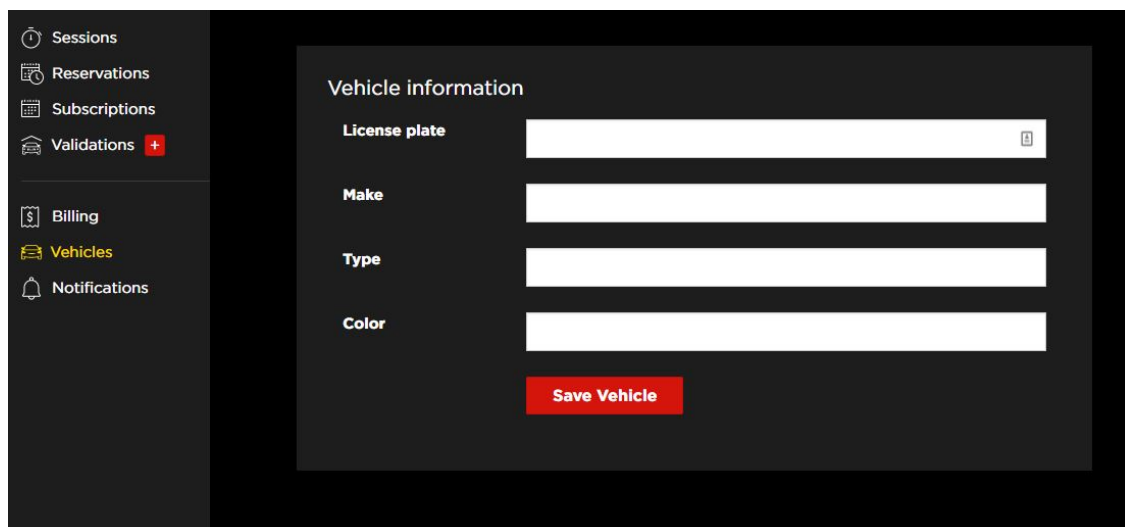
VEHICLES

Your recent vehicle information will appear in the vehicles tab.



A screenshot of a web application interface. On the left is a dark sidebar with a list of menu items: 'Sessions' (clock icon), 'Reservations' (calendar icon), 'Subscriptions' (calendar icon), 'Validations' (house icon with a red plus button), 'Billing' (dollar sign icon), 'Vehicles' (car icon, highlighted in yellow), and 'Notifications' (bell icon). The main content area is dark gray and contains a 'Vehicle information' form. The form has four white input fields labeled 'License plate', 'Make', 'Type', and 'Color'. A red 'Save Vehicle' button is positioned below the 'Color' field.

Simply click save Vehicle to add your car.



An identical screenshot of the web application interface as above. It shows the 'Vehicles' tab selected in the sidebar, with the 'Vehicle information' form containing empty input fields for 'License plate', 'Make', 'Type', and 'Color', and a red 'Save Vehicle' button at the bottom.