

Setup Lots to Use Text2ParkMe

Text2ParkMe (T2P) allows users to pay for temporary parking via SMS (text) messaging. Text2ParkMe will also send out reminders when their parking time is about to expire and allow users the option to extend their parking time. Text messaging fees **do** apply based on individual phone plans.

If you have purchased Text2ParkMe, you must have a gateway provider setup to accept T2P payments. You must work with our project manager to ensure this gateway is configured and tested to work with your system.

You will also require a T2P phone number that your users will text to obtain temporary parking. The **OperationsCommander** Support team will ensure this number is setup and tested for you.

Quick Steps:

1. Hover over **Parking Management**, then **Lot Administration** and click **Pricing & Lot Admin**.
2. Click a **Lot Name** to open its settings.
3. Select the **Temporary Permits** tab.
4. Fill out all fields in the red box (especially the **Text Code**).
5. Click **Update this Lot** to save.

Step-by-Step Instructions:

1. **Navigate to the Lot Administration page:** Hover over **Parking Management** in the main menu. Click **Lot Administration** and then select **Pricing & Lot Admin**.
 2. **Locate your lots settings:** In the window, **click on a Lot Name** to open the specific lot's settings.
 3. **Click on Temporary Permits:** Select the **Temporary Permits** tab. You will see several fields. Be sure to fill out **all the items in the red box**, as these are required. The **Text Code** is the display name that users will see when choosing this lot to park in.
 4. **Save Changes:** Once all required fields are filled out, click the **Update Lot** button to save your changes.
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