

Getting Started with Text2ParkMe!

User Setup (One-Time Thing!)

Not all parking providers support Text2ParkMe. Always confirm with your Parking provider before attempting to set this up.

Before you can text your way to parking, there are a few quick things to set up in your OPS-COM user profile. Don't worry, you only need to do this once!

Quick Steps (User Setup):

- If you're new, create your profile on the **User Portal**.
- Log in and click '**Your Profile**' to add your info.
- Enter your mobile phone number in the '**Personal Information**' section.
- Find these in the '**Users Settings**' section.
- Under '**Parking Expiry Reminder**', choose how you'd like to be reminded before your parking expires via SMS (or select 'No reminder').
- If you haven't already, '**Register a Credit Card**' and ensure your Text2ParkMe subscription is active.
- If you haven't added your vehicle(s) yet, do so in the '**Register the Vehicle(s)**' section.

Detailed Instructions (User Setup):

1. If you haven't used the User Portal before, click the '**Register**' button and follow the steps to create your account.
2. Once logged in, click on '**Your Profile**' in the navigation menu.
3. In the first section, labeled '**Personal Information**', locate the field for your mobile phone number and enter it. Make sure it's accurate!
4. Scroll down to the '**Users Settings**' section. Here, you'll find the options for Text2ParkMe.
5. Look for '**Parking Expiry Reminder**'. You can choose to receive an SMS reminder 5, 10, 15, 20, 25, or 30 minutes before your parking booking expires. If you don't want reminders, select '**No reminder**'.
6. If you haven't already, navigate to the section for managing payment methods (this might be a separate tab or within your profile settings). Follow the instructions to '**Register a**

Credit Card' as your primary payment method and ensure that the Text2ParkMe subscription is active.

7. If you haven't done so, find the section for '**Register the Vehicle(s)**' and add the license plate number(s) of the vehicle(s) you'll be parking.

Using Text2ParkMe (Once Setup is Complete!)

Now for the fun part – texting to park! Here's how it works:

Quick Steps (Using Text2ParkMe):

- Using your registered phone, text **ParkMe** to the Text2ParkMe phone number provided by your organization.
- Text **P** to start parking or **Q** to quit.
- Text the **number** corresponding to the parking lot you want.
- Text the **number of minutes** you want to park.
- If the time is correct, text **C** to continue or **L** to go back to lot selection.
- Text the **number** for your license plate or the **plate number** if unregistered.
- Text **C** to confirm your purchase or **L** to go back to options.
- You'll get a confirmation text and email with your expiry time.
- **To extend:** Text **E** and follow the prompts.

Just so you know (Using Text2ParkMe):

- Every time you text the access number, the system will reply with instructions for the next step.
- You'll receive a text reminder 5 minutes before your parking expires (if you set it up).
- You can text **STOP**, **STOPALL**, **UNSUBSCRIBE**, **CANCEL**, **END**, or **QUIT** to stop messages.
- Text **START**, **YES**, or **UNSTOP** to opt back in.
- Text **HELP** or **INFO** for information on controlling messages.