

Registering as a User

New to OPS-COM? Let's get you set up! To unlock all the cool features like buying parking and managing your stuff, you'll need to register. Depending on your parking provider's setup, you may be asked to register as auto login (when enabled, users are automatically logged in after signup without requiring them to verify their account first) or as email verification required (when enabled, users will need to create their account using email verification). We will review both setups here.

Quick Steps:

1. Choose your language and click **Continue**.
2. Click **Create Account** to start.
3. Complete the profile registration questions.
4. Click **Create Account** to submit.
5. Important Next Step (this depends on how your parking office has configured Registration):
 - If Auto Login: You'll be automatically logged in.
 - If Email Verification Required: You'll see a message to check your email for an activation link. Proceed to Step 6.
6. Check your email for an activation/confirmation link.
 - If Auto Login: This link will help you create a password if you haven't already.
 - If Email Verification Required: Click this link to create a password and **Confirm** it to save.
7. Log in (if you weren't auto-logged in, or after setting your password).
8. You'll be directed to your profile page. Add any remaining profile info.
9. Click **Save Changes** to lock it in.

Just so you know: You'll need to finish your profile before exploring. If you run into any issues, contact your Parking Provider.

Detailed Instructions:

1. Choose your language and click **Continue**.
2. On the login page, click the **Create Account** button and complete the initial profile registration questions.
3. Click the **Create Account** button to submit your details.
4. At this point, your experience will depend on your parking provider's setup:

1. If Auto Login is Enabled: You will be automatically logged in and directed to your user profile page. You will also see a green message that says "**Please check your email for an activation link.**"
2. If Email Verification is Required: You will not be logged in automatically. Instead, you will see a message indicating that an email has been sent for validation (e.g., "**An e-mail has been sent for validation, please click on the link**").
5. Check your email and locate the confirmation or activation email from OPS-COM. Look for the **Create Password** link within this email.
 1. If Auto Login: This link is for setting your password after you've already accessed the site.
 2. If Email Verification Required: Clicking this link is a mandatory step to create your password and gain access.
6. Click on the password creation link in the email. This will take you to a page where you can create your password.
7. Create your password by entering it into the provided fields, and then **Confirm** it to save it in the system.
8. Log in to your account:
 1. If Auto Login: If you haven't been prompted for a password yet, use this new password. If you were already logged in, you can continue.
 2. If Email Verification Required: You will be redirected to the login page. Log in with your newly created password.
9. Once logged in, you will be directed to your user profile page. You must fill out any missing Profile details to continue, as these are required by your parking provider.
10. Click **Save Changes**. You will now have full access to your account and can begin exploring and using OPS-COM features.

Revision #32

Created 4 December 2024 09:20:48 by Laurie McIntosh

Updated 24 June 2025 14:49:16 by Cedar Boulianne