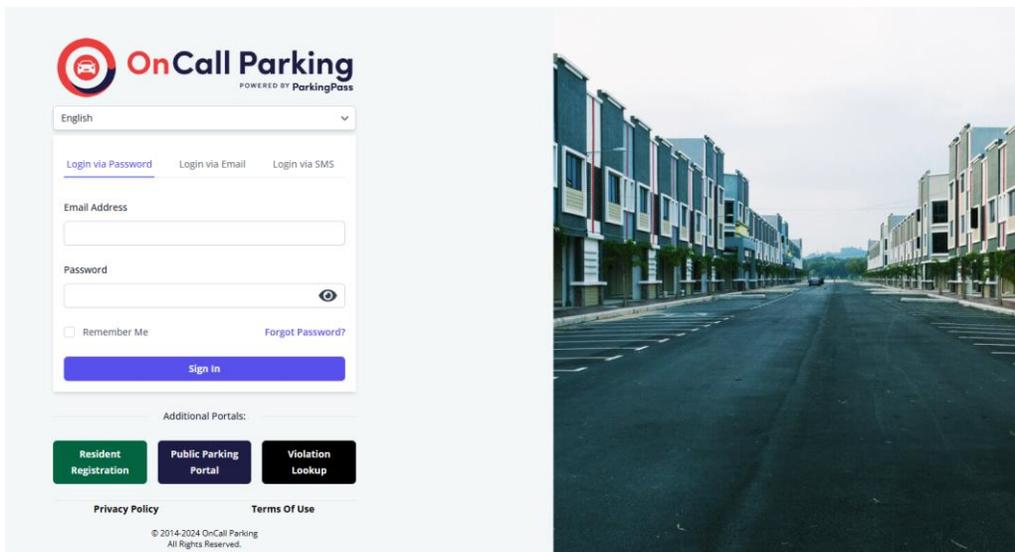
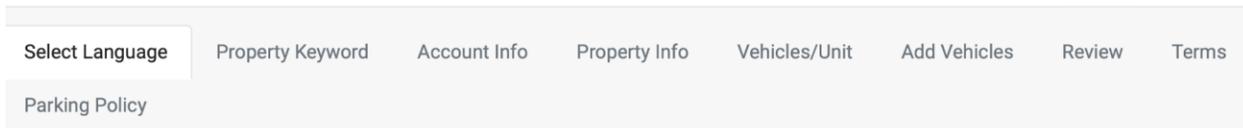


**Please follow these steps to complete your registration for a new account:**

1.) Visit [my.oncallparking.com](https://my.oncallparking.com) and click on “Resident Registration”.



2.) You will be taken to the Registration System. You will need to select your Language.



Welcome, please select your language.



3.) After you select a language, the very first thing you need to enter is your community's **Registration Keyword ( WINDWARD)**

· You'll find that in your **Orientation Letter** where we introduced our company and how we do things.

Great, now enter your Property Keyword.

PROPERTY KEYWORD

[What is this?](#)

Property Name:

[Back](#)

[Next](#)

4.) Fill in the rest of this first page with the required information.

· **Note:** For “**Contact Number Type**”, you will have the option to choose your home or mobile number. If you would like for the software to communicate with you via sms message, then we recommend you choose the mobile number option.

Please enter your account details.

First Name

Last Name

E-mail Address

Confirm E-mail Address

Contact Number Type \*



Phone Number

Create Your Password



Confirm Your Password



[Back](#)

[Next](#)

5.) At this point you will be required to receive a PIN number sent to your email address and another to your phone to you for verification.

## Confirm E-mail Address

Is this a good e-mail address to reach you at? If so click or tap "Send PIN". You will then receive an e-mail with a 6-digit confirmation PIN which you will need to enter on the next screen.

E-mail Address

Send PIN

## Confirm Phone Number

Is this a good number to reach you at? If so click or tap "Send PIN". You will then receive a text message with a 6-digit confirmation PIN which you will need to enter on the next screen.

Phone Number

I Agree

By confirming my phone number, I agree to receive account status updates via SMS messages. I understand that I can opt out at any time.

Call Me

Send PIN

Cancel Opt-In

**ONCE YOU HAVE CONFIRM YOUR EMAIL AND MOBILE NUMBER, PLEASE CLICK ON THE "NEXT" BUTTON TO COMPLETE THE APPLICATION PROCESS.**

6.) The next page of the registration form is where you'll select your address from the drop down. Then, click "Next". **Choose the appropriate status whether you are a "renter" or "owner" of the unit.**

Select Language   Property Keyword   Account Info   **Property Info**   Vehicles/Unit   Add Vehicles   Review

Terms   Parking Policy

Please provide us with your address information.

Select Your Address \*

< Back   Next >

7.) Next you will see the number of vehicles allowed per Unit and the number of vehicles/slots available. Then, click "Next".

Select Language   Property Keyword   Account Info   Property Info   **Vehicles/Unit**   Add Vehicles   Review

Terms   Parking Policy

VEHICLES ALLOWED IN UNIT:	VEHICLE SLOTS REMAINING:
	

< Back   Next >

8.) You will answer if you park in the community or not.

Select Language   Property Keyword   Account Info   Property Info   Vehicles/Unit   **Add Vehicles**   Review

Terms   Parking Policy

Do you park a vehicle at this community?

YES  NO

< Back

**Note: IF YOU DON'T OWN A VEHICLE, click on the checkbox that reads**

**NO**

**Clicking that checkbox allows you to create a Guest Only account. This is NECESSARY if you want to be able to activate Guest Passes.**

9.) If you answered **YES** then here you will input vehicle information for your **Resident Vehicles**.

**Provide us with your vehicle details:**

**Vehicle #1**

Vehicle's License Plate <input type="text"/>	Confirm License Plate <input type="text"/>
Last 6 characters of VIN <input type="text"/>	Confirm Last 6 characters of VIN <input type="text"/>
Vehicle State/Province/Region <input type="text"/>	Vehicle Type <input type="text"/>
Registration Exp. Date <input type="text"/>	<b>■ Proof of Registration</b> <small>File Types Allowed: .pdf, .jpeg, .jpg, .png, &amp; .gif</small>
Insurance Exp. Date <input type="text"/>	<b>■ Proof of Insurance</b> <small>File Types Allowed: .pdf, .jpeg, .jpg, .png, &amp; .gif</small>
<b>■ Copy of Driver's License</b> <small>File Types Allowed: .pdf, .jpeg, .jpg, .png, &amp; .gif</small>	

[Remove Vehicle](#)

*\*You will be required to upload **pictures** of your documentation:*

- *Driver's license*
- *Vehicle registration*
- *Proof of Insurance*

10.) Fill in all the required information for your vehicle.

· If your community's **Parking Policy** allows it and you have more than one vehicle, click the green link that says "+Add Another Vehicle".

11.) The next page will show you all the information you entered in the previous pages.

· *Take some time to review and confirm* that all the information entered is correct.

12.) The next page displays our website's **Terms of Use**.

· *Take some time and read through this.*

Select Language Property Keyword Account Info Property Info Vehicles/Unit Add Vehicles Review Terms Parking Policy

Please carefully read the following:

### Terms & Conditions

Last Modified: November 2, 2020

Acceptance of the Terms of Use

These terms of use are entered into by and between your property management company, on behalf of itself, its officers, directors, employees, contractors, agents, and affiliates (collectively, **"You"**), and

Union Rich Technologies, LLC d/b/a ParkingPass.com (**"Company", "we" or "us"**). The following terms and conditions, together with any documents they expressly incorporate by reference (collectively, these **"Terms of Use"**), govern your access to and use of <https://www.parkingpass.com/> . including any content.

### Refund Policy

Acceptance of the Refund Policy

Since Union Rich Technologies d/b/a ParkingPass.com ("Company", "we" or "us") is offering non-tangible irrevocable goods, we do not issue refunds once the payment has processed and the parking permit has been sent or issued. As a customer you are responsible for understanding this upon purchasing any item through our site. However, we realize that exceptional circumstance can take place.

Therefore, we DO honor requests for the refund on the following reasons:

- **Advanced Purchases:** In the event that you have purchased a renewal

*By entering your signature below you are agreeing to our Terms & Conditions and Refund Policy.*

First Name: Madeline Last Name: Dumercy

Next

< Back

Once you're done, click the checkbox that says  
 **I Agree to the Terms of Service**

13.) The last step is a very important one: a review of the property's Parking Policy.

Select Language Property Keyword Account Info Property Info Vehicles/Unit Add Vehicles Review Terms Parking Policy

### Rules

Below are the reasons why your vehicle may incur a violation, a citation be booted or towed!

- Expired Parking Permit/Failed to Renew Parking Permit  
Immediate Tow or Boot
- Parking Permit Not Purchased  
Immediate Tow or Boot
- Non-Resident/Non-Guest/Unregistered Vehicle  
Immediate Tow or Boot
- Expired Guest Vehicle  
Immediate Tow or Boot
- Restricted Guest Vehicle  
Immediate Tow or Boot

I Agree to and Understand My Community's Parking Policy.

Sign & Finish

< Back Next >

You should see an on-screen message thanking you for registering and receive an email confirming that your account has been submitted for approval.

**The next step is to wait for your property managers to approve your account to gain full access to the system.**