



## Monthly Parking Application Instructions

Thank you for your interest in monthly parking with us! Monthly parking is the convenient and economical way to park close to your place of work, residence, and many other accommodations. SPPlus Operates 30+ garages in downtown Baltimore City and surrounding areas. This guide will walk you through the initial application process through our online portal where you can:

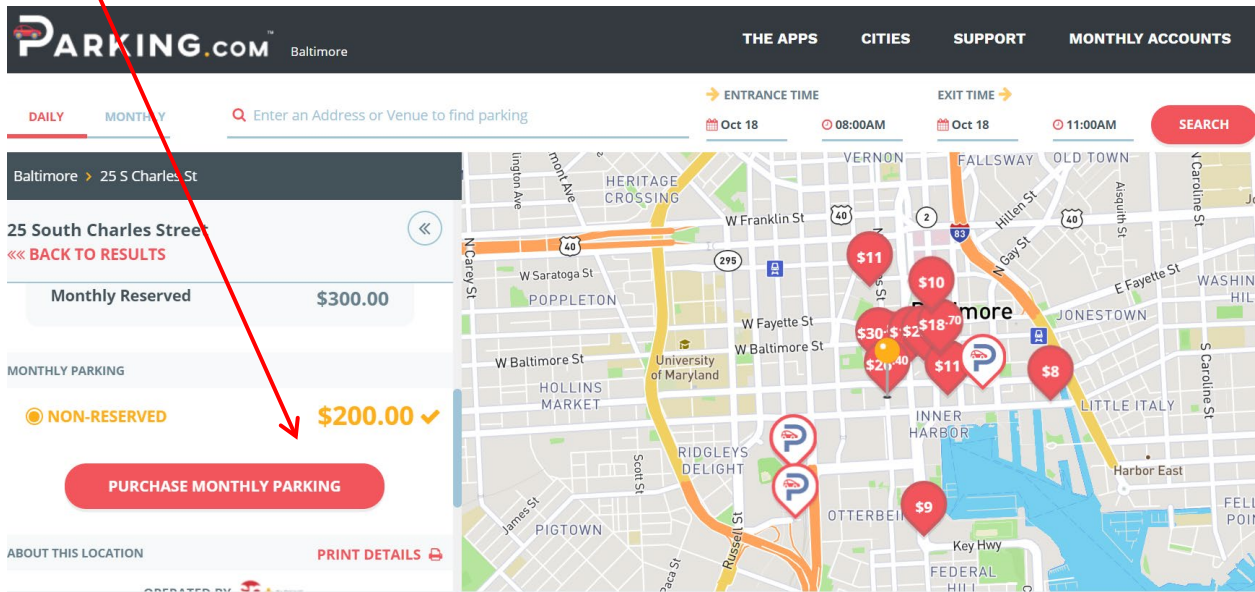
- Sign up for monthly parking
- Manage your parking account
- Add/Cancel parking and additional parkers
- Manage payments and view invoices
- Manage vehicles associated with your account

Step 1) Go to [www.Parking.com](http://www.Parking.com) in your web browser

Step 2) Enter the location of your office, residence, or the specific garage you are interested in. Click Search.

The screenshot shows the Parking.com website interface. At the top, there is a navigation bar with links for 'THE APPS', 'CITIES', 'SUPPORT', 'MONTHLY ACCOUNTS', and 'USA'. Below the navigation bar is the main header with the 'PARKING.COM' logo and the tagline 'PARK. BETTER. PERIOD.'. A search bar is prominently displayed with the placeholder text 'Enter an Address or Venue to find parking'. Below the search bar, there are fields for 'ENTRANCE TIME' and 'EXIT TIME', both set to 'Oct 18'. The entrance time is '08:00AM' and the exit time is '11:00AM'. A red arrow points to the search input field. At the bottom of the search form is a red button labeled 'SEARCH FOR PARKING'.

Step 3) Scroll down on the left tool bar to find “Purchase Monthly Parking” and click on the link.



Step 4) Complete the parking form request. All Areas with red asterisks must be completed. Please indicate if you are applying for an individual account or business account. Business accounts can have multiple parkers assigned to them and will receive one bill for all parkers on that account.

My Location  
25 South Charles Street  
25 S. Charles St.  
Baltimore, MD 21201

Parking Rate  
Upon request ?

Account Type:  Individual  Business

First Name\*  Last Name\*  Street Address\*  Address2

City\*  State/Territory/Province\*  Zipcode\*  Phone No\*

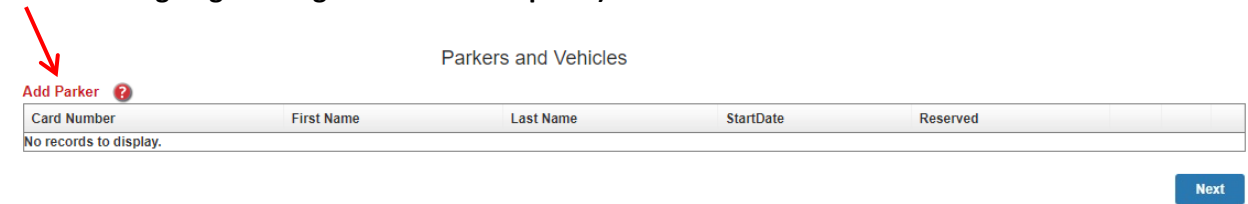
Email Address\*  Confirm Email Address\*  Employer Name\*

Parkers and Vehicles

Card Number	First Name	Last Name	StartDate	Reserved
No records to display.				

Next

Step 5) Click on the “Add Parker” link just below the form you just completed. For business accounts, you can add as many parkers as you need, and as many as the garage can accommodate. (Please contact the garage manager for available spaces)



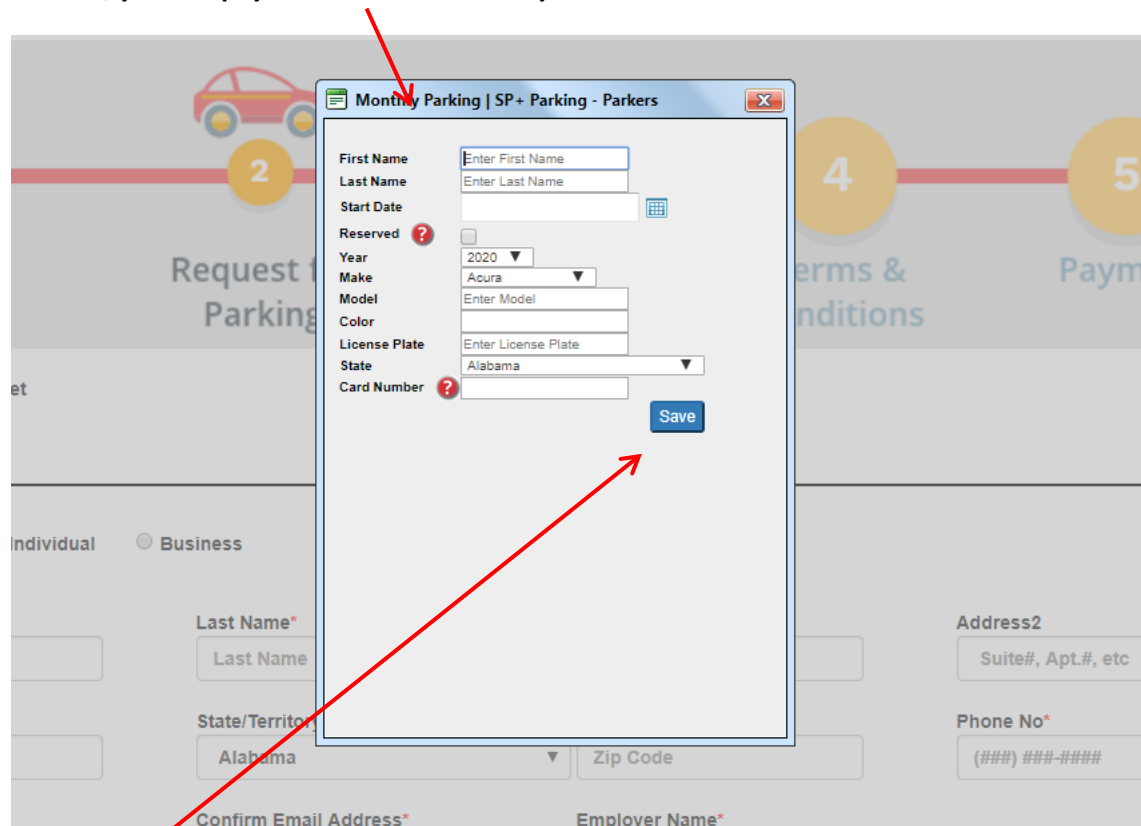
Parkers and Vehicles

[Add Parker ?](#)

Card Number	First Name	Last Name	StartDate	Reserved
No records to display.				

[Next](#)

Step 6) Complete the pop up form for each parker on the account, additional vehicles can be added later once your account is set up. Leave the “Card Number” and “Reserved” Section Blank as these will be assigned to you. Please ask the garage manager if you are interested in reserved parking. You may enter any start date, but please be aware that we only pro-rate by half month. Meaning if you start on the 14<sup>th</sup>, you will pay for the full month. Any date on or after the 15<sup>th</sup> is half month.



Monthly Parking | SP+ Parking - Parkers

First Name

Last Name

Start Date

Reserved

Year

Make

Model

Color

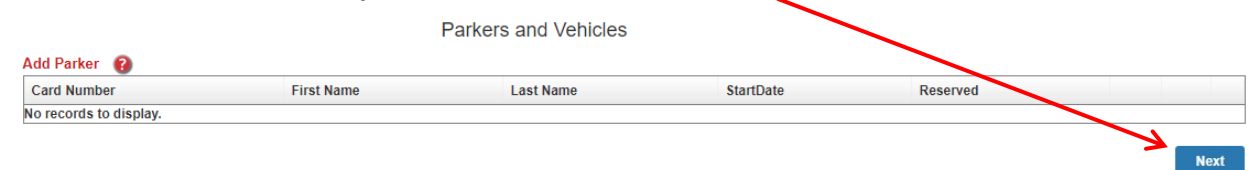
License Plate

State

Card Number

[Save](#)

Click “Save” to return to the previous screen, and click “Next”



Parkers and Vehicles

[Add Parker ?](#)

Card Number	First Name	Last Name	StartDate	Reserved
No records to display.				

[Next](#)

**Step 7) You will receive the below confirmation. Our Customer Service Team will reach out to you and you will receive an email confirming your application. Your monthly rate will be confirmed before your account is created. You will receive your log in credentials where you will need to enter your payment information. At this time, the garage manager will reach out to you for pick up of your monthly pass or sticker.**



Thank you for your interest in parking with SP PLUS Corporation.

We will review your request and a company representative will contact you within one (1) business day to confirm your monthly rate and start date.

If you have any questions, please contact Customer Care at [customercare@parking.com](mailto:customercare@parking.com)