



## Existing Customers - Enrollment Instructions

### SECTION A - ENROLL AND ACCESS THE NEW ONLINE PAYMENT WEBSITE

1. Visit: **Parking.com/ca** and click the **“Monthly Accounts”** link.
2. In the **“Access Your Account”** page, enter your **Customer Account Number** in the User ID/Username, or Account Number field.  
  
Then click the **LET'S GO** button.
3. If the system finds you and you have not previously enrolled in the system, please click the **Register** button, to verify your account information and enroll in our service.
4. Enter **Account Number** and **Postal Code** and click **Verify Account**.
5. Agree to **Terms & Conditions**
6. **Register your Account and hit Submit.**
7. On the Confirmation page click **Continue**.

When the **Log In** window appears, enter your **email address** and **newly created password**.

Click **Log In**.

*Continues on Page 2 . . .*



**ACCESS YOUR ACCOUNT.**  
Parking.com makes accessing your account fast and easy. Log on to review your statement, pay your bill, or update your account information.  
**How to get started:** Provide us with your user id/username, or account number, or alias associated with your monthly parking account.

User id/username, or account number, or alias  
1234567

**LET'S GO**



**ACCESS YOUR ACCOUNT.**  
Additional information is required before you can sign in to your account, please proceed to the registration.

**REGISTER**

**Login** [Reset password](#)

**7** →

**Log In**



## Existing Customers - Enrollment Instructions

*Continued from Page 1 . . .*

### SECTION B - SELECT PREFERRED PAYMENT METHOD

1. Click on **"Payment Accounts"** to add new credit card or new bank account.
2. With your payment information in place, you can then click **Automatic Payment** to enroll in automatic payments.

**Note:** Upon successfully enrolling in automatic payments the screen will show **"Yes"** on upper right side of the screen.

3. To make a one time payment - Click the **"Pay Now"** link and complete all necessary fields.

### Manage Account

**Account Number:** \_\_\_\_\_ **Automatic Payment: Yes**

**Account Nickname:**  **Update**

**Automatic Payment** **Payment Accounts** **Pay Now**

Account History    Export Excel    Export PDF

The diagram illustrates the 'Manage Account' interface. At the top, there is a header 'Manage Account'. Below it, the 'Account Number' and 'Automatic Payment: Yes' are displayed. The 'Account Nickname' field is followed by an 'Update' button, with a circled '1' and a downward arrow pointing to it. Below this, there are three main buttons: 'Automatic Payment', 'Payment Accounts', and 'Pay Now'. A circled '2' with a rightward arrow points to the 'Automatic Payment' button. Below these buttons are 'Account History', 'Export Excel', and 'Export PDF'. A circled '3' with an upward arrow points to the 'Pay Now' button.