



Monthly Parking Cancellation/Edit Instructions

Edit, cancel, or add parkers in your individual or group account:

Step 1: Visit Parking.com and log into your account under “monthly parking accounts”

Step 2: Once logged in you will see your home page that will allow you to pay your bill, set up auto pay, and edit your account:

My Account

ACCOUNT BALANCE CURRENT ACCOUNT INFORMATION

Account Name: Total Balance: \$366.00
Due Date: 12/1/2018

My Account Information

Payment ▲

[Pay Now](#) [Set up Automatic Deductions](#)

Update Parker ▲

[Add Parkers](#) [Edit Parkers](#) [Delete Parkers](#)

Manage My Account ▲

[Set up E-Billing](#) [Update Account Profile](#) [Cancel Account](#)
[Change Password](#) [Display Current Invoice](#) [Print Temp Barcode](#)
[View Account History](#) [Dispute Invoice](#)

Step 3. Click on any of the options to complete request. For cancellations select “Delete Parkers”. Existing parker information (vehicle info, name, etc.) can be edited by selecting “Edit Parkers”. New parkers can be added by selecting “Add Parkers”

Step 4. (Cancellation) Once you have selected “Delete Parkers”. You will see a searchable list of all parkers on the account.

- Select a parker, set cancellation date. (Please note there is a 30 day cancellation notice)
- Select reason for cancellation
- Click “Update”

Delete Parkers / Cancel Account

The location requires a 30 day notification of cancelation.

Last Name:

First Name	Last Name	CardNo	Start Date	Cancel Date	Reason
			10/1/2018 12:00:00 AM	<input type="text"/>	Please Select A Reason ▼
			10/1/2018 12:00:00 AM	<input type="text"/>	Please Select A Reason ▼