Parking Pass Sign-Up Guide

SUMMER 2022

Request a Parking Pass

1. Check to see that you qualify for one of the three pass options and that you have the correct documentation at **www.vailgov.com/parkingpasses**

2. Follow this link to the Town of Vail Parking Services page **vail.mgzephire.com/parkerportal/logon.aspx**

3. Click **"Search for parking"**

4. Either allow the site to access your location or type Vail

5. Click **"Join Waitlist"** the parking is unavailable until you have uploaded your documentation and it has been approved

6. Click on the drop down menu and select a pass

7. Please select your required verification and a copy of your ID to upload as one document, click **"Upload"**, then click **"Save"**

8. Please then fill out your information

9. If you need to add any comments or additional written information add it to the comments box

10. Click the bottom slider button

11. Click **"Join Waitlist"**

12. After your application and documentation has been received it will be reviewed by the parking team within 3 business days

13. You will then get an email from **vail@mgzephire.com** inviting you to finish the sign up process

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vailgov.com/parkingpasses | 970.479.2445

You're approved for a parking pass! Create your account

14. Follow the link included in the email

15. Select the credential type you will use to access parking. This can be a virtual QR code or a physical proximity card. Select the method to get your credential/pass. Select **"Continue"**

16. Input your name

17. Input your billing address and if different input a shipping address

18. Input your phone number

19. Proceed to the vehicle info page and input info for the most commonly used vehicle

20. Continue to payment information

21. Select payment type and input information. This is required even for no cost passes

22. Please read and accept the terms and conditions

23. Create a password that meets the required qualifications and type in the code shown

24. Select **"Create Account"** and you are done

25. If you selected a physical proximity card credential, the parking pass sales office will contact you when it is ready to be picked up. If you selected a virtual QR code, you can access it in your profile and is ready for use

> You are able to access your account to make changes at this website:
>
> **vail.mgzephire.com/parkerportal/logon.aspx**

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