

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”

The screenshot shows the Town of Vail Public Parking Service search page. It features the town logo, a "SEARCH FOR PARKING" button, and fields for Username and Password. A link for "Already have an account?" is also visible.

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

The screenshot shows search results for "Vail". It displays "1. SELECT/FIND PARKING LOCATION" and "Parking Near Vail, CO 81657, USA".

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

The screenshot shows a confirmation page for joining the waitlist. It includes the Town of Vail logo, address (75 S Frontage Rd E, Vail, CO 81657), and a "UNAVAILABLE" status. Buttons for "SEE DETAILS" and "JOIN WAITLIST" are present.

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

The screenshot shows a dropdown menu titled "Available Parking Space Types". The "Select Space Type:" field is currently empty.

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

The screenshot shows a file upload interface with a "Browse..." button (no file selected), an "UPLOAD" button, and "SAVE" and "CANCEL" buttons.

8. Please then fill out your information

The screenshot shows a contact information form for joining the waitlist. It includes fields for First Name, Last Name, Email Address, Confirm Email Address, Address 1, Address 2, Address 3, City, State/Province, Zip/Postal Code, and Best Contact Phone #.

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”

A blue button with the text "JOIN WAITLIST >" is shown.

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



TOWN OF VAIL

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”**

Available Parking Space Types

Select Space Type:
Winter 21-22 Extension Blue Pass | 0.0000 | \$

Credential Type Selection (if more than 1 option):
[Dropdown]

Select the method to get your access credential/pass:
[Dropdown]

Select your preferred Start Date
["First date available may factor in set up time and shipping methods selected"]:
[Dropdown]

Your Selection: WINTER 21-22 EXTENSION BLUE PASS Parking at \$0.00 per month before taxes.

[Back] [Continue]

- 16. Input your name

Please provide your profile information below.

First Name: [Input] Middle Name: [Input]

Last Name: [Input]

Email Address: [Input] Confirm Email Address: [Input]

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

Please provide your billing address information below.

Billing Address 1: [Input] Billing Address 2: [Input] Billing Address 3: [Input]

City: [Input] State/Province: [Dropdown: Colorado]

Zip/Postal Code: [Input]

Comments: [Text Area]

Please provide your Shipping address information below.

Same as Billing:

- 18. Input your phone number

Please provide at least one phone contact below.

Mobile Phone: [Input]

Home Phone: [Input] Work Phone: [Input]

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

Please provide your vehicle information below. You will be able to add other vehicles in your account once your registration is completed.

Vehicle Year: [Dropdown]

Vehicle Make: [Dropdown]

Vehicle Model: [Dropdown]

License Plate Number: [Input]

State: [Dropdown]

Select Vehicle Color: [Dropdown]

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

Please provide your payment information below.

Select Payment Type: [Dropdown: Credit Card]

Select Credit Card Type: [Dropdown]

Credit Card Number: [Input]

Expiration Month: [Dropdown]

Expiration Year: [Dropdown]

CCID # (3 or 4 Digits): [Input]

- 22. Please read and accept the terms and conditions

Please review the terms and conditions.

Please accept the terms and conditions.
I have read and agree to the Terms and Conditions. By creating my account I authorize the billing of my payment method on a subscription basis.

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

Please create your profile password using the requirements below.

Create your Password:
Must contain at least 8 and less than 20 characters
Must contain at least ONE UPPERCASE and ONE LOWERCASE character.
Must contain at least ONE NUMBER.
Must contain at least ONE symbol or punctuation mark.

[Input: ****]



Show another code

Type the code shown: [Input]

- 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

