

TEZ PERMIT2PARK

GROUP ADMINISTRATOR USER GUIDE

Applies to: Group/Company Accounts ONLY (not for individual, one-person parking accounts).

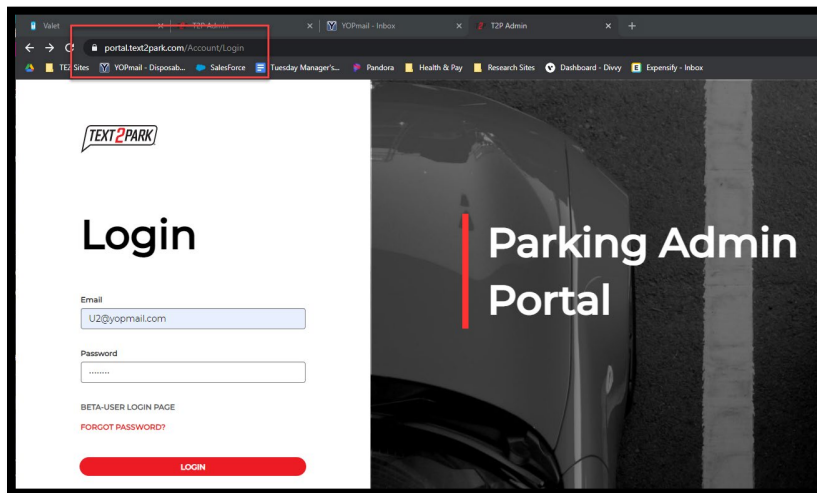
Objective of this User Guide: assists a group administrator with navigating the Permit2Park site.

What is a Group Admin?

- A group administrator is someone who is responsible for overseeing a group (or company) parking account that is registered with One Parking. They can update payment information, member (a.k.a. parker/employee) information, manage invoices, and review parking agreements. There can be multiple group admins for each group/company parking account.

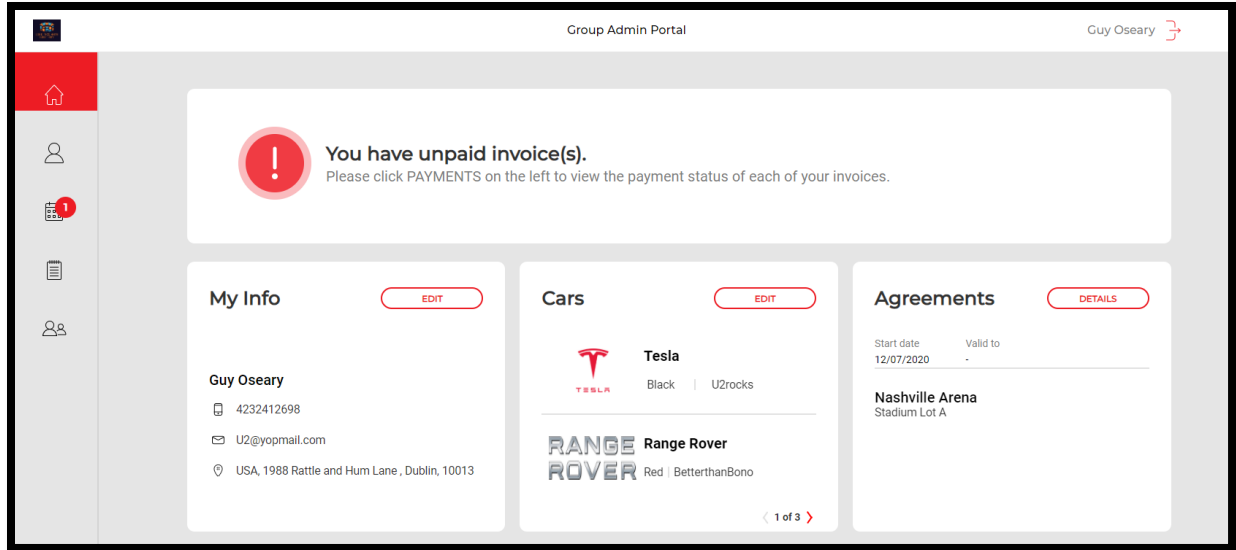
Accessing your Group/Company Account

- Open your web browser to the following link: <https://portal.text2park.com/Account/Login>



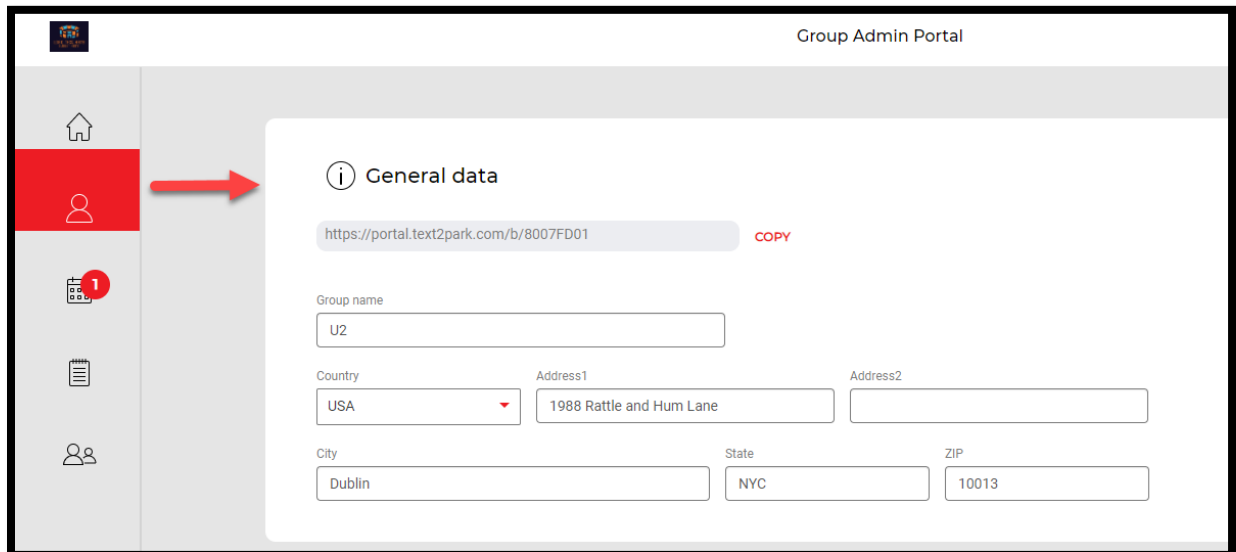
Group Admin Portal – Home Page

- Once logged in, you will be taken to the home page.
 - From the home page you can edit your group info such as:
 - Add or remove group administrator;
 - Update payment information;
 - Vehicle information for your members (a.k.a. parkers/employees);
 - Review the details of your parking agreement(s).



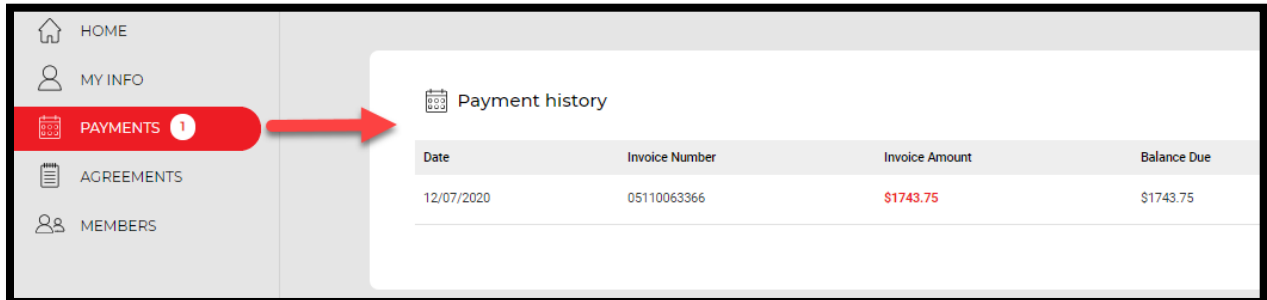
Group Admin Portal – General Data Tab

- When you click on the “person” icon you will be taken to the General Data page of the Group where you can view information.

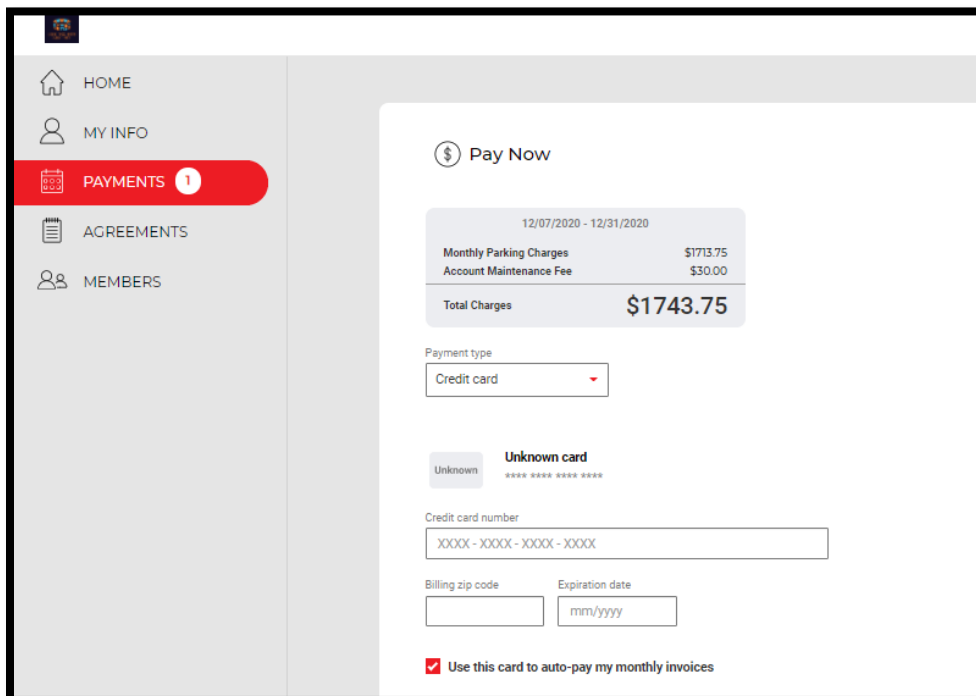
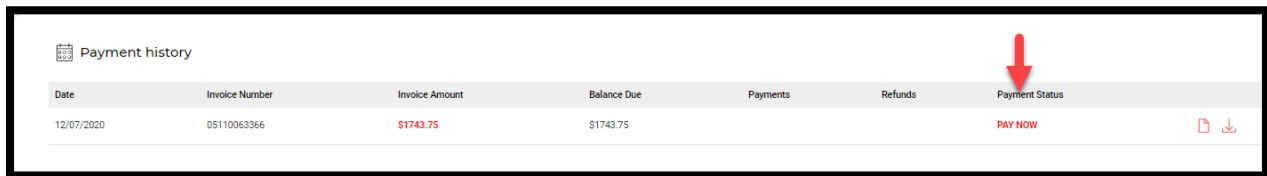


Group Admin Portal - Payments





- When you click on the “calendar” icon you are taken to the payment history.
 - From here you can see all current and past invoices.




- How to Make a Payment.
 - If an invoice is outstanding, you can select “PAY NOW” to select a payment method (see red arrow below).
 - After entering in your preferred payment method, you will have the option to select it for autopay, if desired. Auto-payments are processed on the first of each month.



- How to Preview Invoice or Download Invoice.
 - To preview an invoice, select the left, red arrow as shown below.
 - To download an invoice, select the right, red arrow as shown below.

Payment history							 
Date	Invoice Number	Invoice Amount	Balance Due	Payments	Refunds	Payment Status	
12/07/2020	05110063366	\$1743.75	\$1743.75			PAY NOW	 

- Sample invoice preview shown below.



Bill to

Guy Oseary
 +15162223333
 U2@yopmail.com

Address
 1988 Rattle and Hum Lane
 Dublin, NYC, 10013
 USA

Invoice

12/15/2020 05110063366

Period: 12/07/2020 - 12/31/2020

Group: U2

Location: Nashville Arena

Total Charges **\$1743.75**

Due date: 12/07/2020

Current Charges

10 Parker(s): Non-Reserved @ \$100.81	\$1008.10
5 Parker(s): Reserved @ \$141.13	\$705.65

12/07/2020 - 12/31/2020

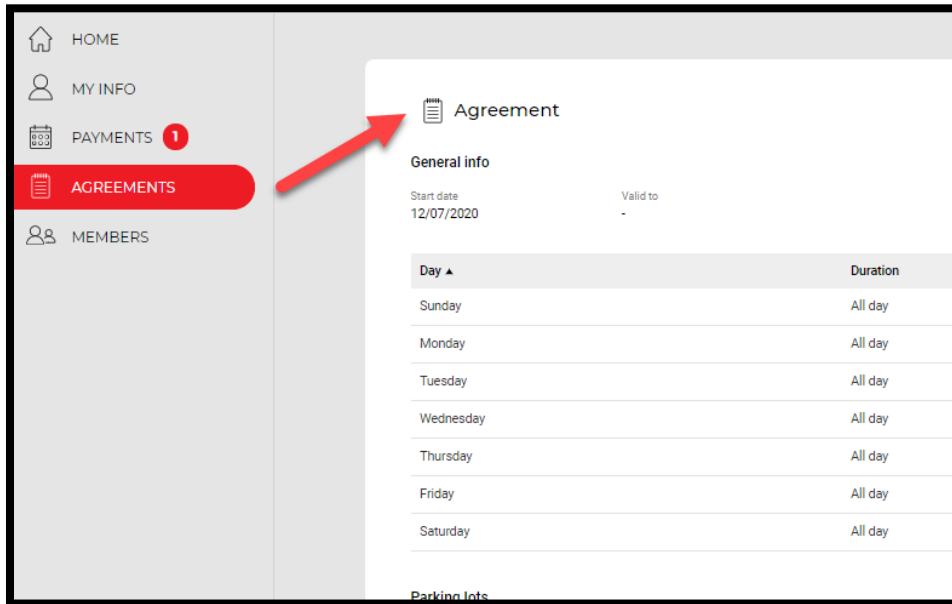
Monthly Parking Charges	\$1713.75
Account Maintenance Fee	\$30.00
Total Charges	\$1743.75

Notes:

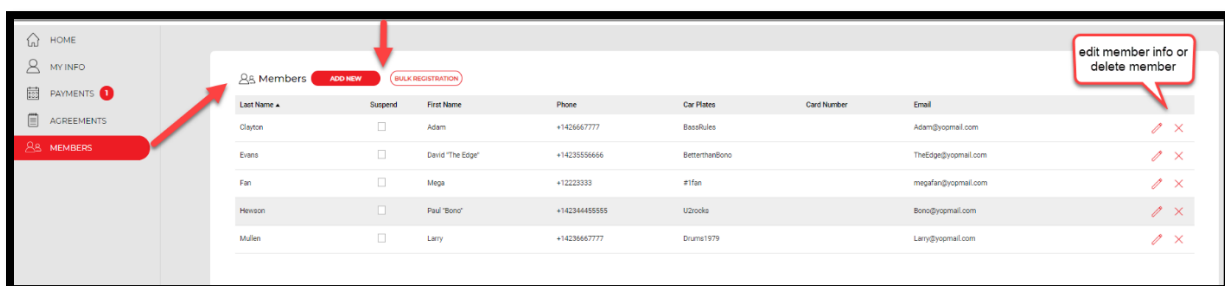
Reminder Payment is due on the 1st and late on the 5th. The account will be auto-suspended on the 5th and a reactivation fee will be charged to reinstate your access. **NON-PAYMENT DOES NOT REPRESENT CANCELLATION OF PARKING.**

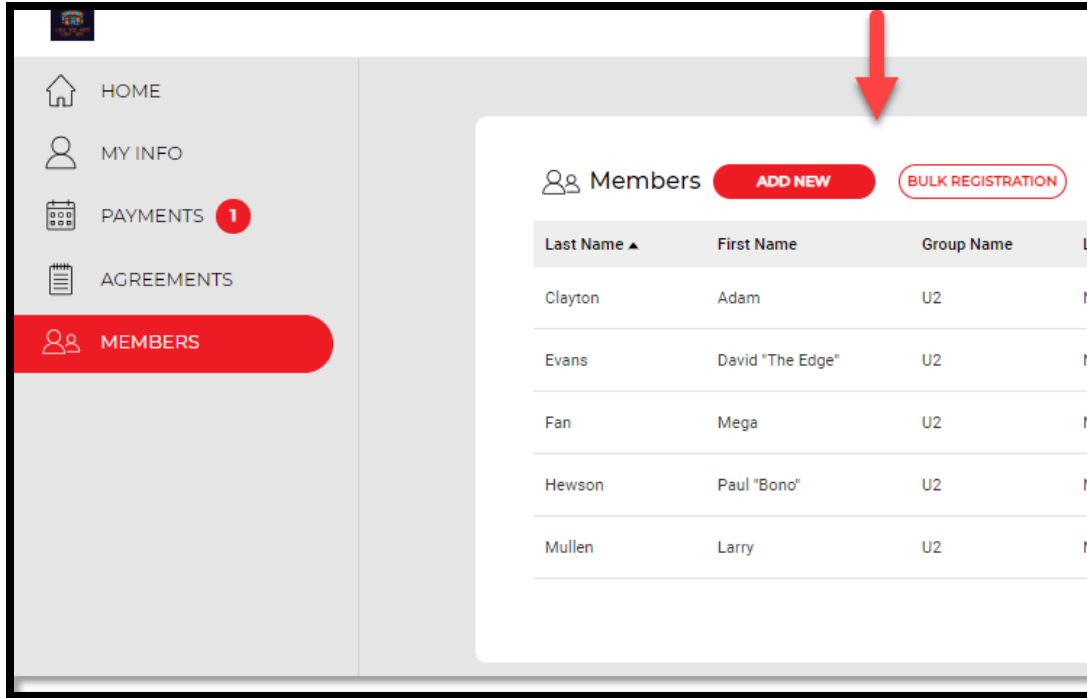
Group Admin Portal - Agreements

- When you click on the “notepad” icon, you are taken to the Agreements section of the account where you can see the details of your parking agreement/rate and Monthly Parking Terms & Conditions.



- When you click on the “double person” icon, this will take you to the Members section. This is where you, as the administrator can add, delete, and update member information.
 - When adding a new member, you can do it one person at a time or in bulk with a .CSV import. When you click on the “Add New” button you are taken to the Member page.
 - From here you enter the name, mobile phone number, and email address. **Note: emails must be unique to the member, it cannot be a shared company email.** This is typically used for distributing garage notices that impact their parking (ex. “Construction on Level P3 – closed 1/20/21”).
 - You can enter Reserved Spot info
 - If using Access Cards, there is a section to enter their access card credential ID#
 - Enter their vehicle information
 - Once all data is entered click the “Register” button





HOME
MY INFO
PAYMENTS 1
AGREEMENTS
MEMBERS

Members **ADD NEW** BULK REGISTRATION

Last Name ▲	First Name	Group Name	
Clayton	Adam	U2	N
Evans	David "The Edge"	U2	N
Fan	Mega	U2	N
Hewson	Paul "Bono"	U2	N
Mullen	Larry	U2	N

MEMBER

Member Info

Group
U2

First name

Last name

Phone
+1

Email

Spots Reservation

Reserve Spot

Spot number
Select...

Cars **ADD A CAR**

Plate

Make

Model

Color

CANCEL REGISTER