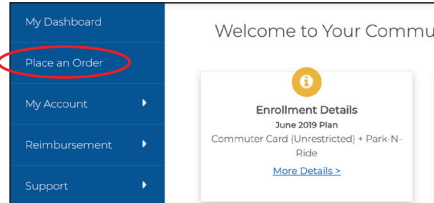
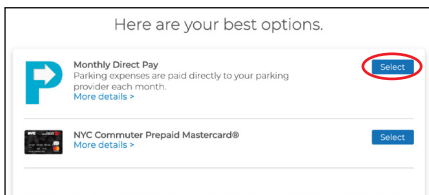


# How to Place an Order for Parking Monthly Direct Pay

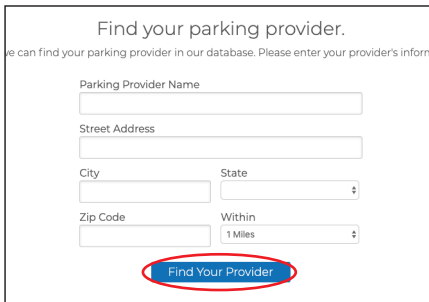
1. From the side menu select 'Place an Order'.



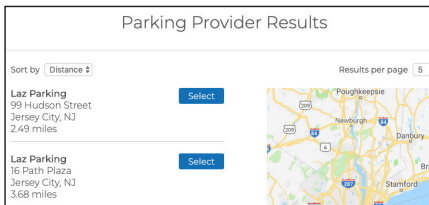
2. Select 'Monthly Direct Pay' from the list of options.



3. Enter your parking provider's information, then click 'Find Your Provider'.



4. Choose your parking provider from the list of options.



5. Enter your order details and select your recurring options. When finished click 'Next'.

6. View your cart, and click 'Proceed to Checkout'.

7. Confirm your delivery address, then click 'Next'.

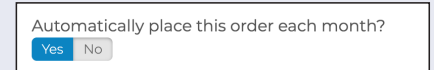
8. Review your order. If everything is correct, click 'Place Order'.

9. A confirmation will display that your order has been placed.

## Helpful Tips

### Recurring Orders

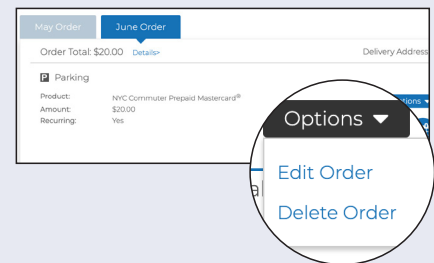
When you set your order to recur monthly, your order will be placed automatically each month. You won't have to log back into your account unless you want to make changes to your order.



If there are any months that you do not need your order, simply select 'Yes', and select the months you do not need from the calendar.

### Editing or Deleting Your Order

After your order has been placed, you may edit or delete your order up to the 10<sup>th</sup> of the month. You can make changes to your order right from your dashboard. Under the 'Options' button, select 'Edit Order' or 'Delete Order'.



### About Monthly Direct Pay

You must have an existing account with a parking provider in order to use Monthly Direct Pay. If your parking provider is not in our database, follow the link at the bottom of the page to add your provider. You may still continue with your order, and we will reach out to the parking provider to affiliate them as a payee in our system.