Arranging Paid Guest Parking

There are times when you have less than 25 guests coming on campus and want to provide them with a parking pass, paid for by the department. These passes can be printed by the department and used in attended visitor lots, pay and display areas and single-space meters on campus. To arrange for parking passes for guests follow the steps below.

1) Go to www.uwo.ca/parking

2) Hover over '**Services**' from the menu at the top and then

   a) Click on '**Department Hosted Parking**'

3) Click on '**Department-Hosted Guest Parking Portal**' from menu on the left.
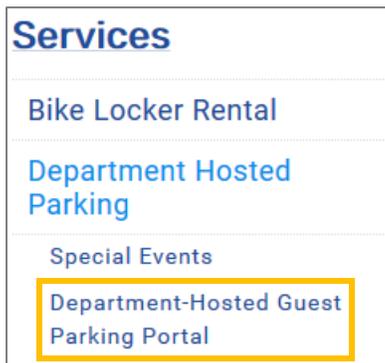
4) If you have access to the Portal, click **'Guest Parking Portal'** from the middle of the page.
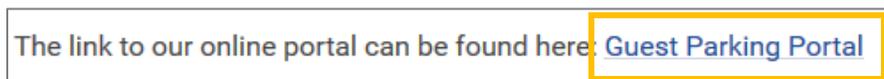
   a) If you do not have access to the Guest Parking Portal, click '**Access Form**'
      i) Complete the form and email it to wparking@uwo.ca and return to these steps once access has been granted.
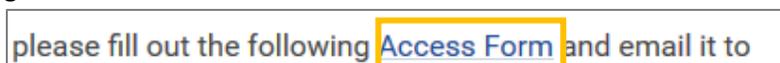
5) Enter your the **'Username'** and **'Password'** given to you by Parking Services. These are NOT the same credentials you use for your personal parking account.

    i) Click '**Login**'
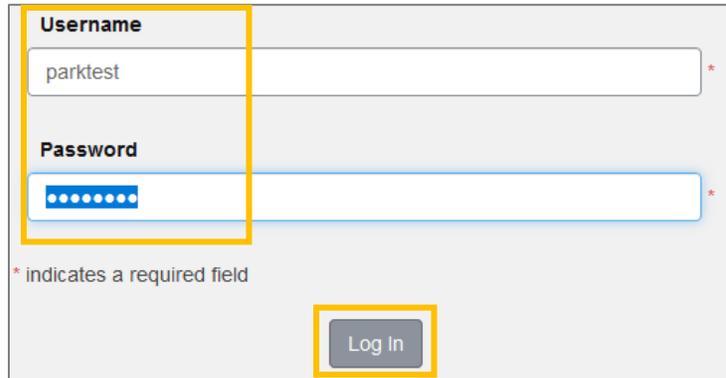
Username	
parktest	*
Password	
••••••••	*

* indicates a required field

Log In

6) Click '**Guest Parking-Single Use (100% off)**' link.

    a) If you do not see the below, close your browser and login again. This should resolve any 'browser cache' issues.
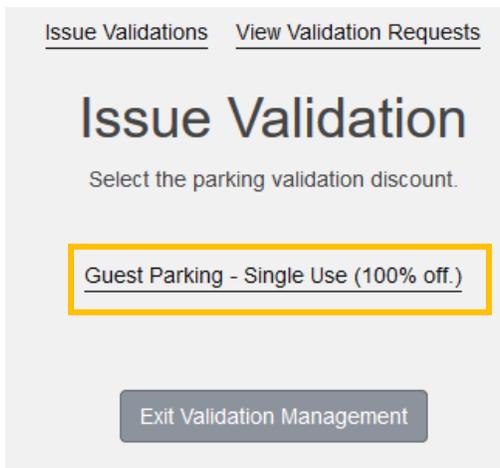
Issue Validations   View Validation Requests

Issue Validation

Select the parking validation discount.

Guest Parking - Single Use (100% off.)

Exit Validation Management

7) Follow the steps below based on the number of parking passes your require:

If you require:	Then follow the steps below:
Only 1 parking pass and want to print or email it to the guest yourself… *Note: this is the recommended method for 1 pass.*	Click '**print the coupon**' found directly below the email field **Send Coupon to Parker** parktest2@ Send Coupon print the coupon This will display the parking pass in a pdf format. Once the pfd if open you can print, or save it and attach to an email to send to the guest. **Note**: it is recommended that you email the parking pass from your own email so you have a copy of the parking pass in case it is lost. This also allows you to provide a map to the parking lot(s) you suggest and other event details.
Only 1 parking pass and want the Portal system to email out the pass…	Enter the guests email in the '**Send Coupon to Parker**' email field, to have the system send the pass to the guest. **Send Coupon to Parker** parktest2@ Send Coupon or don't send it via email, just • Click '**Send Coupon**', and • Click '**Ok**' after you confirm you have entered the correct email address You will see the success message below, confirming your pass has been emailed. ▯ **Your request has been submitted.** • Click '**Exit Validation Management'** and close your browser window to close the Guest Portal. Exit Validation Management
You want 2 – 25 parking passes…. *Note:* for more than 25 parking passes, refer to the steps '[Error! Reference source not found.](#)'	Enter the number of parking passes in the '**Qty of Coupons**' field. You can enter up to a maximum of 25. **Qty of Coupons** 4 **Expiration Date** 6/30/2020 Submit Request *Do not* change the Expiration Date, it automatically defaults to a set future date. • Click '**Submit Request'** button You will se the success message below, confirming your parking passes are being generated. ▯ **Your request has been submitted.** To view / print the parking passes refer to the steps in 'Printing / Viewing Departmental Hosted Parking Passes**'**. It may take up to 10 minutes to generate the passes.
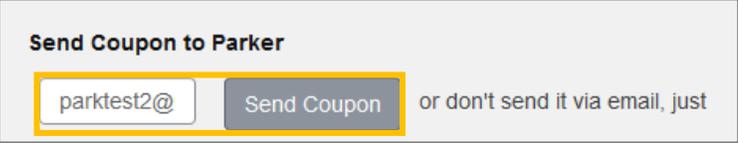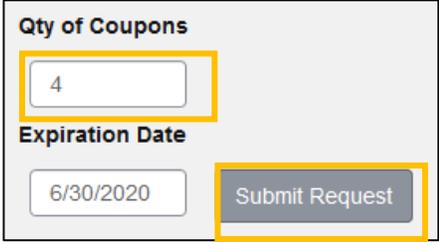
Note: Your department will be billed for the pass(es) as soon as you submit the request.

Printing / Viewing Departmental Hosted Parking Passes

If you have requested multiple parking passes in the Guest Parking Portal using 'Qty of Coupons', you can view / print / save the passes at any time. Use this functionality to distribute to a pass to guests, or re-print passes that were not used.

To view / print / save the parking passes follow the steps listed below:

1) To view the parking passes, from within the Guest Parking Portal:

   a) Click **'View Validation Requests'** link found at the top of the Departmental Hosted Parking portal window.
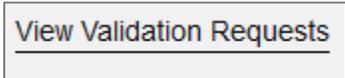
2) Enter the date you requested the passes in the '**Submitted on or After**' search box

   a) Note: the date will default to today's date
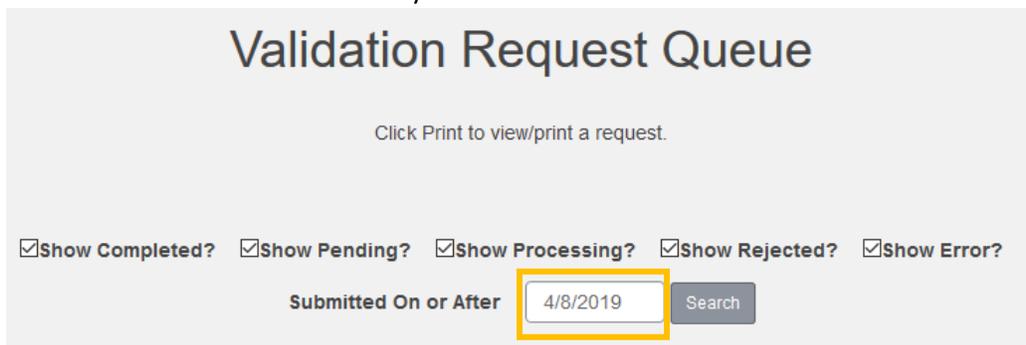
3) Click on '**Search**'
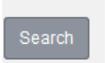
   a) Your request will show as 'Pending' until a process finishes running; this occurs every 10 minutes. Periodically press the F5 key on your keyboard to refresh the page until you see that your request is 'Complete'.

      i) When you see '**Completed**' you can print / view the parking pass

4) Click '**Print'** next to the parking passes you need

   a) The passes will open up as single pdf document, where you can save them, or print them.

      i) If you need to 'separate' the passes, please refer to instructions for Adobe Acrobat on how to separate a pdf file into individual pages.

   b) Click **'Exit Validation Management'** and close your browser window to close the Guest Portal.

Batch ID	Control Group	# Req'd	Req'd By	Req Date	Exp Date	Status	Print
21220	Guest Parking - Single Use	4	Park Test	4-15-2019	6-30-2020	Completed	Print

Exit Validation Management

Note: Once you submit the request for the passes, your department will be billed. Passes are good for one use only, you can re-print lost passes or passes that were not used from this screen.