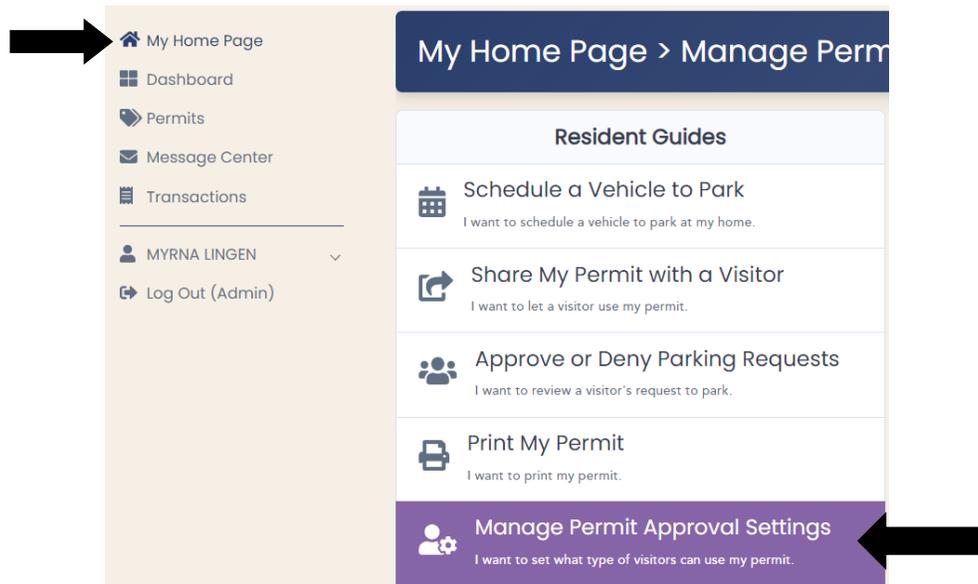




## HOW TO APPROVE A VISITOR REQUEST

### Manage Approval Settings

1. Select “Manage Approval Settings” from the options on your “My Home Page” to choose if you want to review each request when your code is used to request to park, or if you would like them to be automatically approved. These settings can be changed at any time on your account.



2. Select one of the three options of your preference.

Click an option below to change your account's approval settings.

- Review No Requests**  
Anyone with your permit code can sign up to park without your approval.
- Use Trusted Visitor List**  
Visitors from your "Trusted Visitors" list can sign up to park without your approval. You will approve or deny requests from any other visitors that use your permit code.
- Review All Requests**  
You will approve or deny requests from all visitors that use your permit code.

Manage Lists

- The "Use Trusted Visitor List" will allow visitors on this list to be automatically approved for any parking request. Select this option and click on the "Manage Lists", and then click "Add".

Click an option below to change your account's approval settings.

Trusted Visitors List   Blocked List

Approved Add

Visitors on this list will be automatically approved for any parking request. Your permit approval setting must be set on "Use Trusted Visitor List".

No visitors found.

Enter the visitor's email address or username for their ParkDC Account and then "Search". Select the visitor you would like to add to the list by clicking on the "add symbol".

Visitor Lookup

Search

Select the visitor you want to add to the approved list

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Close

The visitor has now been added to the list and can be removed by clicking in the "Trash Can" icon. Follow the same steps to block a visitor on your permit.

Click an option below to change your account's approval settings.

Trusted Visitors List   Blocked List

Approved Add

Visitors on this list will be automatically approved for any parking request. Your permit approval setting must be set on "Use Trusted Visitor List".

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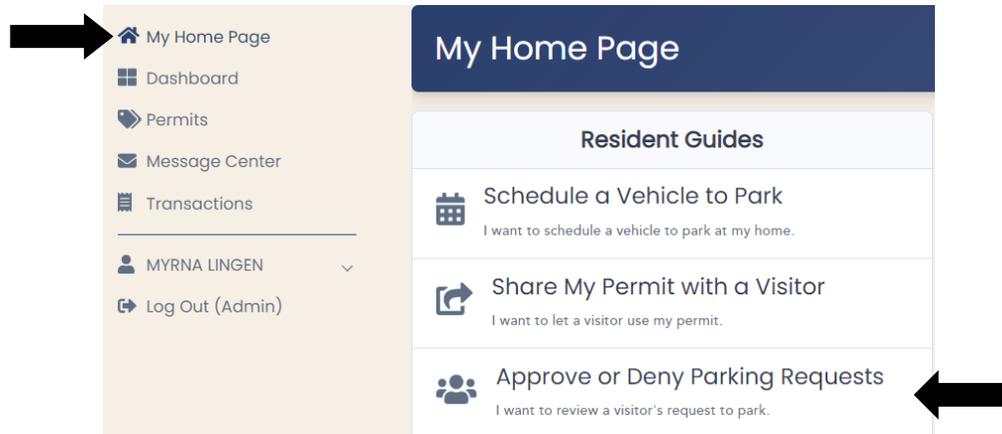
Blocked Add

People on this list are blocked and are automatically denied parking.

No visitors found.

## Approve Or Deny A Visitor Request To Park

1. After your guest has submitted a request to park with your code, from your “My Home Page”, click on “Approve or Deny Parking Requests”.



2. You can either approve or deny the request. To approve, click “Approve Vehicle” and select yes. To deny, click “Deny,” enter a reason for denial, and click “ok.”

\*Note: If you deny the request, your visitor will not be allowed to park.”

