



CONTRACTOR - REQUESTING TO PARK

Welcome to ParkDC Permits! Here you will learn how to request permission to park as a Contractor.

1. On the home screen of your dashboard, select "Request to Park" in the far-right corner of the My Requests section. Provide the resident's visitor code that the resident has shared with you, then click "Continue". You also have the option to search for a code previously used.

2. You will be redirected to the Permits section of your account. Select the type of permit you are requesting, the location, and date that you would like to park. Click the "Add" button, then click "Continue".

If you don't see a permit for a parking location you need, add a new parking location by clicking on the "Add Permit Holder Type" button.

3. Please select the license plate number associated with the vehicle you would like to park. If the license plate is not showing, add it to your account by clicking the "+Add" button.

Select the contract start and end dates.

Enter your credit card information, then click "Continue".

4. You will be redirected to upload the required Contractor documents.

Select "Contractor Permit" and upload your contract with the resident; then select the type of document you will be uploading and click "Upload".

Once the document has been uploaded, click "Checkout".

5. You have successfully submitted a contractor request to park!