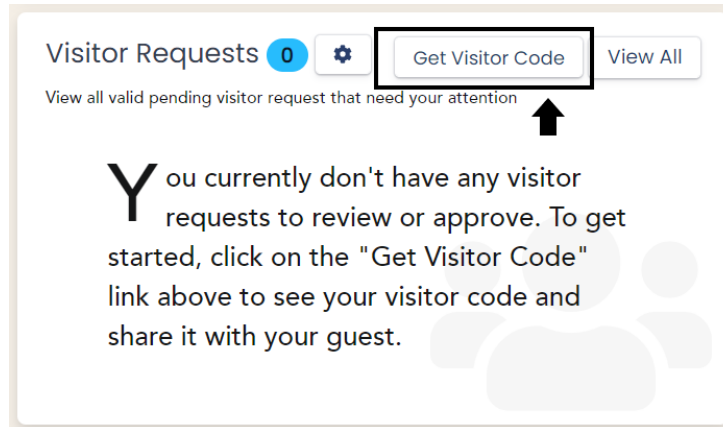


RESIDENTS - HOW TO SHARE A VISITOR CODE

Welcome to ParkDC Permits! Here you will learn how to share your visitor code.

1. Click "Get Visitor Code" in the visitor request box to share your visitor code from your dashboard.

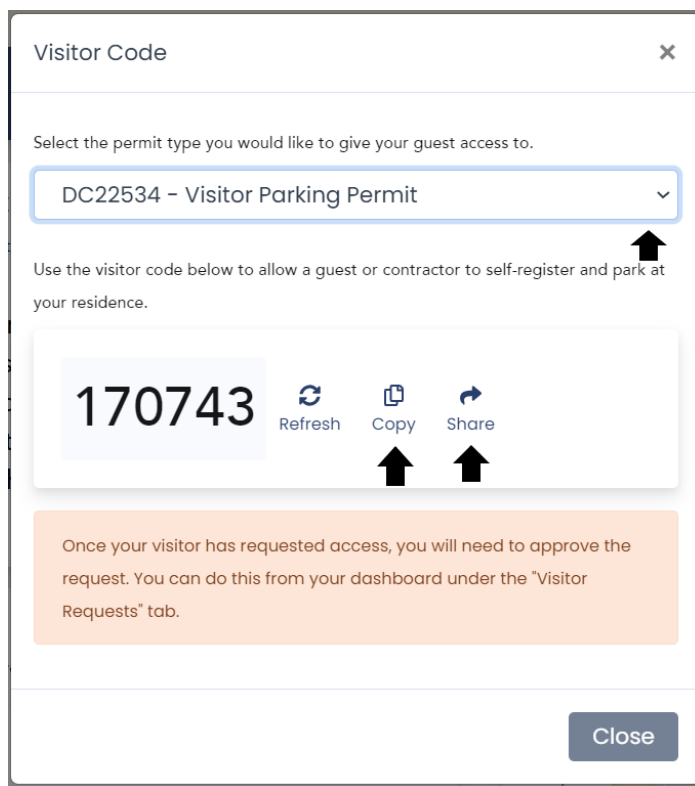


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2. In the top drop-down, select the permit type you would like to give your guest access to.
 - You may share the code by clicking “Share” and sending an email
 - You may provide the code to your visitor verbally as well or through a text message

Note: Once your visitor has requested access, you will need to approve the request. You can do this from your dashboard under the “Visitor Requests” tab.

Your visitor will now request to park at your house using the code that you shared. Please wait for your visitor to tell you to approve their request to park.



Visitor Code

Select the permit type you would like to give your guest access to.

DC22534 - Visitor Parking Permit

Use the visitor code below to allow a guest or contractor to self-register and park at your residence.

170743 Refresh Copy Share

Once your visitor has requested access, you will need to approve the request. You can do this from your dashboard under the "Visitor Requests" tab.

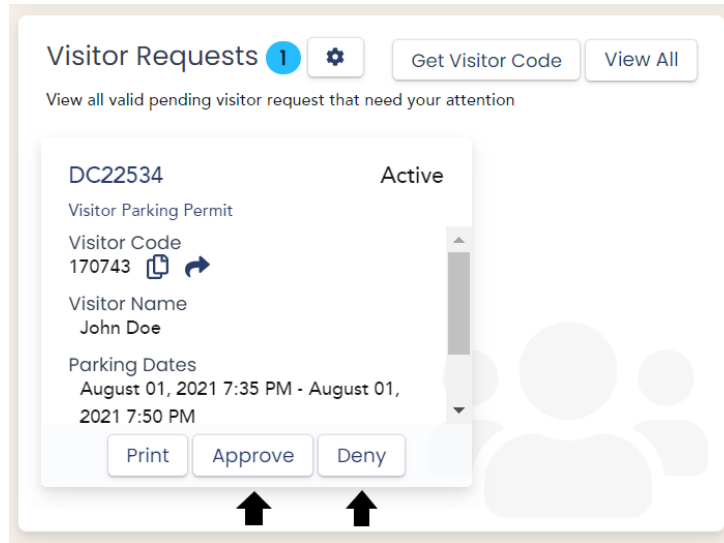
Close

continues on next page

3. To see the request on your dashboard
- Refresh the page
 - Under “Visitor Requests,” you may approve or deny a visitor request

To approve, click “Approve Vehicle.”

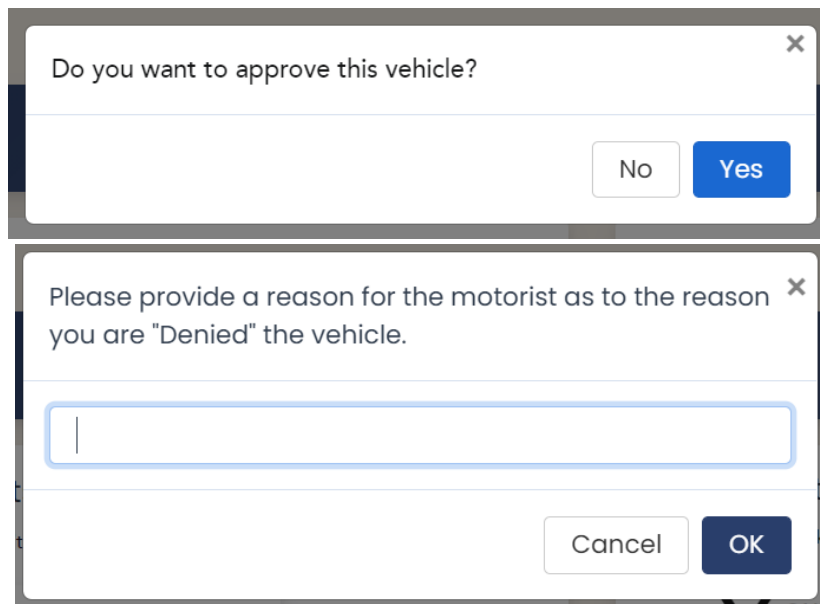
To deny, click “Deny Vehicle,” enter a reason for denial and click “ok.”



4. To approve, click “Approve Vehicle” and select yes.

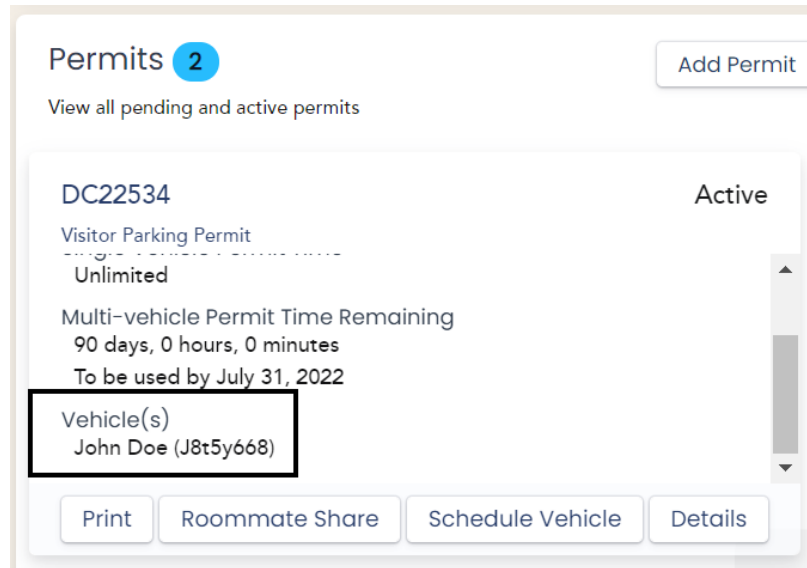
To deny, click “Deny,” enter a reason for denial, and click “ok.”

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

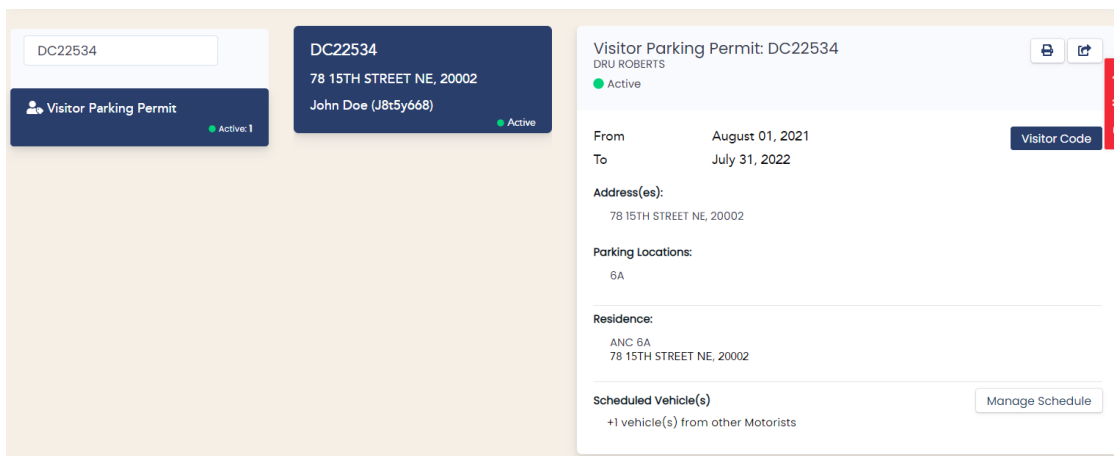


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5. You are now able to see the active parking request on your dashboard. You have the option to print your permit once approved, view the permit details, or cancel the permit request.



6. To view the details of the approved visitor request, click details.



Note: This screen will allow you to view the details of your visitor parking permit.