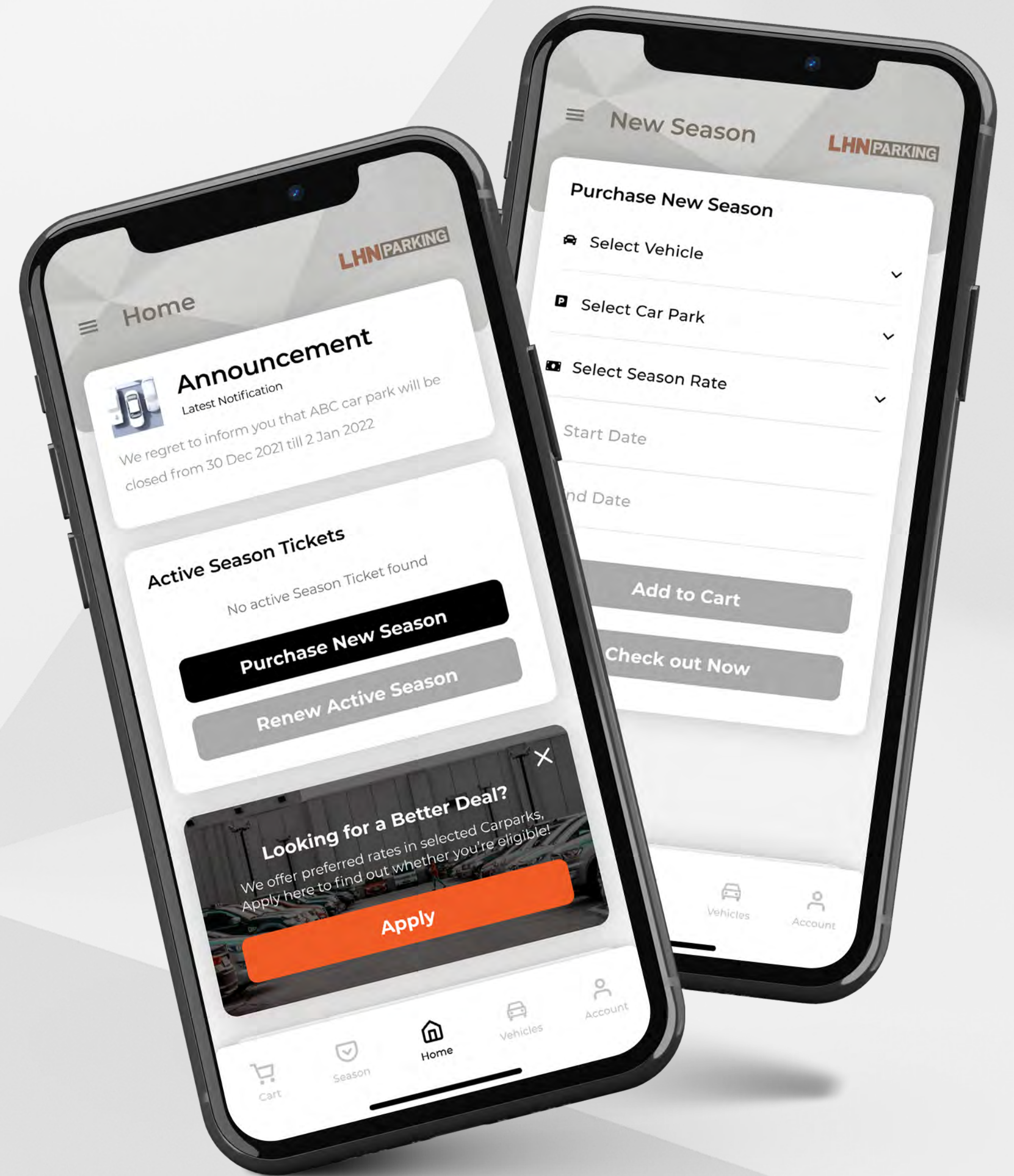


LOT\$ Season Parking App

# User Guide

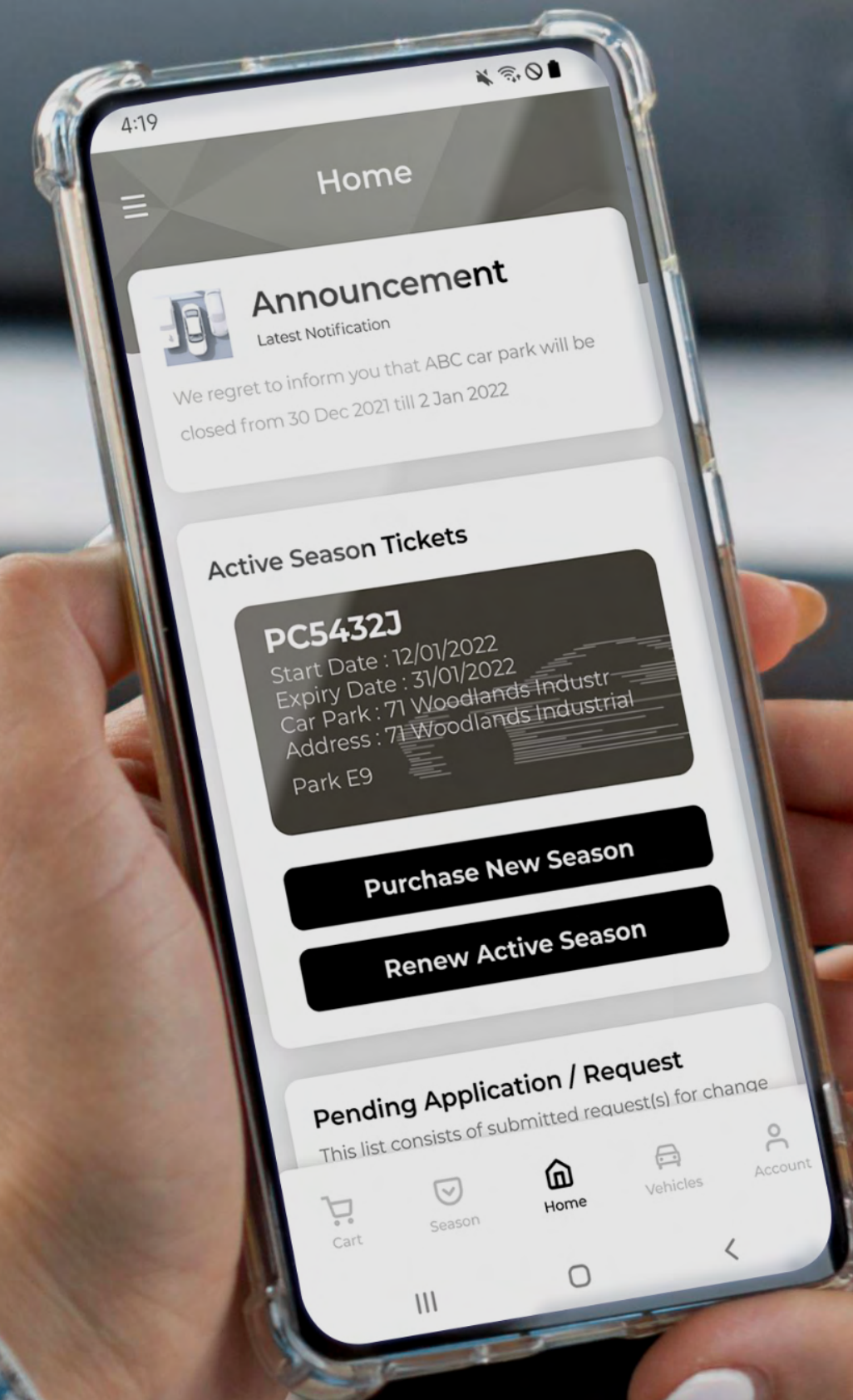
As of May 2022





## Table of Content

<b>PAGE 3</b>	Register a New Vehicle
<b>PAGE 4</b>	Set up Payment Information
<b>PAGE 5</b>	Remove Card Details
<b>PAGE 6</b>	Apply for Preferential Rates
<b>PAGE 7</b>	Purchase Season Parking
<b>PAGE 8</b>	Renew Season Parking Ticket
<b>PAGE 9</b>	Terminate Season Parking Ticket
<b>PAGE 10</b>	Change Vehicle Number / IU Number



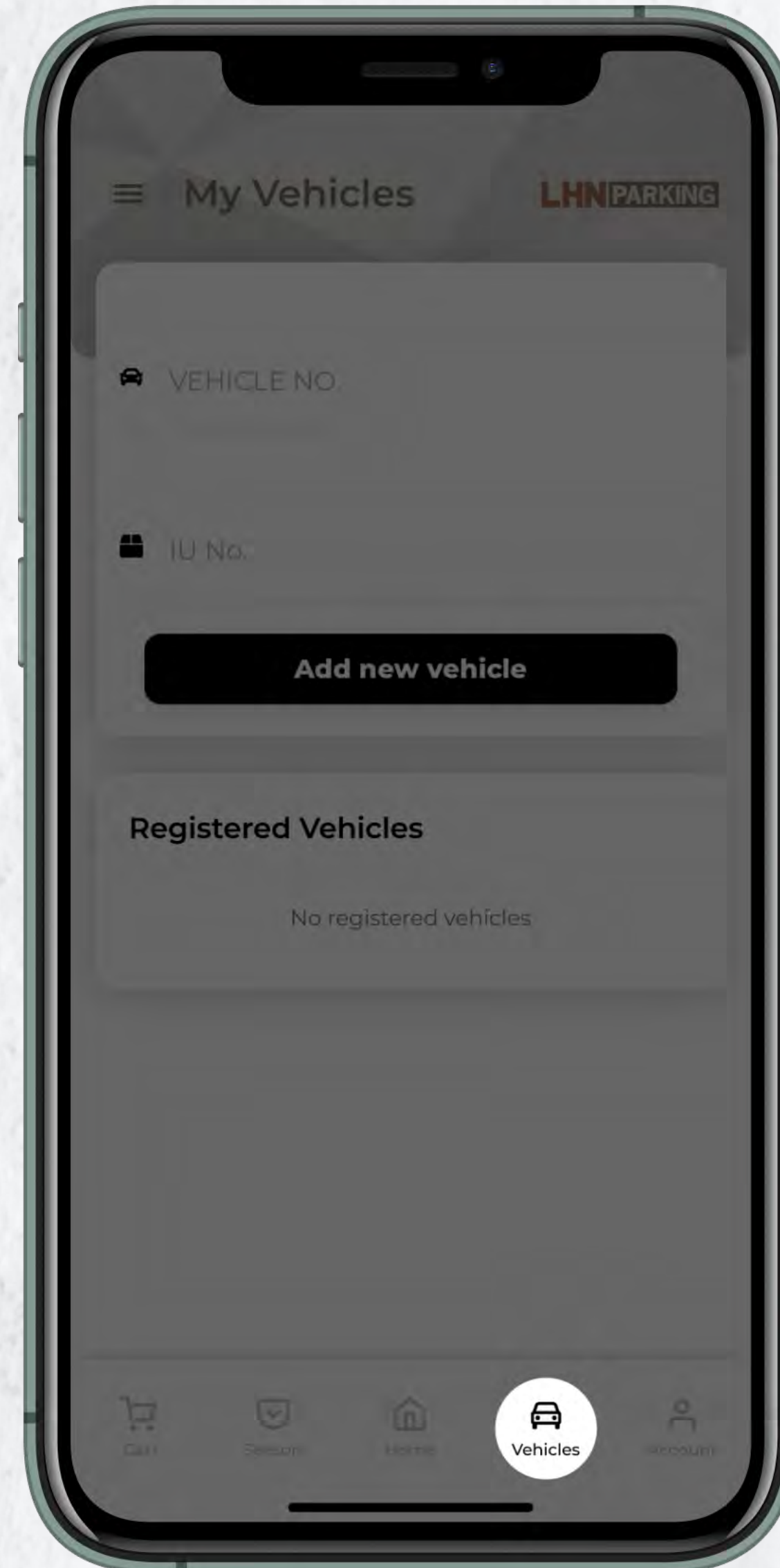


## Register a New Vehicle

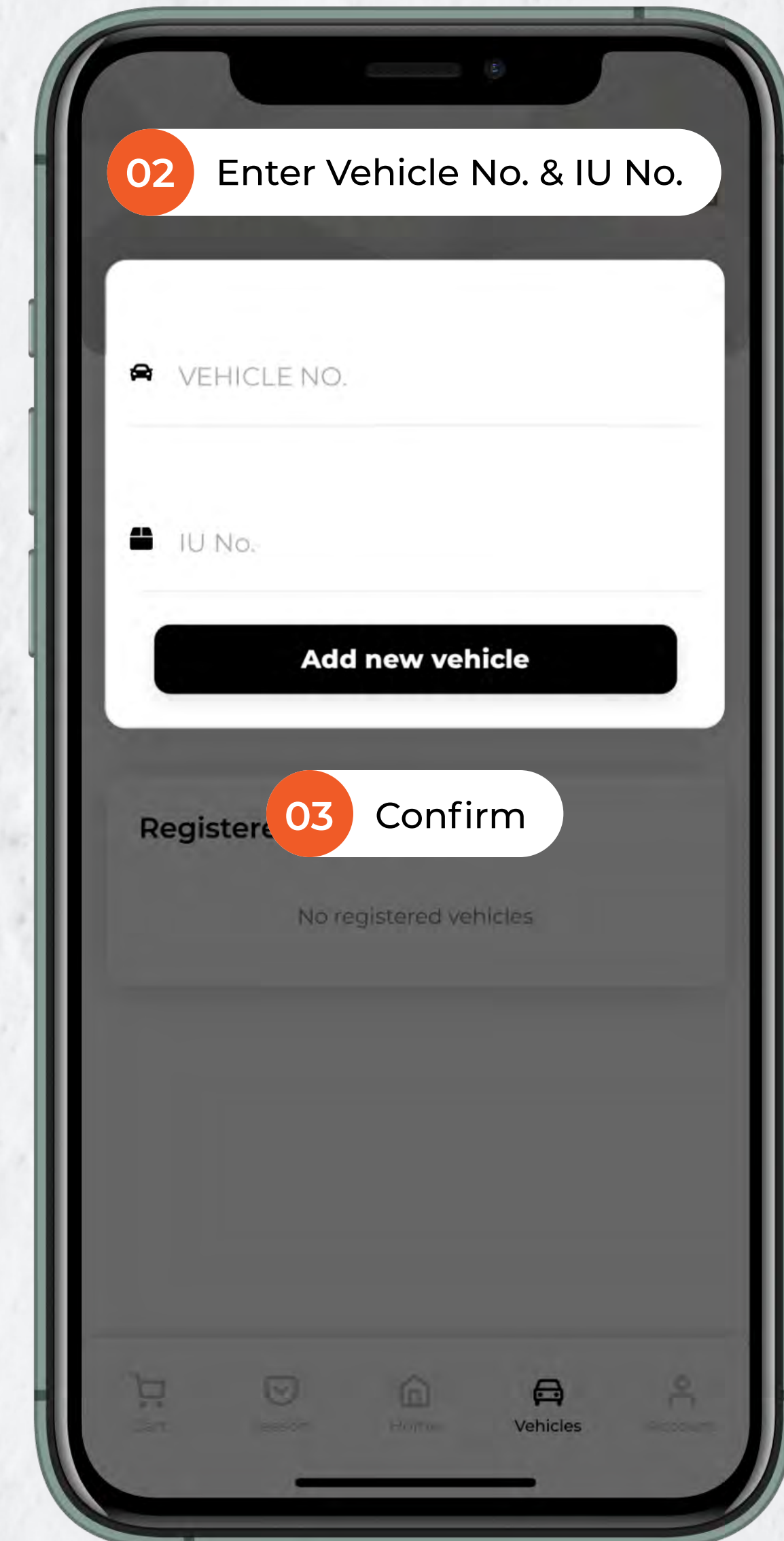
Vehicles must be registered before they can be selected to make season ticket purchase.

To add a new vehicle:

1. Navigate to **'Vehicles' Tab**
2. Enter **Vehicle No.** and **IU No.**
3. Check added information and **select 'Add New Vehicle' to confirm**



01 'Vehicles' Tab



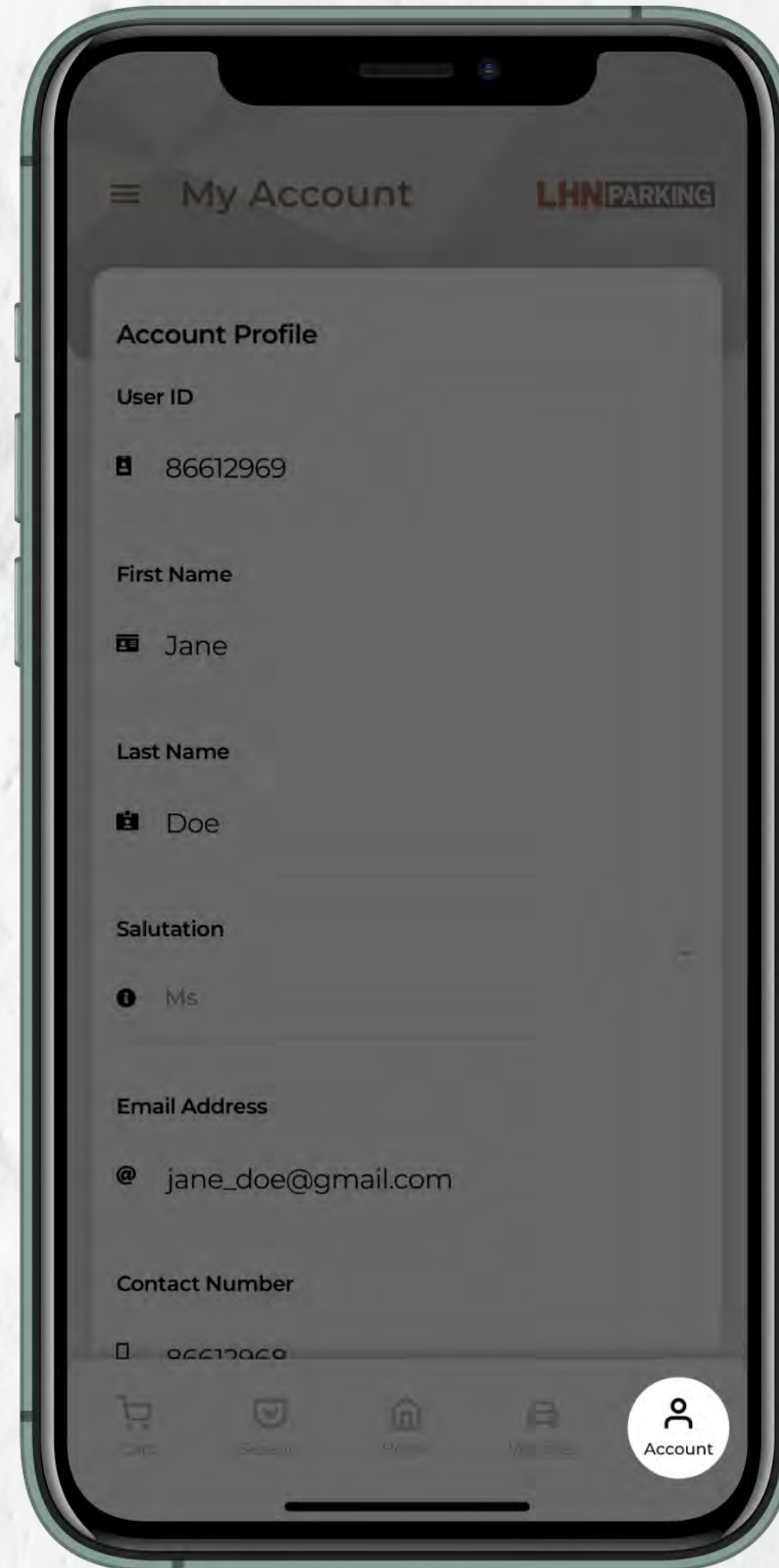


# Set up Payment Information

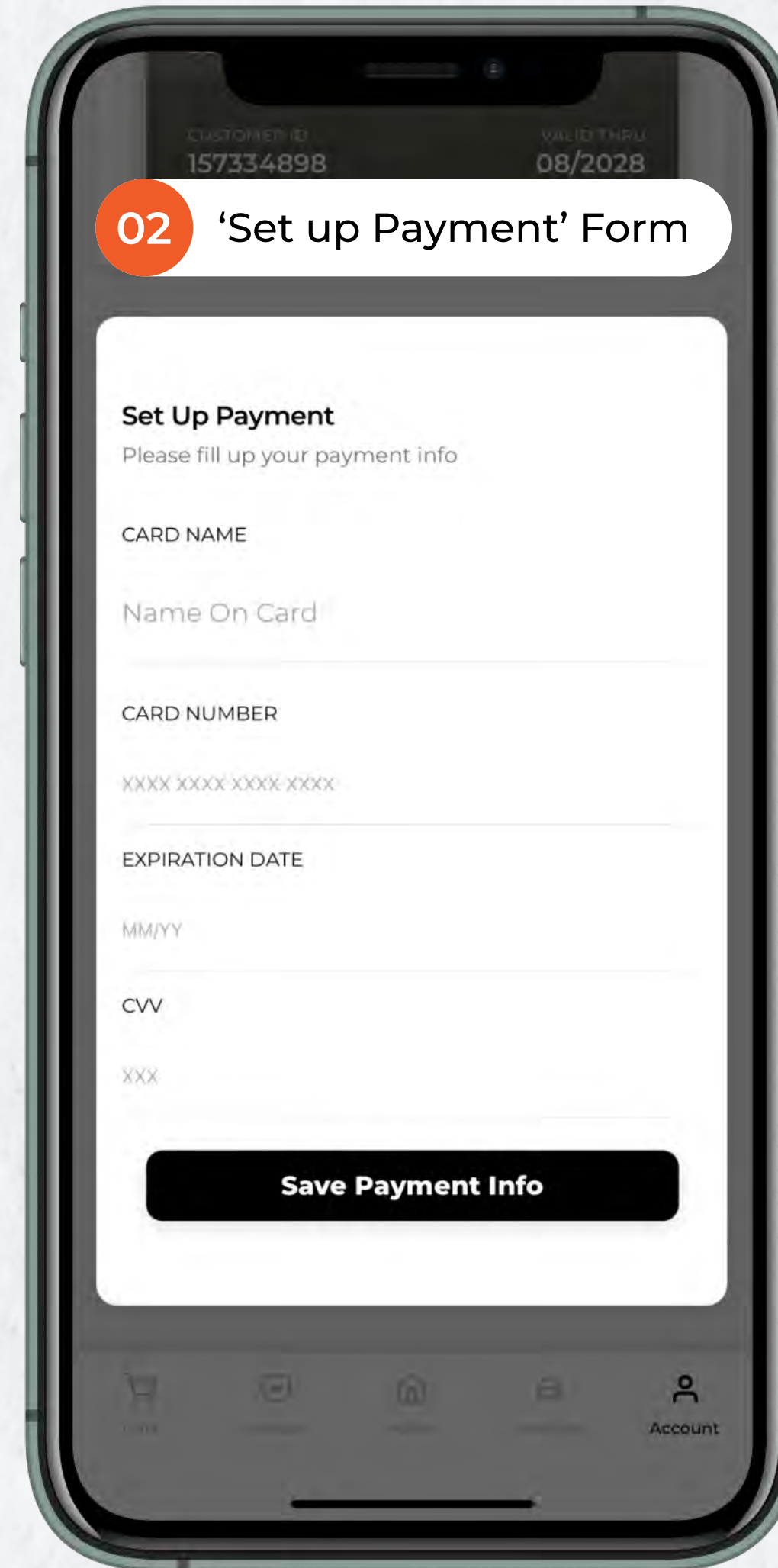
Your payment information is safe in our system. Enter your payment information once and it allows you to continue paying for your parking charges without having to enter your credit card details again.

To add a new credit card:

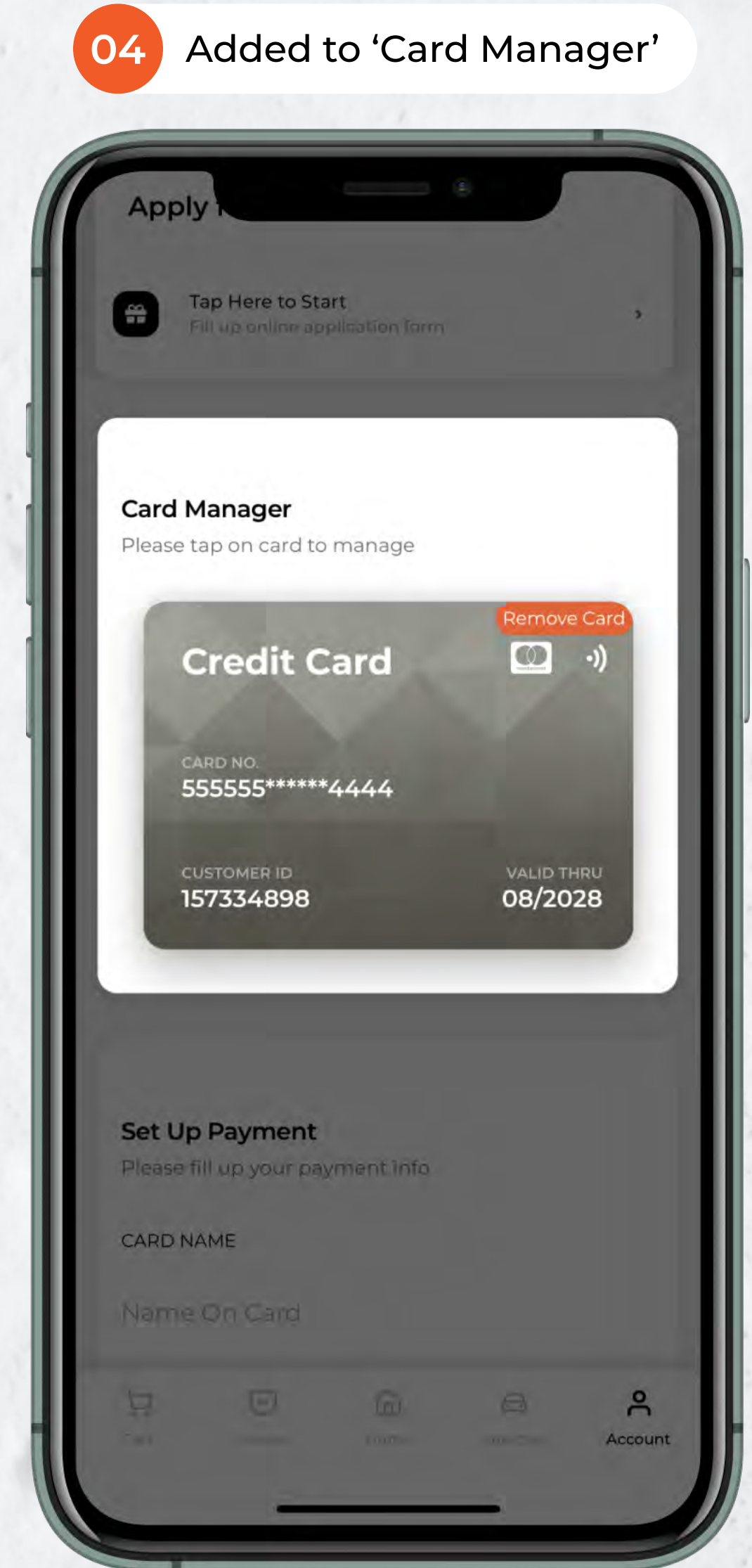
1. Navigate to **'Account' Tab**
2. Scroll down until you reach a form that allows you to **'Set up payment'**
3. **Enter card details** and select **'Save Payment Info'** to confirm
4. Saved card will appear in **'Card Manager'**



01 'Account' Tab



02 'Set up Payment' Form



04 Added to 'Card Manager'

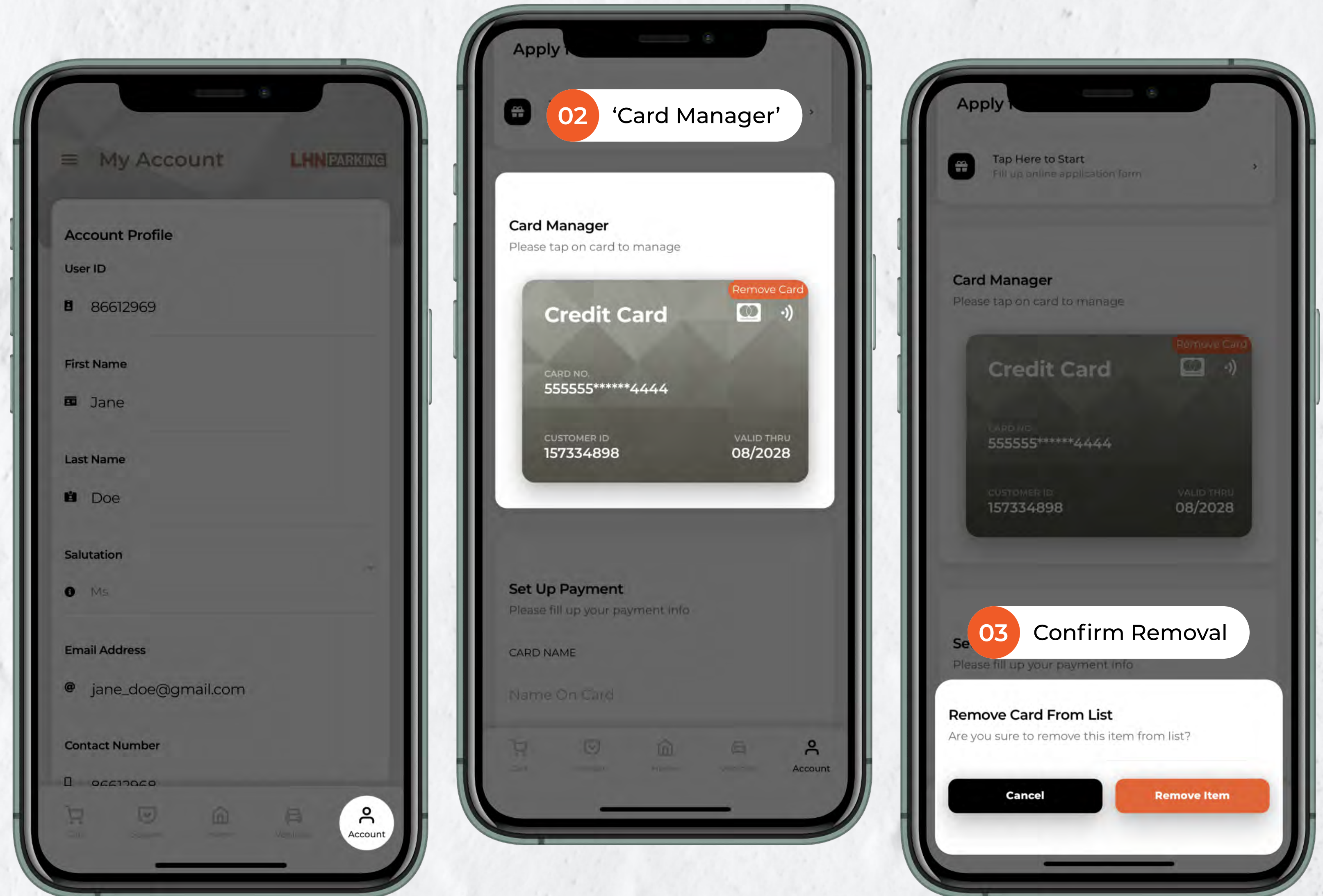


## Remove Card Details

You may wish to remove your credit card information at any time and change your mode of payment to us.

To remove existing credit card:

1. Navigate to **'Account' Tab**
2. Scroll down until you reach **'Card Manager'**
3. **Select and confirm** removal of credit card



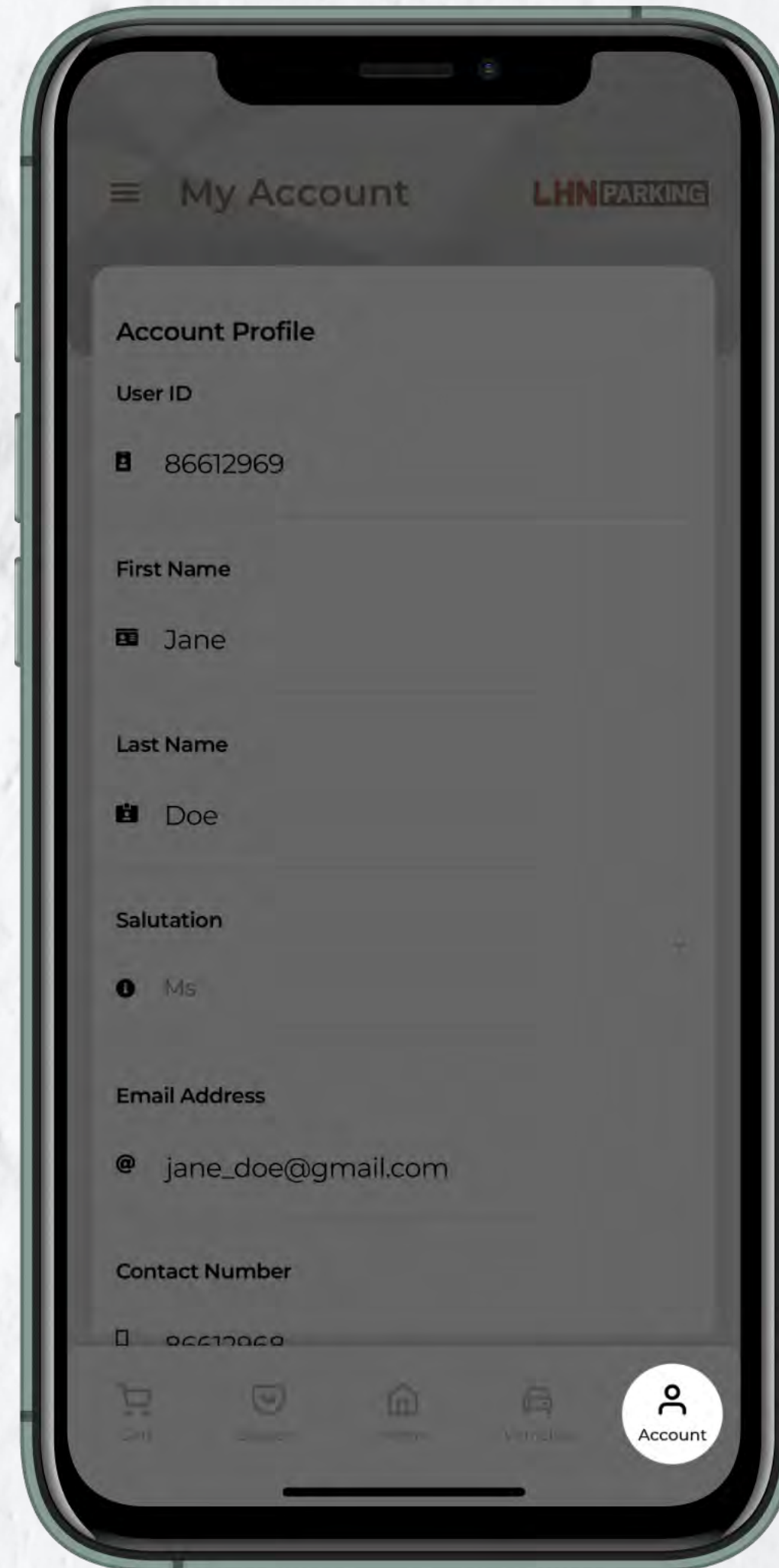


## Apply for Preferential Rates

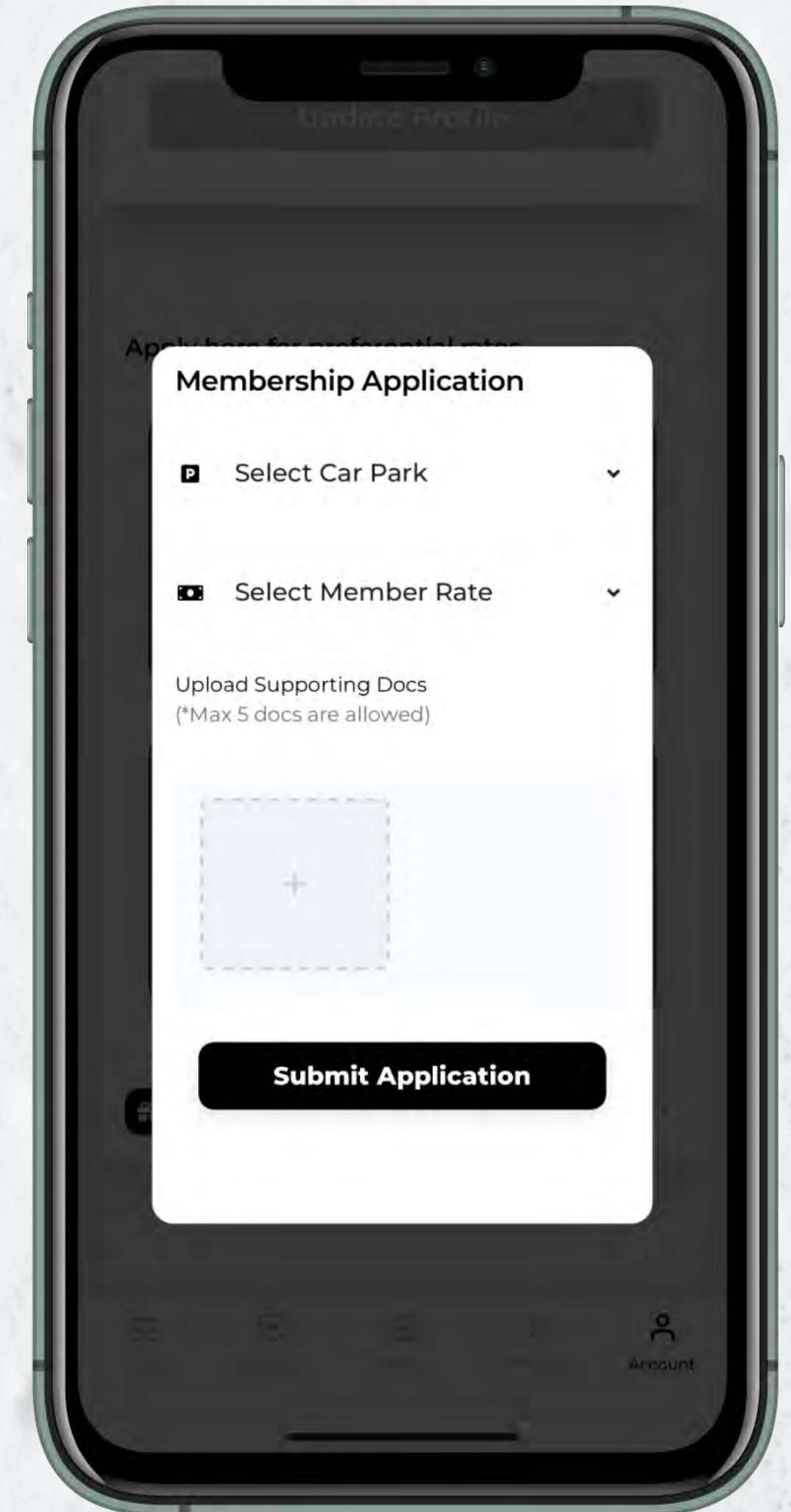
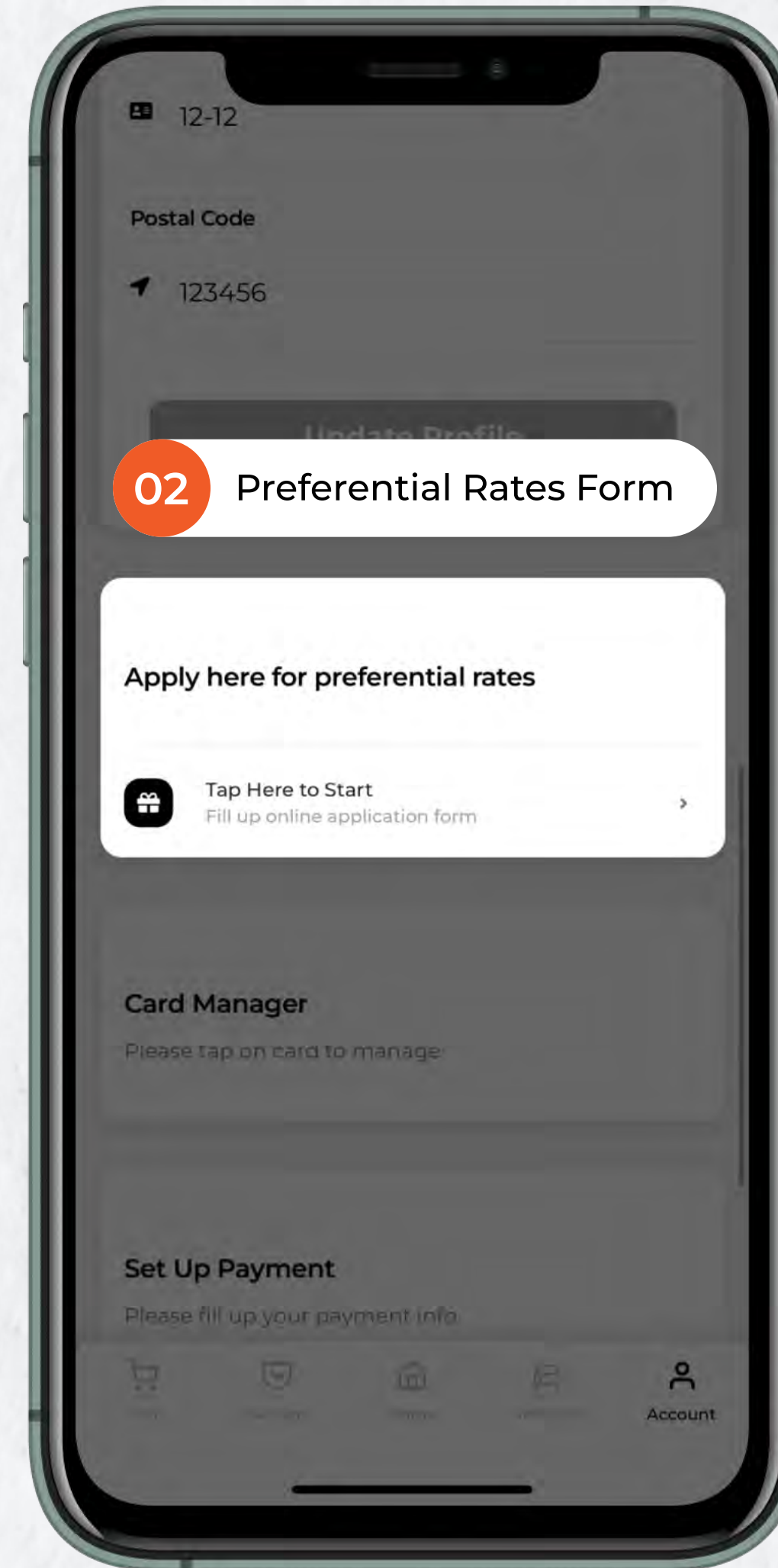
Submit your proof of ownership/tenancy to confirm your eligibility for special Owner/Tenant Season Parking rates at applicable car parks.

To apply for Preferential Rates:

1. Navigate to **'Account' Tab**
2. Scroll down until you reach a form that allows you to **'Apply here for Preferential Rates'**
3. Select **carpark and rate type**, don't forget to include **supporting documents** such as proof of tenancy before submitting application



01 'Account' Tab



03 Select & include Supporting Docs

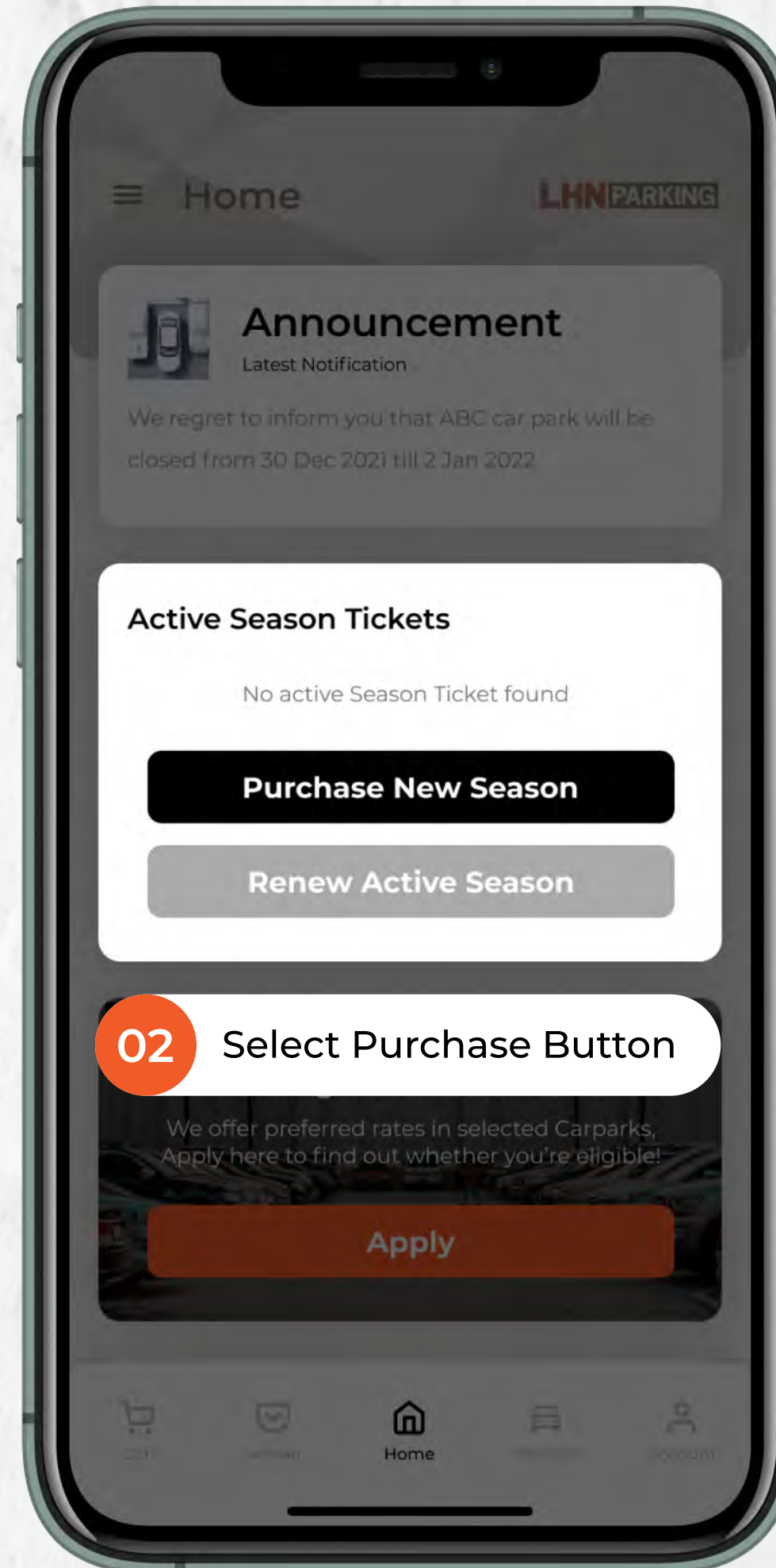


# Purchase Season Parking

Purchasing Season Parking have never been easier.

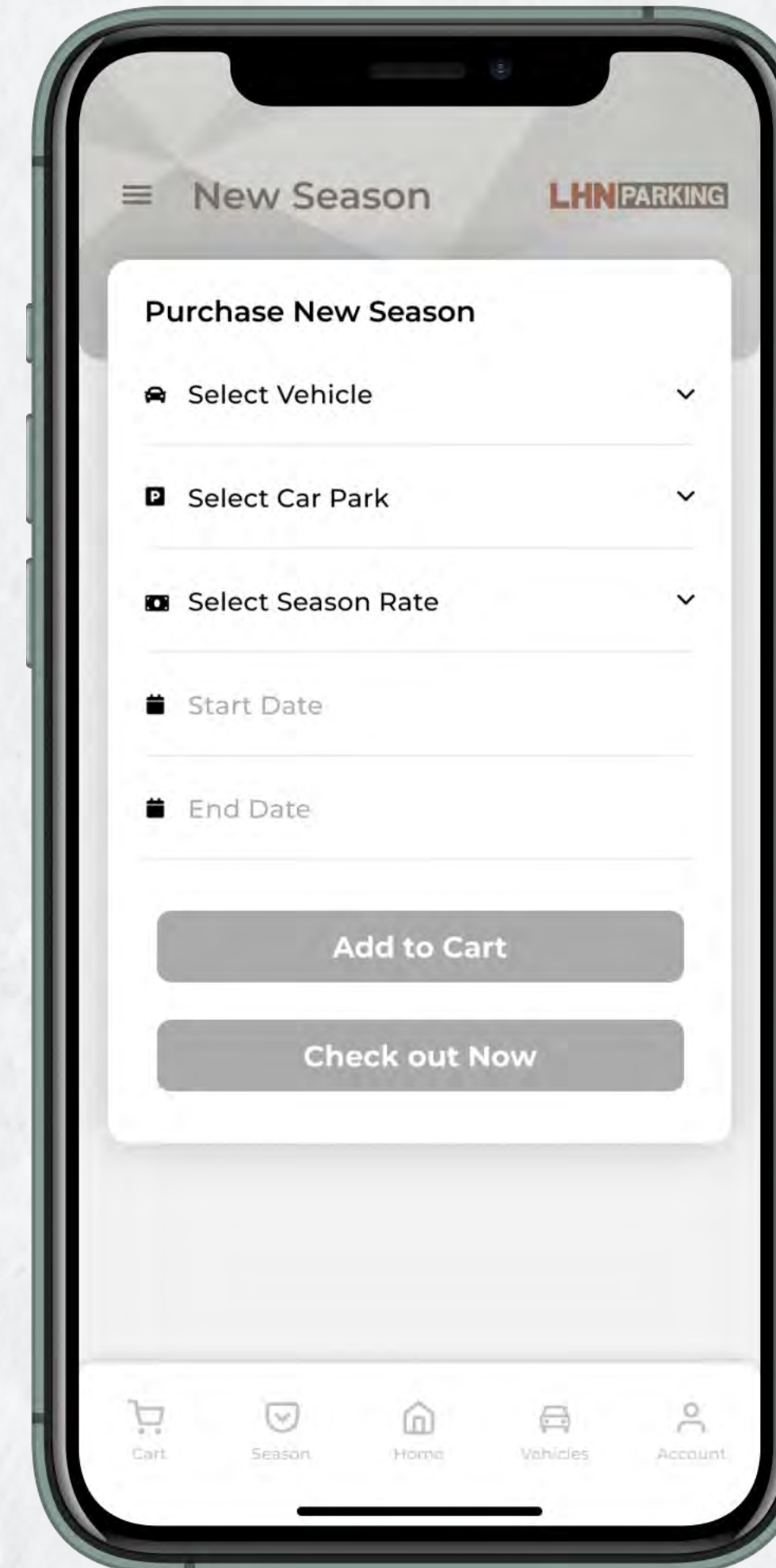
To purchase a new Season Parking:

1. Navigate to **'Home' Tab**
2. Select **'Purchase New Season'**
3. Fill up the form, confirm before proceeding to payment
4. (a) Payment Method: Credit Card  
(b) Payment Method: Paynow

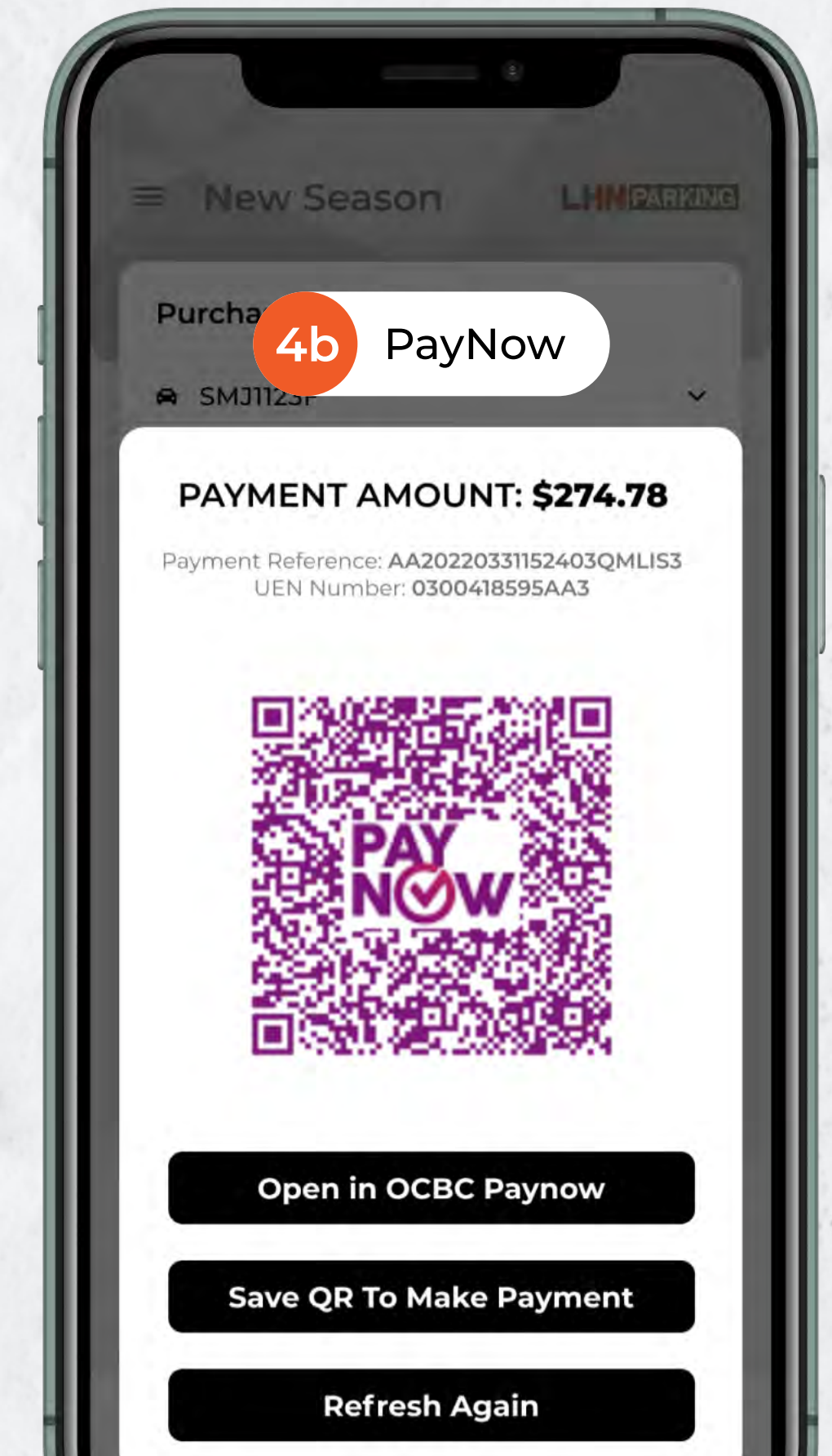
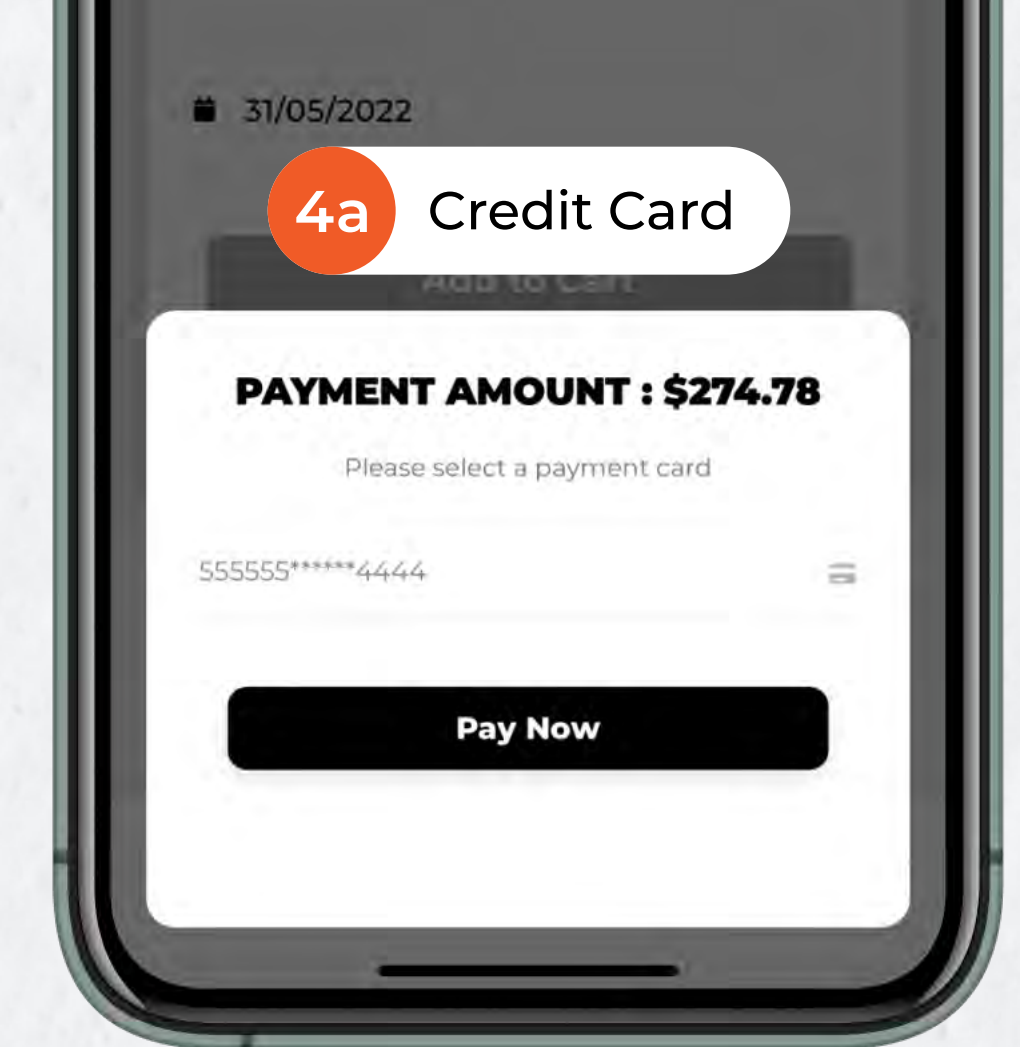


02 Select Purchase Button

01 'Home' Tab



03 Fill Form & Confirm



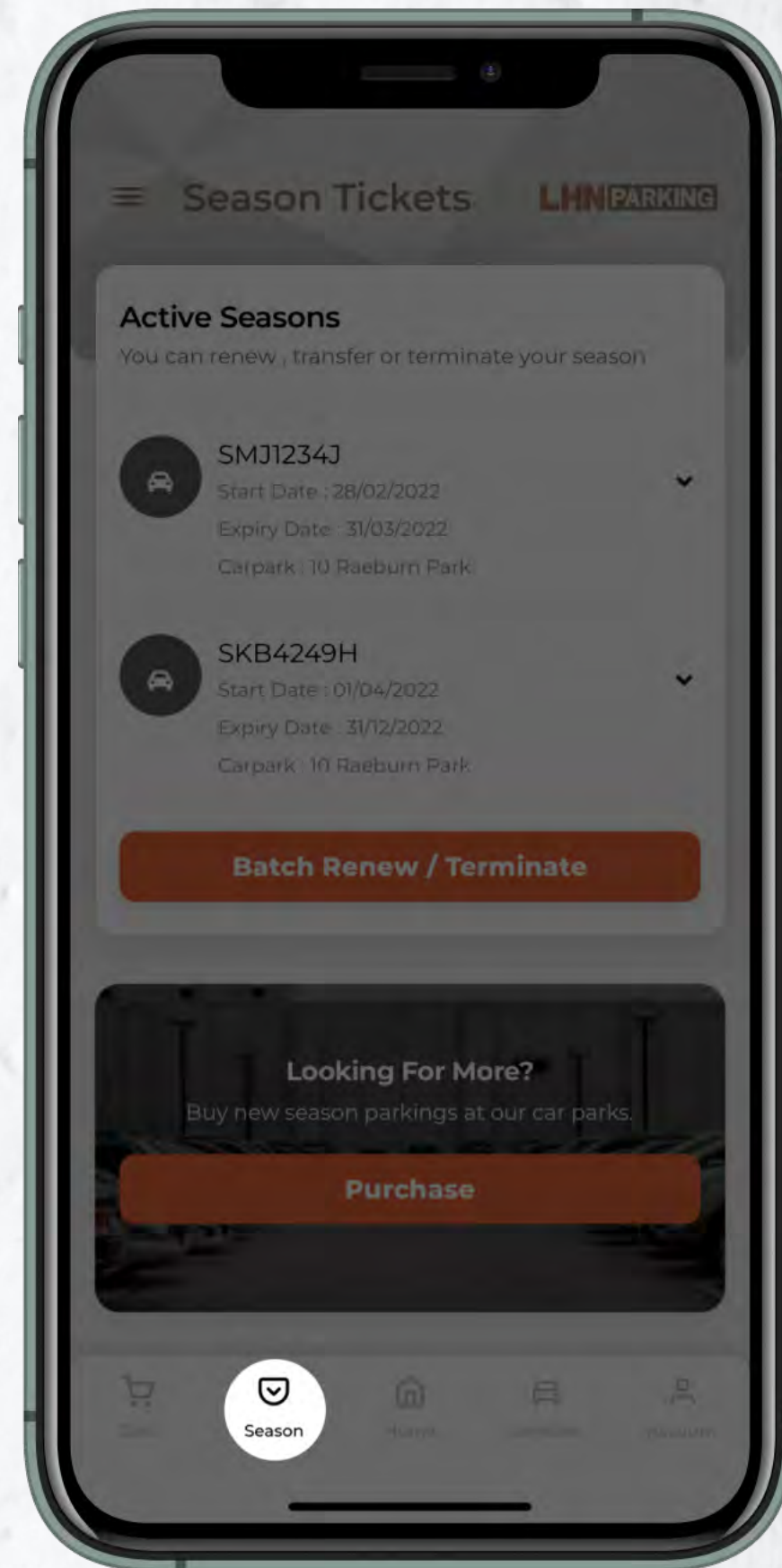


# Renew Season Parking Ticket

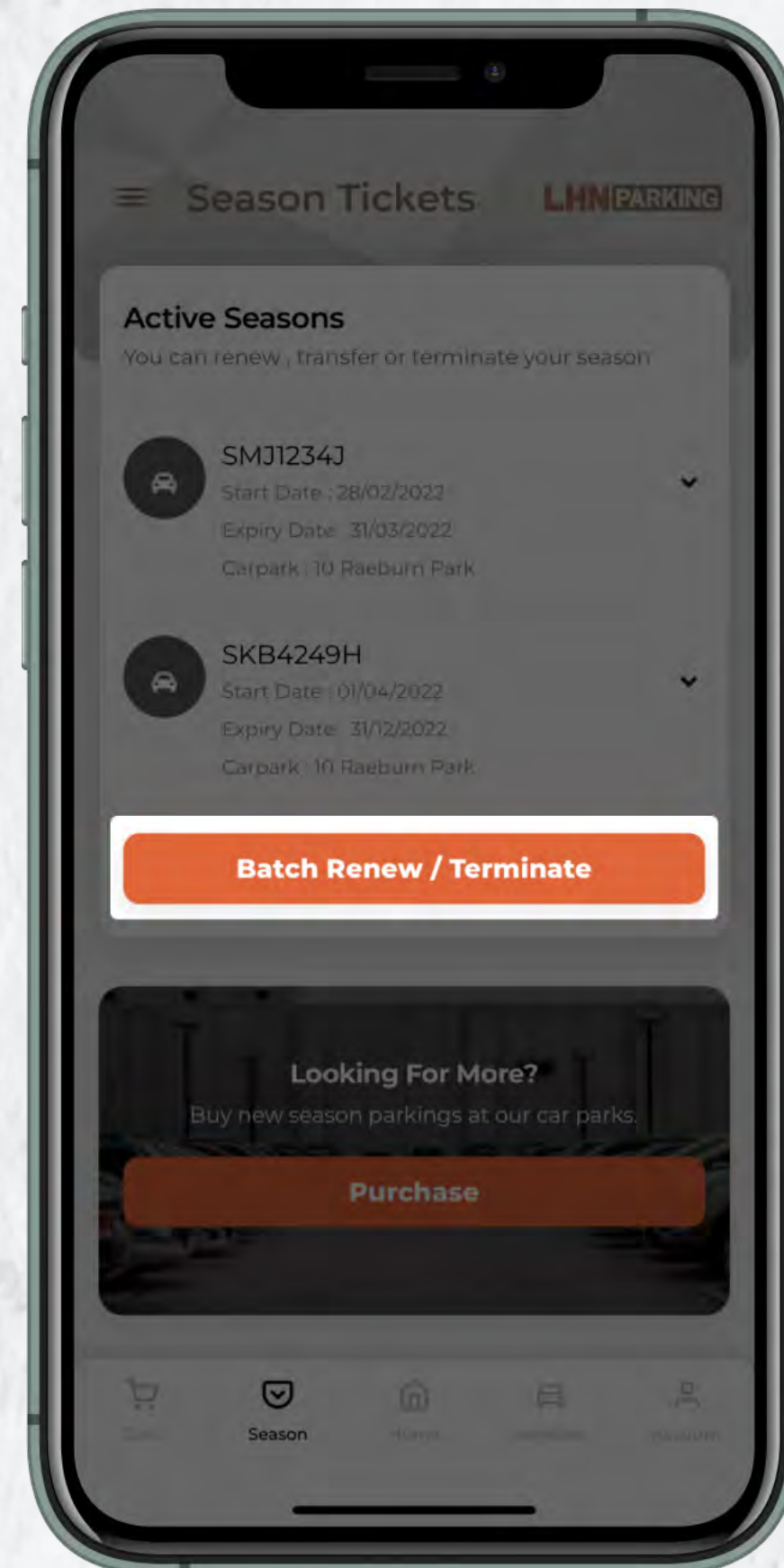
Renew existing Season Parking Ticket with ease through our system.

To renew existing Season Parking:

1. Navigate to **'Season' Tab**
2. Select **'Batch Renew / Terminate'**
3. Select the Season Ticket you want to renew and select **'Add To Cart'**
4. **Select and confirm** renew duration, it will automatically be in your cart ready to check out.

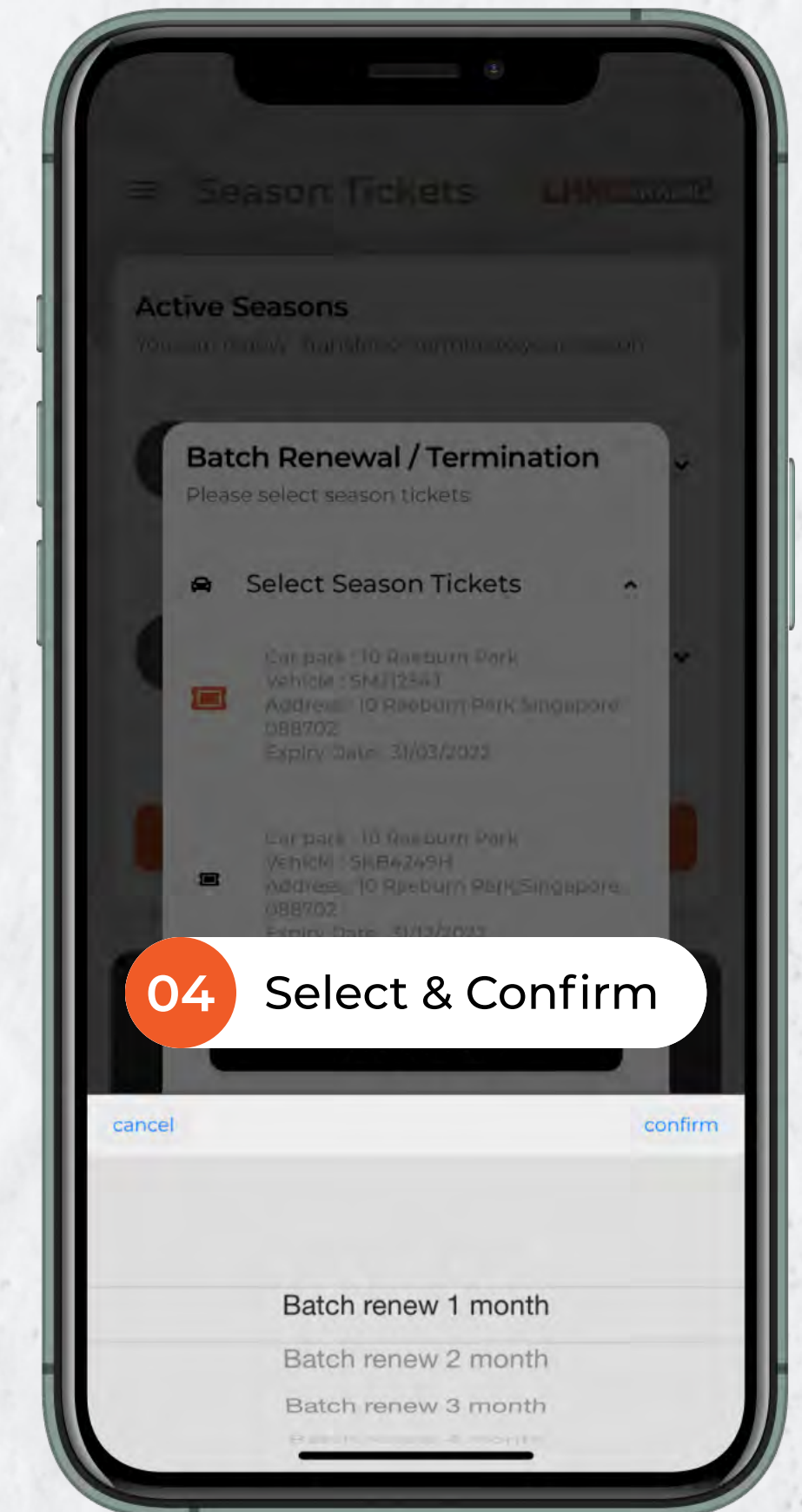
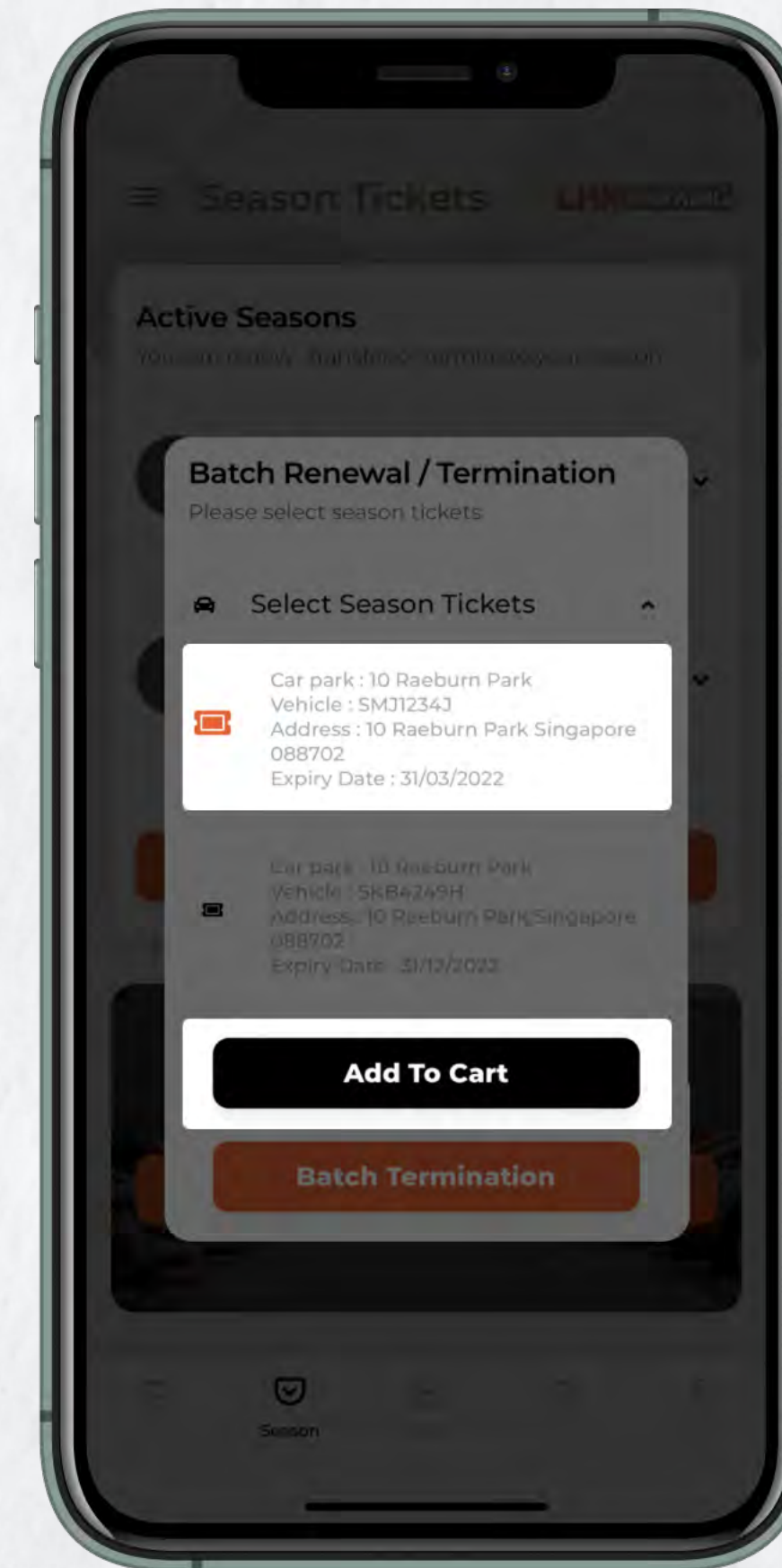


01 'Season' Tab



02 Select 'Batch Renew / Terminate'

03 Select Ticket & 'Add to Cart'



04 Select & Confirm





# Terminate Season Parking Ticket

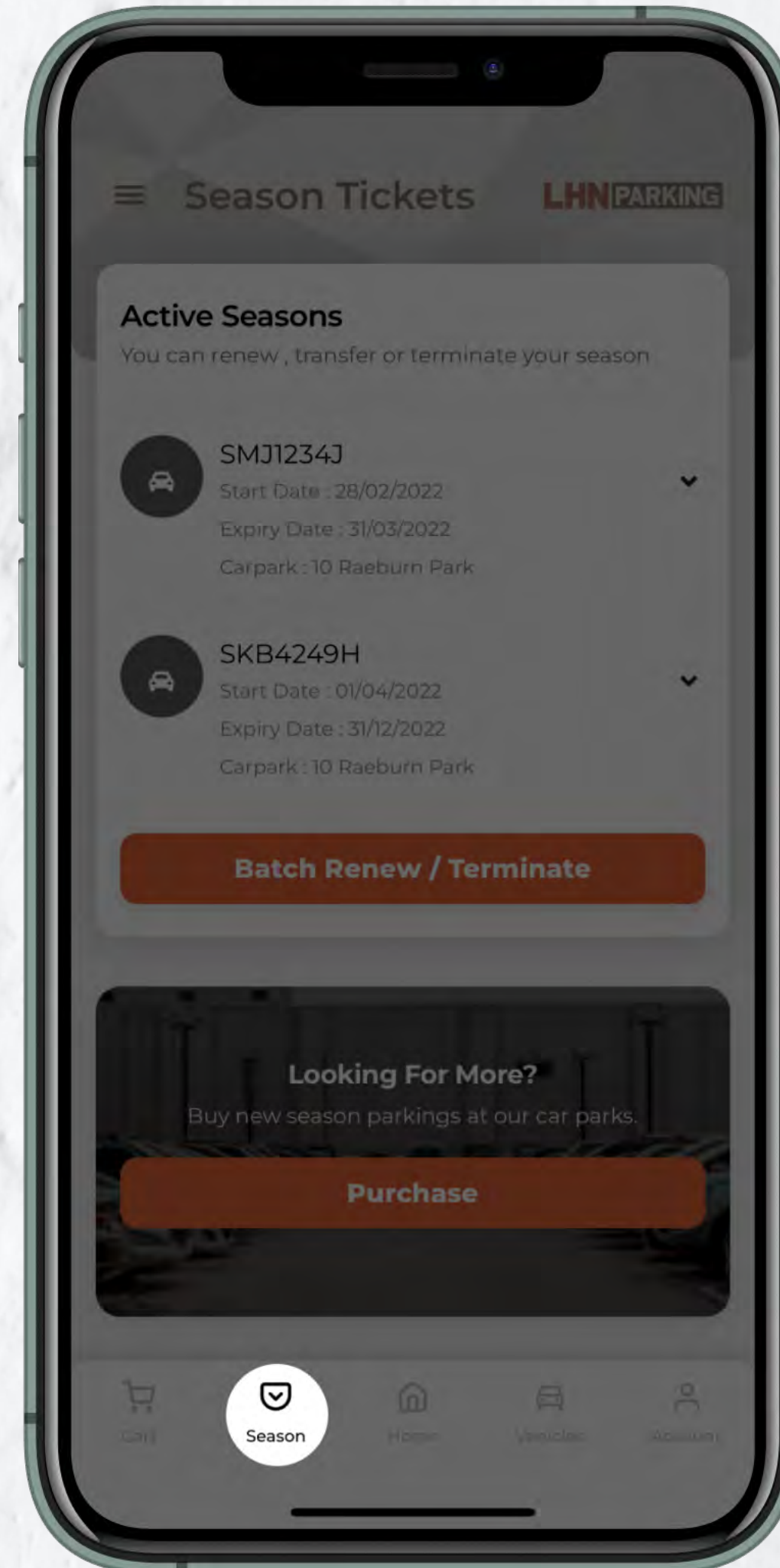
You can terminate your Season Parking Service anytime

To terminate Season Parking Service:

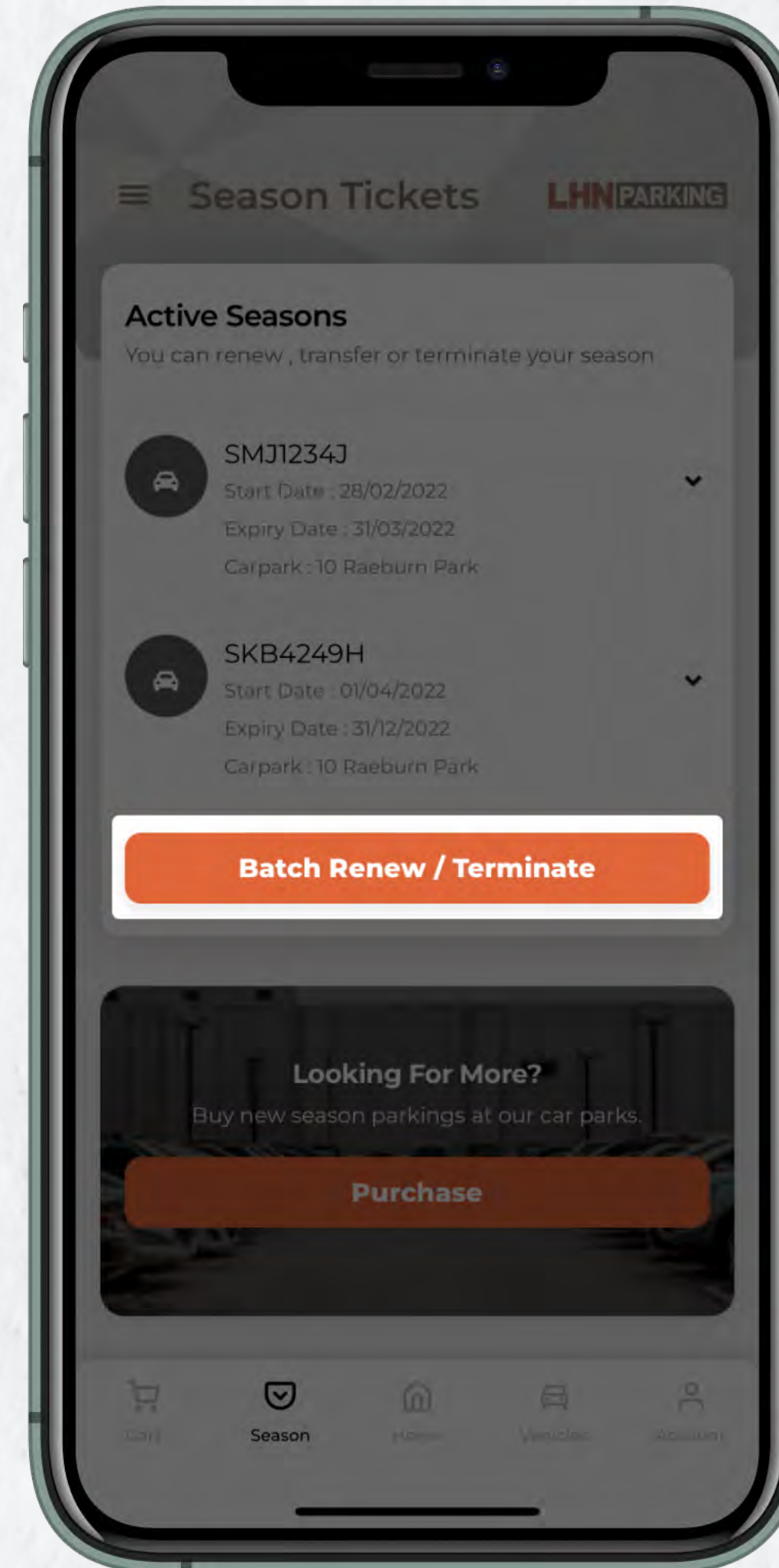
1. Navigate to **'Season' Tab**
2. Select **'Batch Renew / Terminate'**
3. Select the Season Ticket you want to terminate and select **'Batch Termination'**

\*Please refer to our Terms & Conditions before proceeding with Termination

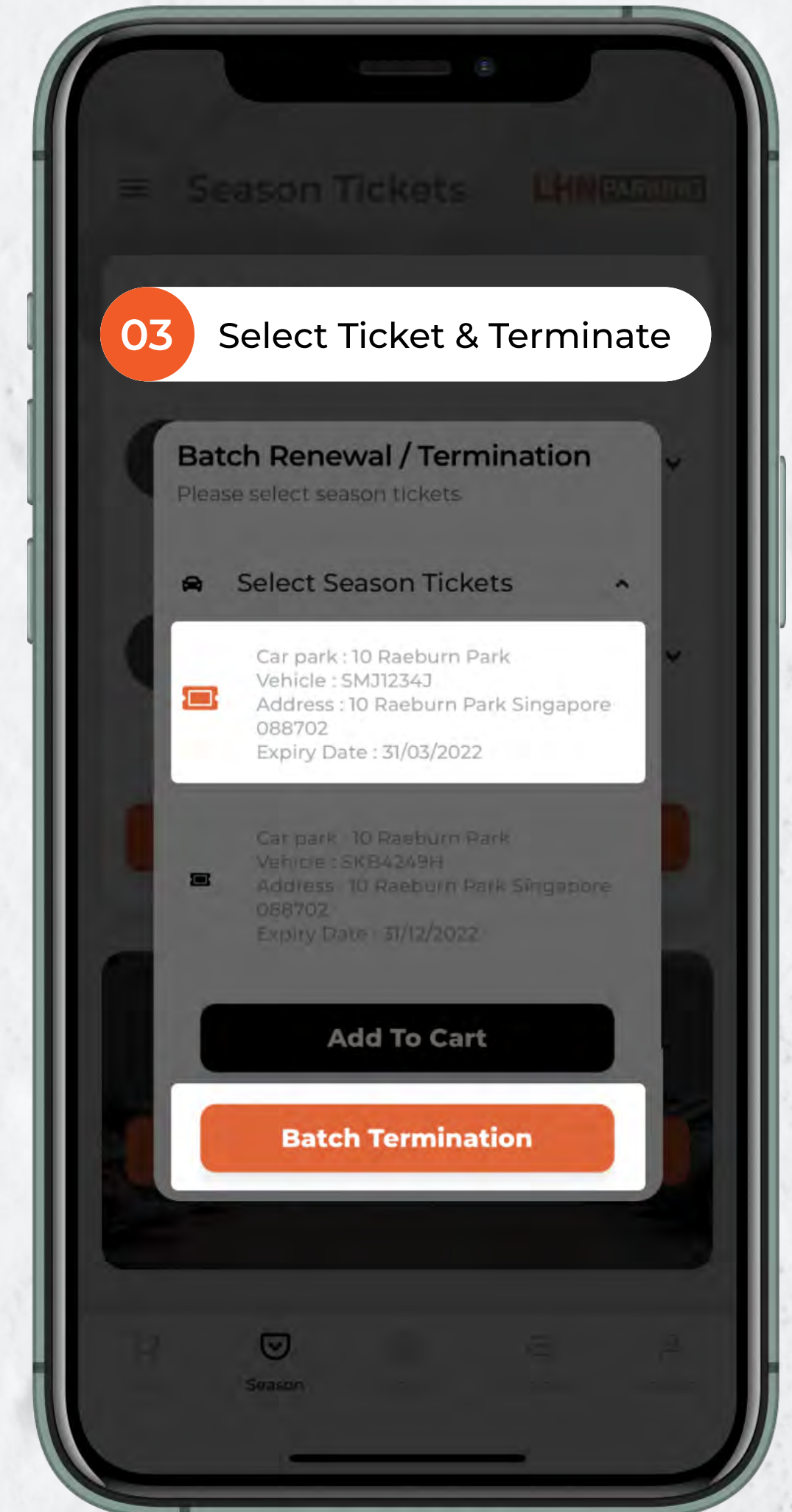
02 Select 'Batch Renew / Terminate'



01 'Season' Tab



03 Select Ticket & Terminate



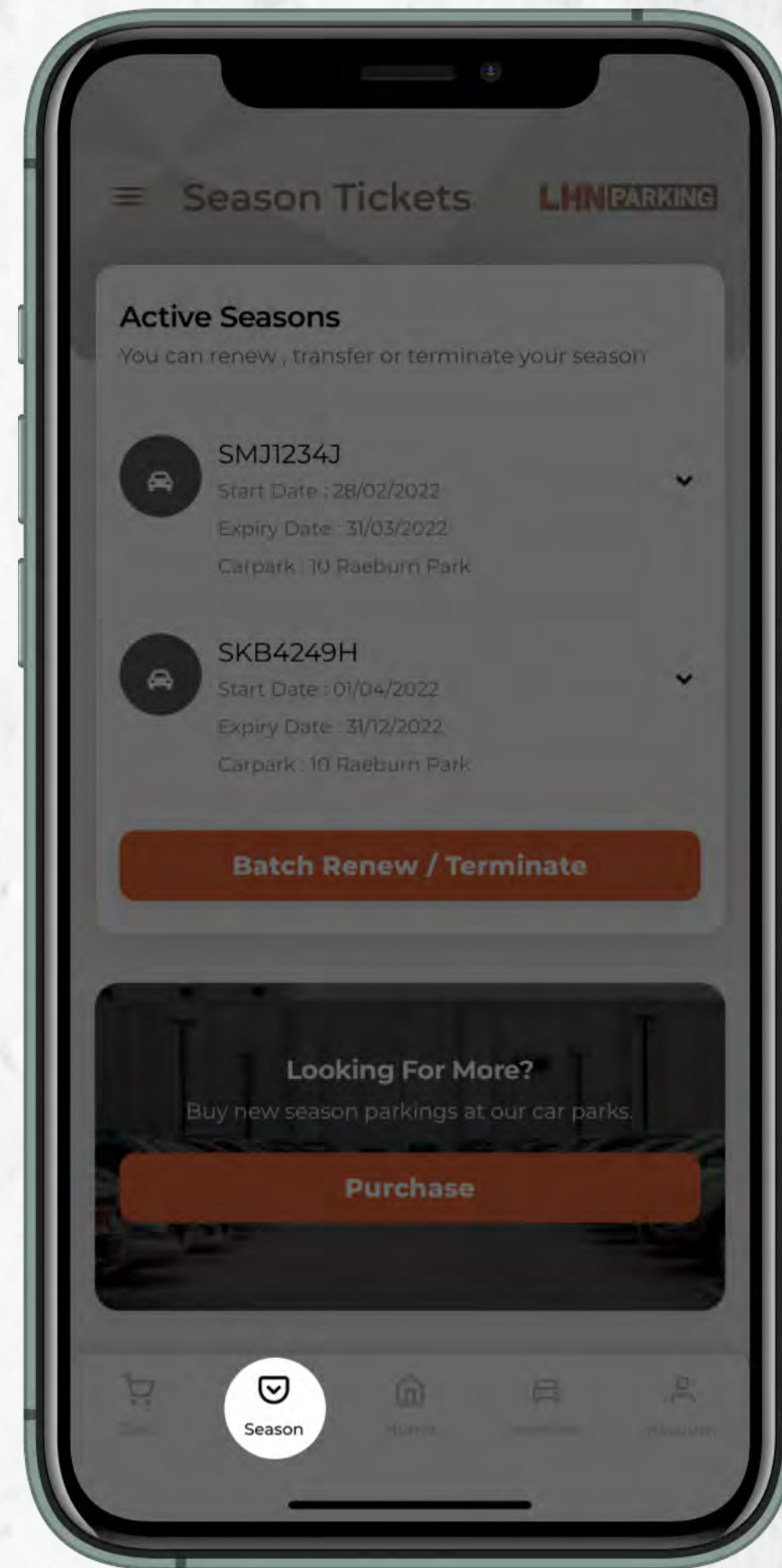


# Change Vehicle Number / IU Number

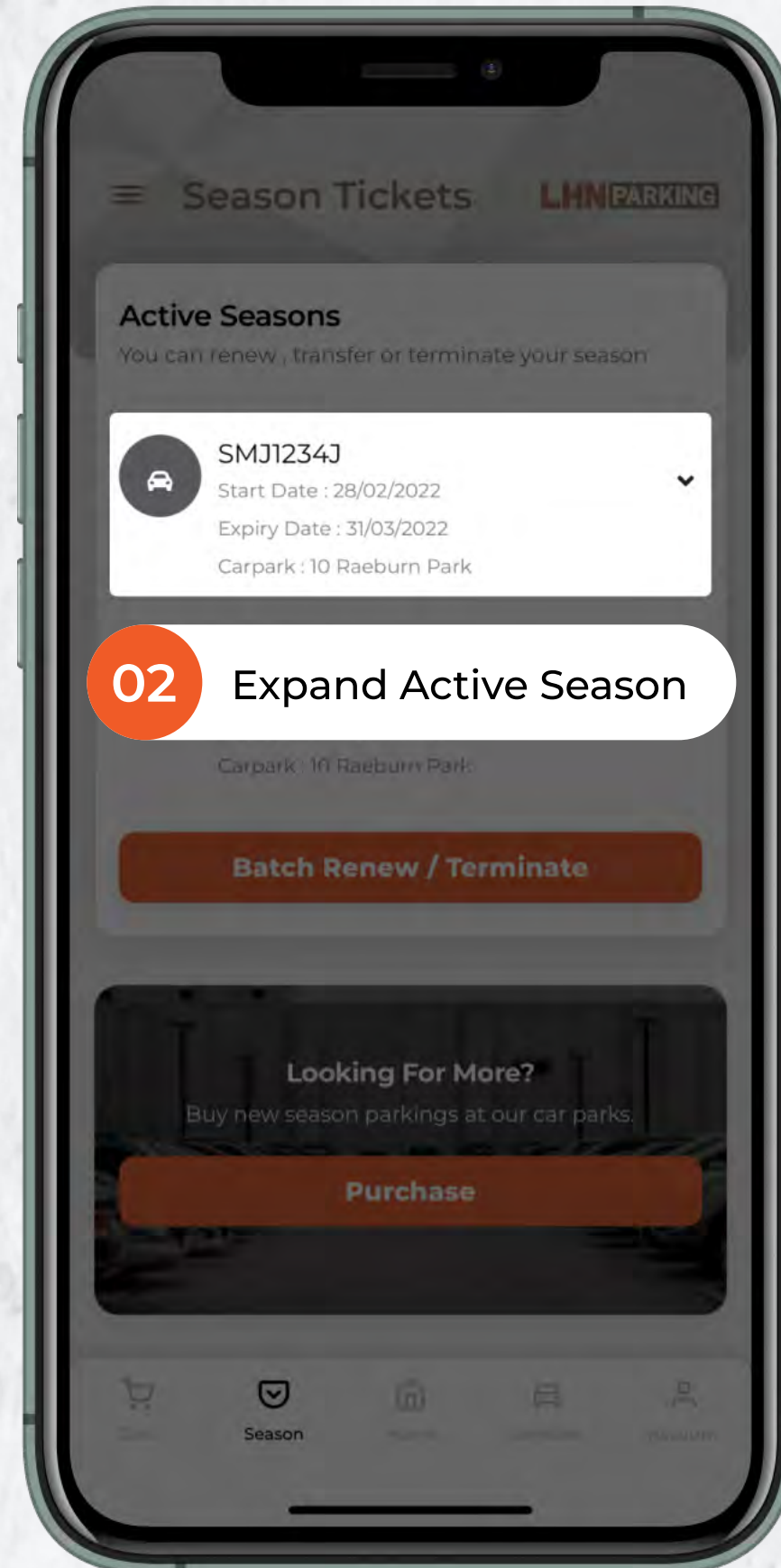
What happens if your registered vehicle is under repair or you have purchased a new vehicle? Simply submit a change of vehicle details request.

To change vehicle details:

1. Navigate to **'Season' Tab**
2. Select the **dropdown arrow** beside the active season with the existing vehicle you want to swap out.
3. Select **'Change Vehicle No. / IU No.'**
4. Enter new Vehicle No. & IU No. and confirm.

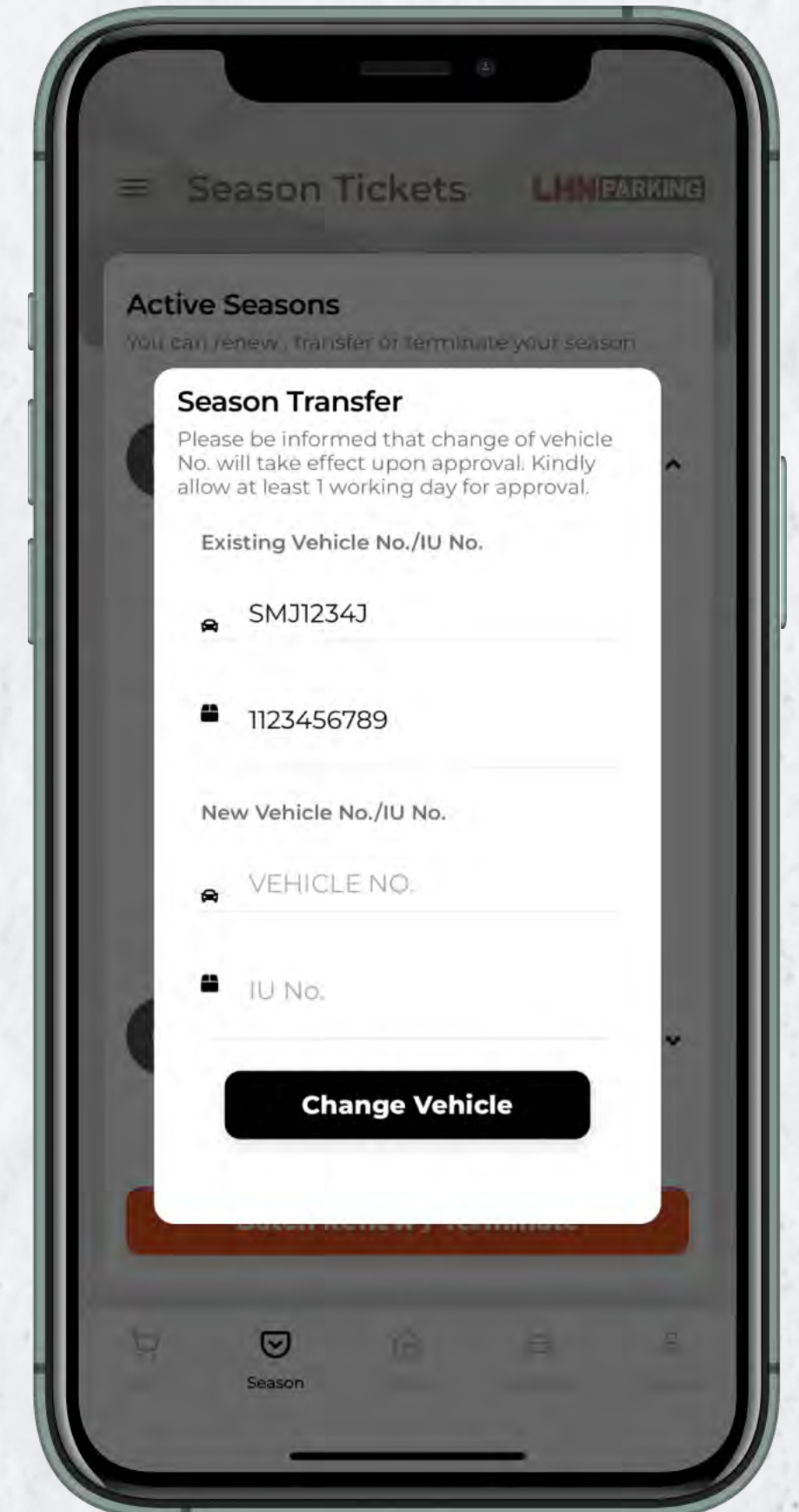
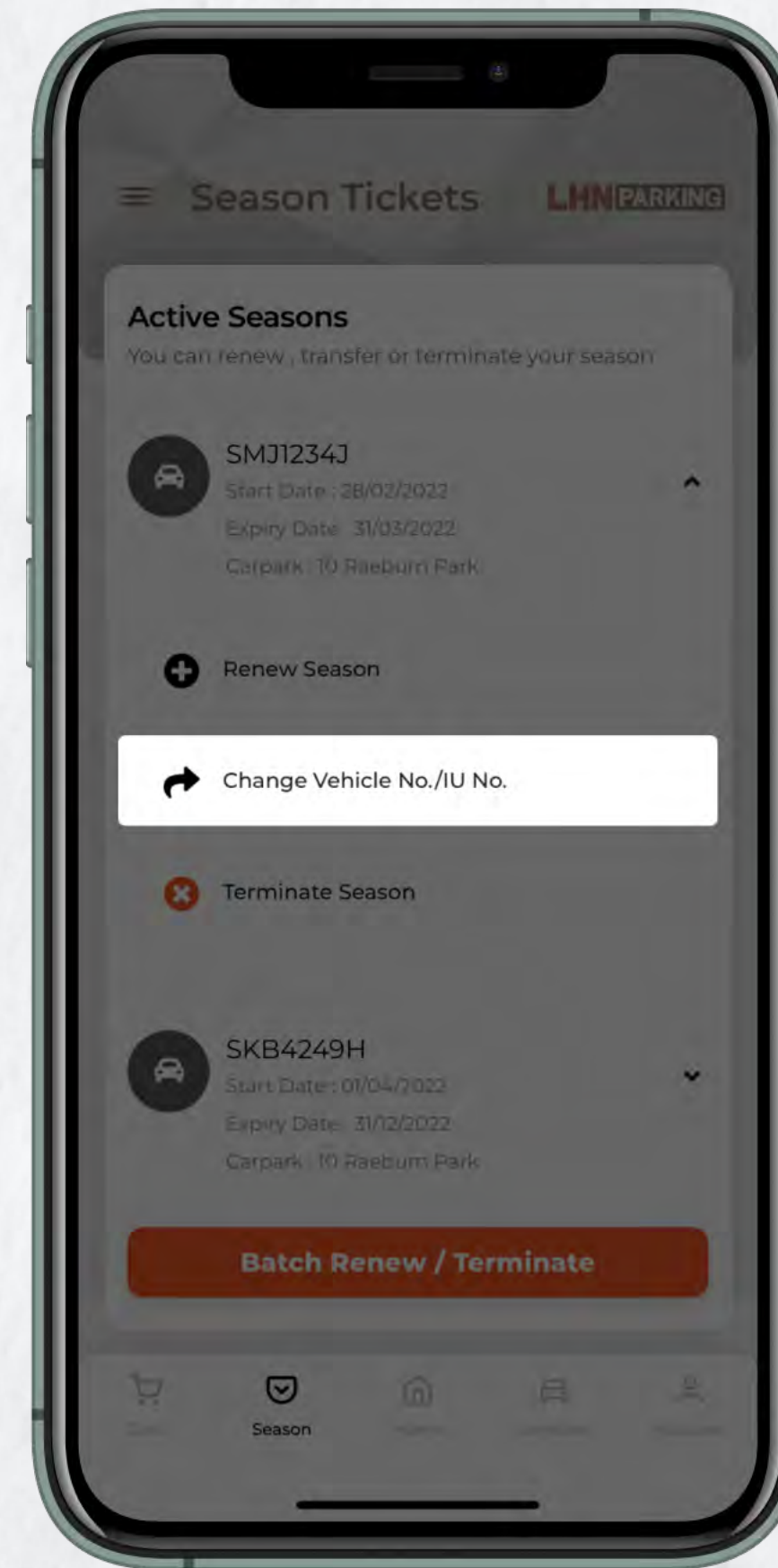


01 'Season' Tab



02 Expand Active Season

03 Select 'Change Vehicle No./IU No.'



04 Enter & Confirm