## Welcome To LAZ Online

## Dear Valued Parker,

Thank you for choosing LAZ Parking! LAZ Online will allow you to access and manage your monthly parking account conveniently from your desktop. With your LAZ online account you can easily view your account history and print invoices and receipts of payment. You can also make payments, sign up for recurring payments, and manage your vehicle information online. To access your online account, please go to www.Lazparking.com and select My Account on the upper right hand corner of the screen. (screen shot 1.)



(1.)

Select <u>Log In</u> in the screen shot below. (Screen Shot 2.) (2.)



Enter your Email address and password into the Parker Login area. (3.) You must use the email address you have registered with LAZ. If you have forgotten your password and/ or email address, please select the **Forgot your Password** link. Your first time sign-in password will be your LAZ account number located on your invoice. Once inside your online account you can change your password. (3.)

					My Account	Join Our Team	Contact Us
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Monthly Parking Ce	nter Sign-li	n					
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Parker Login	nd tap into special dis	counts for individual ai	na group accoun	IS.			
Email Address	Passwor	ď		Log In			
Forgot your password?     Download Monthly Parking Agree	<u>ement</u>						

Now that you are signed into your LAZ Online account the following directions will explain how to use the available features to manage your parking account.

After entering your credentials to sign in, you will be prompted to the main screen of your online account. If you have more than one parking account with LAZ Parking you will be given the option to select the account you wish to manage on sign in. The main screen will display your account details, LAZ account number, account name, parking location and account balance. On the left side of your screen you will see the navigation panel used to navigate throughout your online account.

	My Account Join Our Team Contact Us
	Find Parking V Our company V
Main	
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History	Monthly Parking Center
Pay Online	
Edit Account	
Edit Credit Card	Account #: 543210 Name: Jon Bon Jovi
Sign up for recurring payment	Parking Location: Sunset Tower (CNN Building) Current Balance: \$.00
Edit Password	
Parkers	
Contact	
Sign Out	Technical Support Billing Support

Using the navigation Panel on the left, you may select **History** to view your account's recent history. The transactional history of your account will list invoices, payments and adjustments. You may select each invoice and payment in the description column to print a copy of the invoice or receipt of payment.

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Pay Online		,				
Edit Account						
Edit Credit Card	Account #: 54	Account #: 543210				
Sign up for recurring payment	Parking Loca	ation: Sunset Tower (	CNN Building)			
Edit Password	Date	Transaction	Description	Amount	Balance	
Parkers	11/1/2013	Monthly Invoice	Billing for 11/1/2013	\$.00	\$.00	
Contact	12/1/2013	Monthly Invoice	Billing for 12/1/2013	\$400.00	\$400.00	
oonact	1/1/2014	Monthly Invoice	Billing for 1/1/2014	\$400.00	\$800.00	
Sign Out	1/5/2014	Payment	Check # 8654	-\$800.00	\$.00	
	2/1/2014	Monthly Invoice	Billing for 2/1/2014	\$400.00	\$400.00	
	2/5/2014	Payment	<u>Check # 7896</u>	-\$400.00	\$.00	

Select **Pay Online** to make an online payment via credit or debit card. Put your card information into this screen and follow the prompts to make your online payment is three easy steps.

			My Account	Join Our Team	Contact Us
PARKING	Find Parking V Our Co	ompany v			
Main					
History	Monthly Parking	Center			
Pay Online					
Edit Account					
Edit Credit Card	Account #: 543210 Name: Jon Bon Jovi				
Sign up for recurring payment	Parking Location: Sunset Tower Current Balance: \$.00	(CNN Building)			
Edit Password	Payment Information (all fields a	are required)			
Parkers	First Name *				
Contact	Last Name *				
Sign Out					
<u>.</u>	Billing Address ZIP Code *				
	Amount to Pay *	\$.00			
	Credit Card Type *	Visa			
	Credit Card Number *				
	Expiration Month *	January 💌			
	Expiration Year *	2014 💌			
		Automatically charge this credit card each	month		
		,			
	LAZ PARKING TERMS AND CONDITIONS				
	<ol> <li>Obtaining a Parking Card         <ul> <li>A. A monthly parking card or permit may www.lazparking.com. Applicants must information must be furnished for each             </li> <li>B. A processing fee is required for the i C. A lost or stolen parking card should b D. Do not leave your parking card in your</li> </ul> </li> </ol>	y be obtained by the company administrator or as an i complete the application identifying each vehicle to be vehicle listed: License tag number, vehicle's make, mo issuance of an access card. A fee could be invoiced be reported as soon as possible. Ir car. It may become warped due to heat or cracked	ndividual by registe e used by the card I odel, year and color for lost cards. due to cold tempera	ring online at holder. The following : atures.	1
		I have read the LAZ parking agreement	t *		
	Continue				

You will review payment information on the next screen.

We ask that you use the **Edit Account** feature keep your account details updated including your contact information. This way we can easily notify you with any pertinent information regarding your facility and account. You may enroll or update the card on file for automatic recurring payments by using the **Edit Credit Card or Signup for recurring payment**. This feature is especially helpful when your card's expiration date is ready to expire. Signing up for recurring payment allows you to place a designated card (Credit or Debit) on file with LAZ. LAZ will charge this card with your current balance within the first five business days of the month. You will not have to manually make a payment to LAZ after signup.

	My Account Join Our Tear	n Contact Us
PARKING	Find Parking V Our Company V	
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HISTORY	Monthly Parking Center	
Pay Online	Sign up for automatic recurring payment below.	
Edit Account		
Edit Credit Card	Required Fields are marked with*	
Sign up for recurring payment	Pay With Credit Card	
Edit Password		
Parkers	First Name:*	
Contact	Last Name."	
Sign Out	Credit Card Type:* Visa	
olgh out		
	Credit Card Number:"	
	Billing ZIP Code *	
	Expiration Month* January	
	Expiration Year* 2014 💌	
	Pay With Checking Account	
	LAZ PARKING TERMS AND CONDITIONS	<u>^</u>
	<ol> <li>Obtaining a Parking Card</li> <li>A. A monthly parking card or permit may be obtained by the company administrator or as an individual by registering online at <u>www.lazparking.com</u>. Applicants must complete the application identifying each vehicle to be used by the card holder. The follow information must be furnished for each vehicle listed: License tag number, vehicle's make, model, year and color.</li> <li>B. A processing fee is required for the issuance of an access card. A fee could be invoiced for lost cards.</li> <li>C. A lost or stolen parking card should be reported as soon as possible.</li> <li>D. Do not leave your parking card in your car. It may become warped due to heat or cracked due to cold temperatures.</li> </ol>	ing T
	I have read the LAZ parking agreement*	
	Save	

You may also edit you password for your online account by selecting Edit Password.

		My Account	Join Our Team	Contact Us
PARKING	Find Parking V Our Company V			
Main History Pay Online Edit Account Edit Credit Card Sign up for recurring payment Edit Password Parkers Contact	Monthly Parking Center         Set Online Password for:       Billing@lazparking.com         Current Password*			
Sign Out				

In order to change your email address used with your online account, select **Contact** to display the appropriate customer service representative for your parking facility. We also welcome any questions or concerns you may have over your account and parking service needs.

		My Account	Join Our Team	Contact Us
PARKING	Find Parking V Our Company V			
Main History	Paris-on-the-Web Contact - Mozilla Firefox  LAZ Parking LTD, LLC (US) https://payments.lazparking.com/PARIS3C/Pari			
Edit Account Edit Credit Card	Monthly Parking Center Contact Information for Sunset Tower (CNN			
Sign up for recurring payment Edit Password	Building) Your Contact Customer Service EMail Address <u>Billing@lazparking.com</u>			
Parkers Contact	Phone 888-8888			
Sign Out				

You may also edit the parker details you have on file. By selecting **Parkers**, the following screen will appear with the active parkers in your account. You may select each parker to edit further details including the vehicle information on file. If your facility allows you to have a second vehicle, you may fill out the second vehicle information section.

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PARKING	Find Parking 🗸	Our Company 🗸		
Main History Pay Online		rking Center		
Edit Account Edit Credit Card Sign up for recurr	Name Jon Bon Jovi		Access Card 405	Space
Edit Password Parkers Contact	Account #: 543210 Name: Jon Bon Jovi Parking Location: Sunset Tower (CNN Current Balance: \$.00	l Building)		
Sign Out	Edit Parker Information Name Phone Department Auto Make 1 Auto License 1 Auto Make 2 Auto License 2	Jon Bon Jovi 867-5309 Rock & Roll Mercedes JON BON Save		

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You may need to add additional parkers to your account in the future. You may easily request to add additional parkers to your existing parking account. Select **Parkers**, and the option **Add Parker** will display below. Select **Add Parker** then enter in the information on your new desired parker and select **Save**. Your additional parker request will be submitted to the facility. A LAZ Parking Team member will follow up within 24 hours with an answer to your request, based on space availability.

		My Account J	oin Our Team Contact Us
PARKING	Find Parking V Our Company V		
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History	Monthly Parking Center		
Pay Online	·····, · ·····		
Edit Account	Current Parkers		
Edit Credit Card	Name	Access Card	Space
Sign up for recurring payment	<u>Jon Bon Jovi</u>	405	
Edit Password			
Parkers			
Add Parker			
Contact			

## **Monthly Parking Center**

Account #: 543210 Name: Jon Bon Jovi Parking Location: Sunset Tower (CNN Bu Current Balance: \$.00	ilding)
Edit Parker Information	
Name	
Category	Reserved V
Start Date	4/28/2014
Phone	
Department	
Auto Make 1	~
Auto License 1	
Auto Make 2	~
Auto License 2	
	Save
Partners In Parking™	

We thank you for using your LAZ Online account to manage your monthly parking.