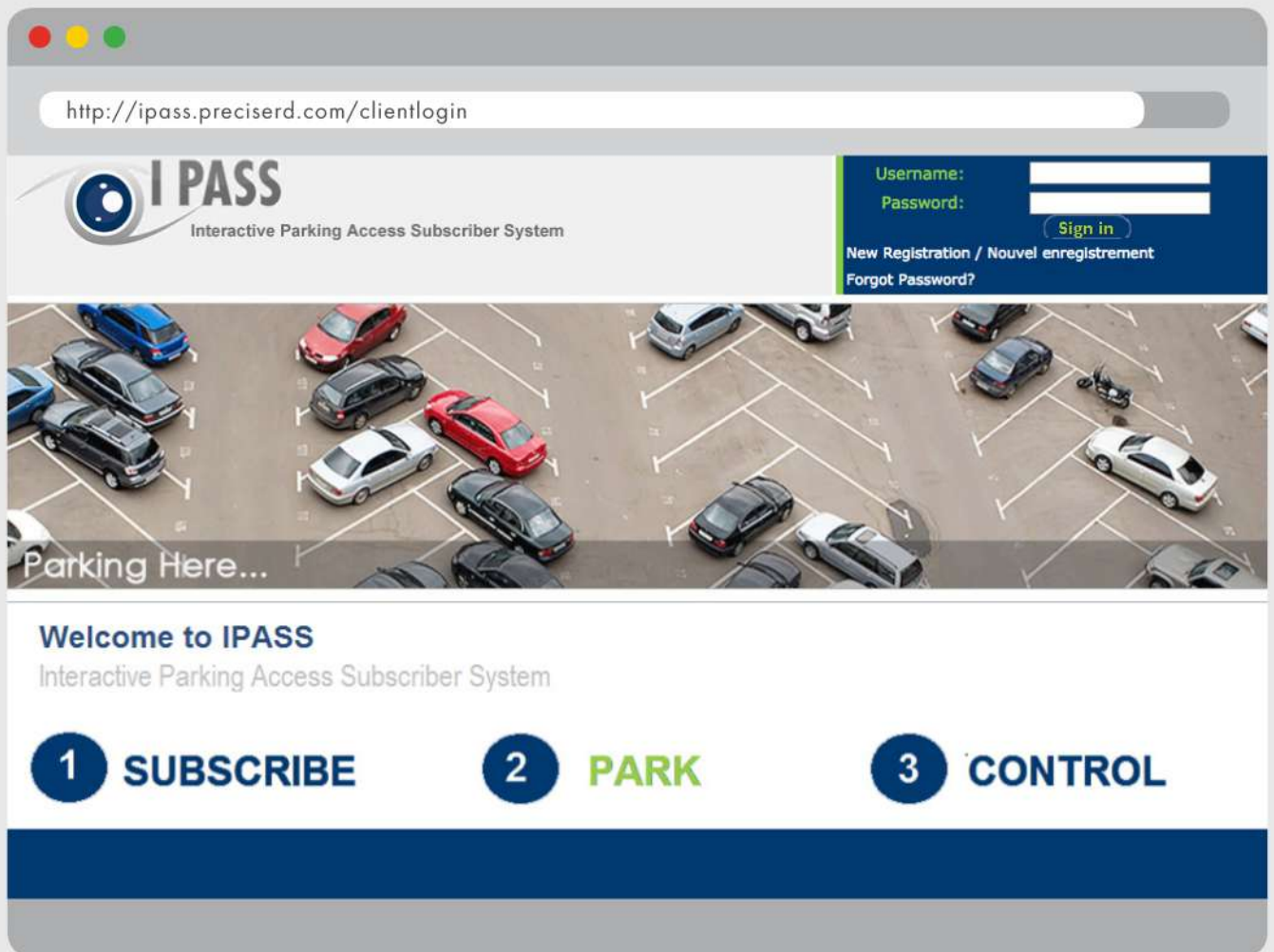


# Monthly & Part-Time/Casual Staff Parking Registration Process



**Please note:** You can only register using a PC and Internet Explorer  
For assistance please call **416.243.6990**

1. Navigate to **<https://ipass.preciserd.com/clientlogin>** in your browser
2. Choose **"New Registration"**



# Monthly & Part-Time/Casual Staff Parking Registration Process



4. Select your city (Strathroy), then click the magnifying glass button to search for available sites
5. Select your site (Strathroy Middlesex General Hospital Foundation) and click the “Next” button

The screenshot shows a web browser window with the URL <http://ipass.preciserd.com/clientlogin>. The page header features the I PASS logo and the text "Interactive Parking Subscriber System". A green banner indicates "1 Register in Easy 1,2,3,4 steps.....". Below this is a "Site Search" section with two dropdown menus: "\*Country" set to "Canada" and "\*City" set to "Strathroy". A magnifying glass icon is next to the city dropdown. Below the search section is a table with the following data:

Select	Site Name	Site Address	Space Available	Accept Waiting	Site Details	Tariff Details
<input checked="" type="checkbox"/>	Strathroy Middlesex General Hospital Foundation	395 Carrie Street	Yes	<input type="checkbox"/>	<a href="#">Site Details</a>	<a href="#">Details</a>

At the bottom right of the page, there are two buttons: "Cancel" (with a red X icon) and "Next" (with a green right arrow icon).



# Monthly & Part-Time/Casual Staff Parking Registration Process



6. Account Profile - On this page you will need to fill out your account information, choose a user name and password, and select your payment method located under billing information. Once completed proceed to next page.

\*Please note that you must put your proximity card number provided in the "Card Number" field in order to activate your card\* Please see diagrams below

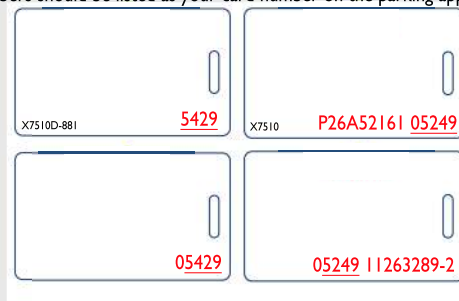
Please be sure to enter "0100" plus the 4-digit number from your ID card

Below are examples of SMGH ID badges. The underlined numbers demonstrate which numbers should be listed as your card number on the parking application

\*Please note for payment information you have one option\*

**Option - Auto Charge to CC** (Payments are taken from credit card based on usage)

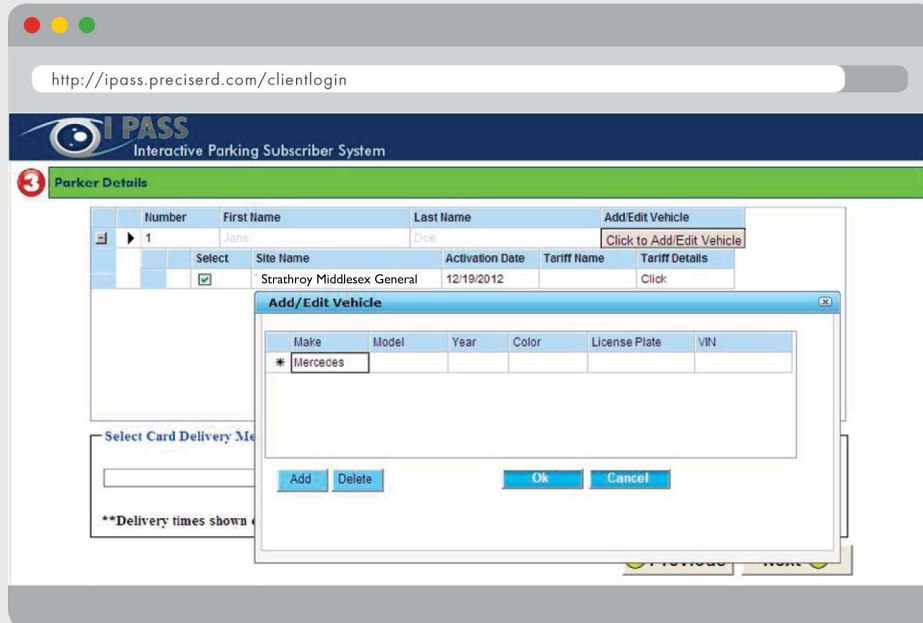
1. Select "Auto Charge to CC" and click "Enter CC Details"
2. Enter all of your Credit Card details and then click "Register Payment Details"
3. Once payment details are entered, you will be redirected to Account Profile
4. Press "Next" to continue



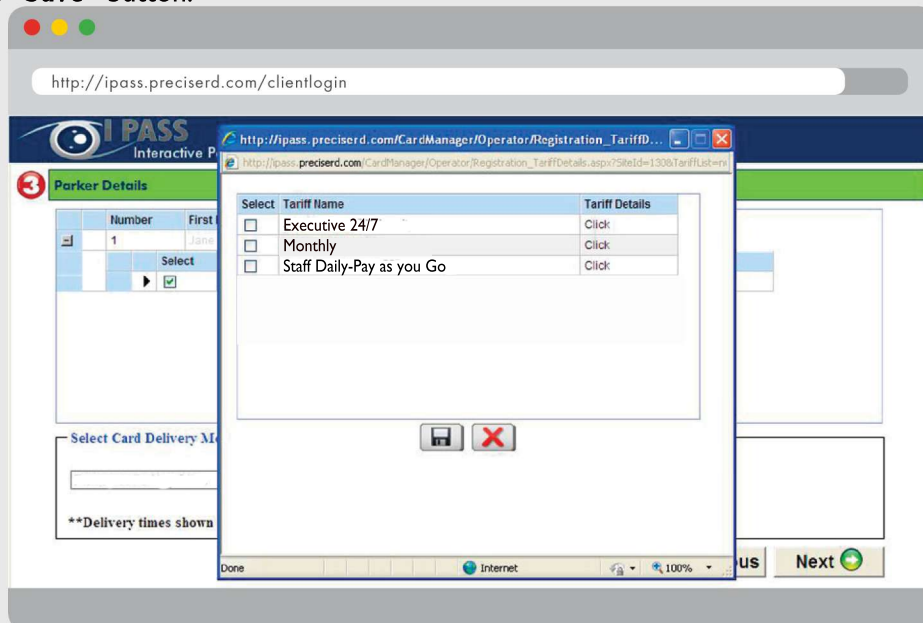
# Monthly & Part-Time/Casual Staff Parking Registration Process



7. Click where it says **“Click to Add/Edit Vehicle.”** Click **“Add”** in the new window, and enter your vehicle information manually or by using the available drop down menus. When complete click **“Ok”**.



8. Click under **“Select Tariff”** and select **“Monthly”** if you are a full-time employee or **“Staff Daily-Pay as you Go”** if you are a part-time or casual employee. (Note: the **“Executive 24/7”** requires a special device). Next, click the **“Save”** button.



# Monthly & Part-Time/Casual Staff Parking Registration Process



9. For Delivery Method choose **“Have Card. Delivery not required”** option only

Number	First Name	Last Name	Add/Edit Vehicle
1	Jane	Doe	Click to Add/Edit Vehicle

Select	Site Name	Activation Date	Tariff Name	Tariff Details
<input checked="" type="checkbox"/>	Strathroy Middlesex General	12/19/2012	Monthly	Click

Please ensure the activation date is accurate. This date will determine when your parking pass activates and billing begins.

Name	Charges
Pick up at Parking Office	0.00
Have Card. Delivery not required.	0.00
Overnight Delivery-Next Day	25.00

10. Click the **“Next”** button \*Please note that it may take up to 2 minutes to upload your file\*

Total Charges

Total Activation Charges: \$0.00      Total Card Delivery Charges: \$0.00

I confirm I have read and accept the Terms & Conditions of the Service. I also accept the non-refundable Activation fee detailed in the registration and the Billing Options Selected.

Thank you for registering for the Parking Smart card. You will receive an email notification about the status of your application.

11. Check the box at the bottom of page to indicate that you agree to the Terms & Conditions

12. Click the **“Submit”** button.

\*Please note that once you click the submit button, this process may take up to 2 minutes to complete

