VIP Virtual Permit Review and Approval Process

- Go to www.myvipparking.com.
- Click "Management Access" in top right corner of page.

	Management Access
Resident Access	
Resident Parking Management	
Select Language • Proventing Forger Seastere	

- Log in using credentials sent to you via email from Dynamic Towing
- Review "Pending Resident Profiles"

	My Co	ommunity	/ VIP						The Eventy	Everly Manager
	B RE	esident P	rofiles							+ Download CSV
? Unregistered Vehicles										
Resident Profiles									Search	9
 Authorized Vehicles 										
# VIP Assigned Spaces	Pendin	g Resident	Profiles							
Property Settings	Apt #	Building	Requested Vehicles	Leaseholders	Names	Best Email		Best Phone	Submitted	See All
🛎 Users	Office	Office	1	1	Caldwell	erin@dynamicti	IWS.com	(214) 535-1048	03/24/2023 09:32 AM	Review
parking <mark>snap</mark>	Reside	nt Profiles								
Select Language V	Apt #	Building	Approved Vehicles	Leaset	olders	Names	Best Email	Best Phone	Submitted	See Al
Powered by Google Translate					No recently app	roved Resident Pro	files to review.			

• Select "Review" next to each "Pending Resident Profile"

Resident Frome Review
Apartment Unit
Office
Building Number
Office
Requested # of Vehicles
1 ~
Leaseholders/Licensed Occupants
1 ~
Last Name of Leaseholders/Licensed Occupants
Caldwell
Best Contact E-Mail
erin@dynamictows.com
Best Contact Phone Number
(214) 535-1048
Provide the worker of exhibits with clear fields. Provident Profile

- Review information provided by resident for accuracy (name and leaseholder count)
- If information provided is correct, enter number of cars allowed for this unit
- Click on "Generate Passcode" (blue hyperlink)

1		ן ו
Profile Passcode	Generate Passcoo	ie l
SUBAPH5D		٦
		-
	Edit Cancel Approve Deny Close]

- Click "Approve"
- Approved profile will now reflect on the main VIP dashboard "Resident Profile"

Resid	ent Profile	95						
Apt#	Building	Approved Vehicles	Leaseholders	Names	Best Email	Best Phone	Submitted	See All
Office	Office	1	1	Caldwell	erin@dynamictows.com	(214) 535-1048	03/24/2023 09:32 AM	View Remove Transfer

• Periodically, you will need to check "Unregistered Vehicles" for resident profiles that have been approved but no vehicles have been attached to profile yet. (**This is very important during the initial roll-out period**)

? Unregistered Vehicles								
Resident Profiles								
✓ Authorized Vehicles								
# VIP Assigned Spaces								
Property Settings	? Unregi	istered Vehicl	es					
🛎 Users								
narkingenan	Apartment	Vehicles Authorized	Vehicles Registered	Vehicles Available	Names	Best Email	Best Phone	Submitted
parking snap	Office	1	0	1	Caldwell	erin@dynamictows.com	(214) 535-1048	03/24/2023 09:32 AM
Select Language	Showing 1 of 1 r	results						

****FOR PROPERTIES WITH RESERVED PARKING ONLY**-**

• Click on VIP Assigned Spaces to link a resident profile to their reserved parking space assignment.



• Click "+" at top right corner of VIP Assigned Spaces page, then select "Assign Space"

# VII	P Assigi	ned Spac	es					
							Search	
Bidg #	Space	Apt#	Created					Download CSV
				There are	e no reserved spaces at this t	time.		

• Fill in the required information. Once complete, select "Add"- (Dialog box "Space Email Confirmation" will then pop up- you can select "Cancel" to close)

Please Selec	st.	
Space Prefix		
Optional		
Include Space	Prefix Hyphen	
Space Suffix		
Optional		
Building #		
Space #		
Apartment		

• Now, any vehicle registered to a Resident Profile will be linked to the Assigned Space. You can then manage this space using "edit", "unassign" to remove resident profile link to the assigned space, or select the red "x" to remove the linked profile and the Space altogether.

# VIP Assigned Spaces +					
				Search Q.	
Bldg #	Space	Apt#	Created	Download CSV	
office	123	APT office	03/24/2023	View Edr Unassign X	
Showing	of 1 results				

• If a resident is transferring from one unit to another unit onsite, instead of having to start the process all over- Just click on the "Transfer" button next to their resident profile, click "Edit" at the bottom of the "Transfer Resident Profile" dialog box and complete the required information. Once complete, select "Close".

My Community VIP	Transfer Resident Profile	The Eventy 🔳 😝 Eventy Manager 🔮
Resident Profiles	Last Name	Download CDV
Pending Resident Profiles	Contact Number	Search Q
Apt# Building Reque	Contact E-Mail	mail Best Phone Submitted See All
Resident Profiles	erin@dynamiclows.com	
Apt # Building Approved Vehic	Office	• Submitted
	Building Number	
	Upon completion of the transfer, an email notification will be sent to the email address listed above.	
D 2023. Ali Fèghts Reserved. Your Enforce	fiet Canoel Close	EtwaceEnley - UniteDemotion - NeedHe

• Lastly, when a resident moves out, find their resident profile on the dashboard and select "Remove" next to their profile. Click "Remove" again on the dialog box that pops up.

Important Reminder: This program is designed to take the liability OFF the Management team and put the responsibility of maintaining their vehicle information on the Resident(s). If executed properly, this program is more convenient for your resident who can manage their profile and vehicles 24/7 AND the staff who does not have to spend time entering resident vehicle information. It is MOST important to remember that it is in the community's best interest that you do NOT complete the resident registration or vehicle management process on behalf of the Resident. We will provide detailed, step-by-step instructions for residents to follow and ALL steps completed are confirmed with an email to the resident for confirmation