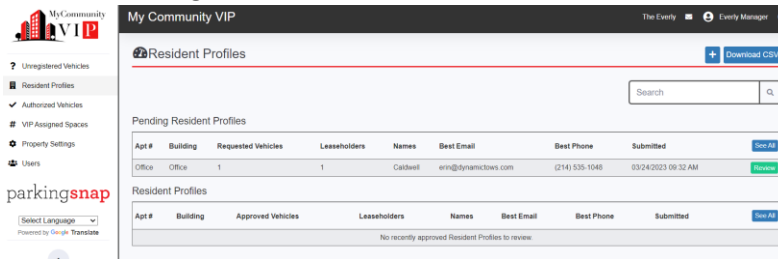


VIP Virtual Permit Review and Approval Process

- Go to www.myviparking.com.
- Click “Management Access” in top right corner of page.



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



- Select “Review” next to each “Pending Resident Profile”

Resident Profile 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@dynamictowing.com

Best Contact Phone Number
(214) 535-1048

Provide the number of vehicles authorized for this Resident 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)

Provide the number of vehicles authorized for this Resident Profile.

1

Profile Passcode [Generate Passcode](#)

SUBAPH5D

[Edit](#) [Cancel](#) [Approve](#) [Deny](#) [Close](#)

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

Resident Profiles

Apt #	Building	Approved Vehicles	Leaseholders	Names	Best Email	Best Phone	Submitted
Office	Office	1	1	Caldwell	erin@dynamicctows.com	(214) 535-1048	03/24/2023 09:32 AM

- 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**)

MyCommunity VIP

- ? Unregistered Vehicles**
- Resident Profiles
- ✓ Authorized Vehicles
- # VIP Assigned Spaces
- Property Settings
- Users

parkingsnap

Select Language
 Powered by Google Translate

? Unregistered Vehicles

Apartment	Vehicles Authorized	Vehicles Registered	Vehicles Available	Names	Best Email	Best Phone	Submitted
Office	1	0	1	Caldwell	erin@dynamicctows.com	(214) 535-1048	03/24/2023 09:32 AM

Showing 1 of 1 results

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

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

MyCommunity VIP

- ? Unregistered Vehicles
- Resident Profiles
- ✓ Authorized Vehicles
- # VIP Assigned Spaces**
- Property Settings
- Users

parkingsnap

Select Language
 Powered by Google Translate

- Click “+” at top right corner of VIP Assigned Spaces page, then select “Assign Space”

VIP Assigned Spaces

Search

Blidg #	Space	Apt #	Created
There are no reserved spaces at this 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)

Add Space

Assignment Space Type

Space Prefix

Include Space Prefix System

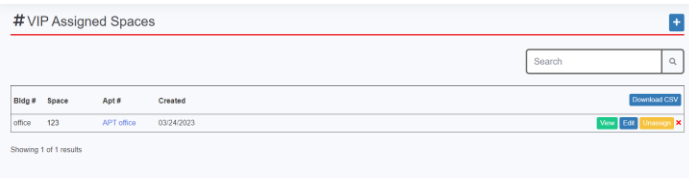
Space Suffix

Building #

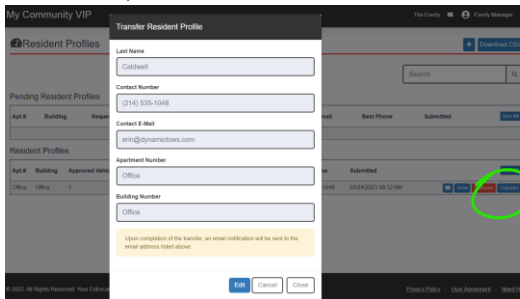
Space #

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.



- 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”.



- 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