Monthly Parking: Recurring Online Payments Program

New Parker Instructions • March 2020
Monthly Parking

New customers: Click FIND MONTHLY PARKING | Existing customers: Click LOGIN

Find Monthly Parking Login

If you are a current monthly parking customer and don’t have an ID, or have forgotten your ID, Click Here.

Customer portal webpage
Click "Find Monthly Parking"
Type “San Rafael” to find the C Street Garage
Click “Park Here” to select the C Street Garage
Does this apply to you?

Set up monthly parking

If you represent a business or organization that will need multiple parking spaces, before you sign up please contact us to make sure there are enough available spaces.

Contact

← Back  
Next
● Enter your email address
● Create your password; jot it down!
Set up monthly parking

Please enter the password you want to use when logging in to this site.

Password

**********

Re-enter Password

**********

We ask you to enter it twice to ensure accuracy.

← Back

Create Account

Create your new account
• Choose a start date that makes financial sense; Parking fees are prorated at ½ month only
• Choose Non-Reserved, “Next”
• ½ month fee charged between 15th-last day of month
• Refundable $10 deposit
• Service fee is $2, not $1
New accounts are charged upon signing up!
RECURRING PAYMENTS:

- Your credit/debit card will be charged automatically every 25th, monthly
- You do not need to make manual monthly payments going forward
Account: 300  City of San Rafael Employee

No address on file
(Update)

Amount Due: $0.00
The most recent payment ($1.25) was received on 02/12/2020
Automatically Pays by Credit Card (Change)

Active Parkers: 29 (Update)

Start Date: 04/21/2006
On your main account page, confirm that your “Amount Due” is $0 after submitting your payment moments before. Then “update”+ confirm your account contact info looks good.
<table>
<thead>
<tr>
<th>Account: 300  City of San Rafael Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>No address on file</td>
</tr>
<tr>
<td>(Update)</td>
</tr>
<tr>
<td>Amount Due: $0.00</td>
</tr>
<tr>
<td>The most recent payment ($1.25) was received on 02/12/2020</td>
</tr>
<tr>
<td>Automatically Pays by Credit Card (Change)</td>
</tr>
<tr>
<td>Active Parkers: 29 (Update)</td>
</tr>
<tr>
<td>Start Date: 04/21/2006</td>
</tr>
</tbody>
</table>

Confirm “Automatically Pays by Credit Card”
Click: “Pay” to confirm that your payment info is stored
On PAY NOW page, confirm payment info is stored + check “Use this account to pay each month”
On your main account page, click “Invoices & Payments” to view + print invoices/receipts.
# Invoices and Payments

**Account:** 300  City of San Rafael Employee  
Amount Due: $0.00

## Show History From

**Date** | **Type** | **Description**
--- | --- | ---
2/12/2020 | Prior Balance | 
2/12/2020 | Payment | Credit card payment 174552
3/1/2020 | Invoice, #100149 | Billing for 3/1/2020
3/3/2020 | Payment | Credit Card Payment: 183453

Click: “Payment” or “Invoice” to view + print these.
Always “Logout”
Downtown Residents / Regular Overnight Parkers
If you park overnight regularly:

- Input vehicle information in the Active Parkers section, click SAVE
Residents/Overnight Parkers

Account: 300  City of San Rafael Employee
No address on file
(Update)

Amount Due: $0.00
The most recent payment ($1.25) was received on
02/12/2020
Automatically Pays by Credit Card (Change)

Active Parkers: 29 (Update)

Start Date: 04/21/2006

Pay
Invoices & Payments
Stop Parking
Help
Add Overnight Vehicle Info

Add Vehicle Info

- Email
- Phone
- Department
- Last Day to Park

**Vehicles**

<table>
<thead>
<tr>
<th>State</th>
<th>Plate Number</th>
<th>Vehicle Make</th>
<th>Color</th>
</tr>
</thead>
</table>

- Save