



Wilson Parking

Subscription+ Administrator Guide



USERGUIDE

Overview

How does it work?

Subscription+ allows you to park more cars than your set allocation. If you have Subscription+ activated, once you reach your allocation an email will be sent to the user who entered the car park, advising them that a charge has been applied.

How much does it cost?

Subscription+ is charged at the ParkMate rate available at the car park, a transaction is triggered once you have had a successful entry and exit.

Example:

Company A has 20 bays

On Tuesday, 21 users parked in the car park

The 21st user received an email advising them of the Subscription+ charge

The ParkMate Earlybird rate is applied to your account for one transaction

How can I sign up?

Please see our instructions attached to this guide under 'Setting Up Subscription+'

Can I cancel anytime?

Yes, you can cancel at any stage via the Customer Portal, please see our instructions attached to this guide under 'Setting Up Subscription+'

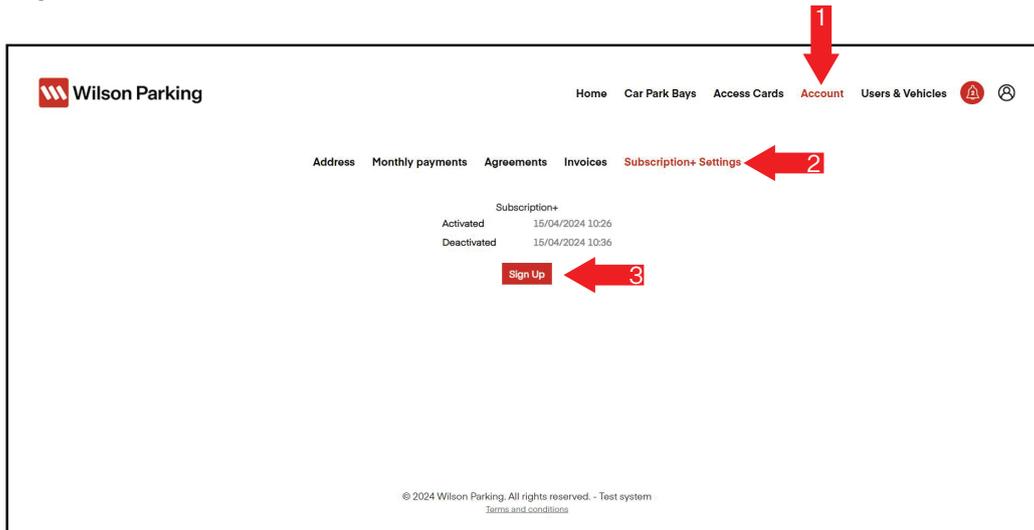
Can I audit my transactions?

Yes, you can make a request by emailing customercare@wilsonparking.co.nz who can send you a .csv file containing a detailed breakdown of your transactions. Be sure to include the period of time you are interested in within your request.

Guide

Setting Up Subscription+

1. Click on the 'Account' tab
2. Click on 'Subscription+ Settings'
3. Click 'Sign Up'



Cancelling Subscription+

1. Click on the 'Account' tab
2. Click on 'Subscription+ Settings'
3. Select 'Request Cancellation'
4. Once your cancellation has been accepted you will receive a notification on the Customer Portal



View your transactions

1. Subscription+ transactions can be viewed on your monthly invoice
2. Your transactions will be sent to your next month's invoice, available on the first business day of the month