



USER GUIDE: CA.PARKINDIGO.COM

How to:
Cancel a Reservation

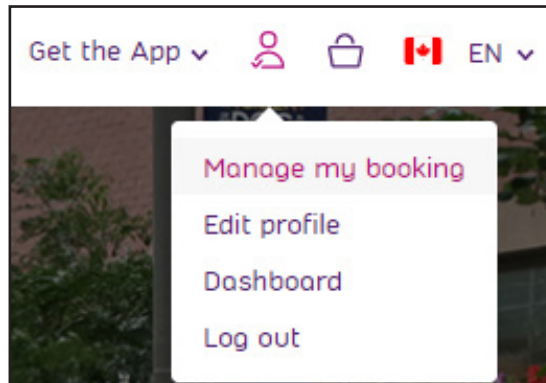
INDIGO

MAKING SPACE FOR THE FUTURE

How to: Cancel a Reservation

Step 1 Visit ca.parkindigo.com

Step 2 Select "Manage my booking"



Step 3 Click the reservation you would like to cancel

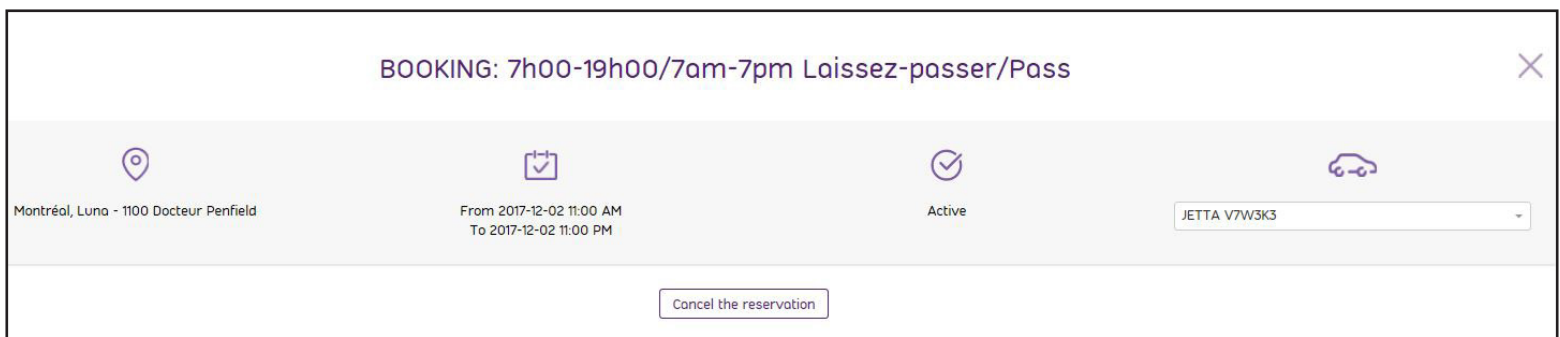
DASHBOARD MY TRANSACTIONS MY VEHICLES MY CARDS ACCOUNT

Hello, CHELSEA

Refine your search

Transaction	Type	Location	Start date	End date	Price	Receipt
12792515 2017-12-07 10:01 AM	Booking	Montréal, Luna - 1100 Docteur Penfield	2017-12-20 9:30 AM	2017-12-20 9:30 PM	\$11.50	

Step 4 Select "Cancel a reservation"



How to: Cancel a Reservation

Step 5 Select "Yes" to confirm your request for cancellation

Cancel booking?

Refund amount \$1.00
Cancellation fee \$0.00

Yes

Step 6 It will now appear in your list of cancelled reservations

Hello, CHELSEA

Refine your search

Transaction	Type	Location	Start date	End date	Price
12792512 2017-11-28 11:01 AM	Booking	Montréal, Luna - 1100 Docteur Penfield	2017-12-02 11:00 AM	2017-12-02 11:00 PM	\$11.50
12792511 2017-11-20 11:15 AM	Booking	Montréal, Luna	2017-11-25 10:30 AM	2017-11-25 10:30 PM	\$11.50
12494900 2017-11-15 4:35 PM	Booking	VIA Rail Sainte-Foy	2017-11-17 3:00 AM	2017-11-17 4:00 AM	\$1.00




How to: Cancel a Reservation

You will also receive a confirmation of cancellation by email

Cancellation

Dear Chelsea
You have recently cancelled a booking. Details of any refund due to you are shown below.



Cancellation Receipt

Order Number:	7754RD6W	ORDER DETAILS	Reference #: 12494900
Order Date:	Wed, November 15, 2017 4:35 PM	Location:	VIA Rail Sainte-Foy
Cost:	\$0	Rate:	
			Fri, November 17, 2017 03:00 AM
			Fri, November 17, 2017 04:00 AM

Total: \$1.00





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