



# USER GUIDE: CA.PARKINDIGO.COM

How to:  
Reserve a Parking Space

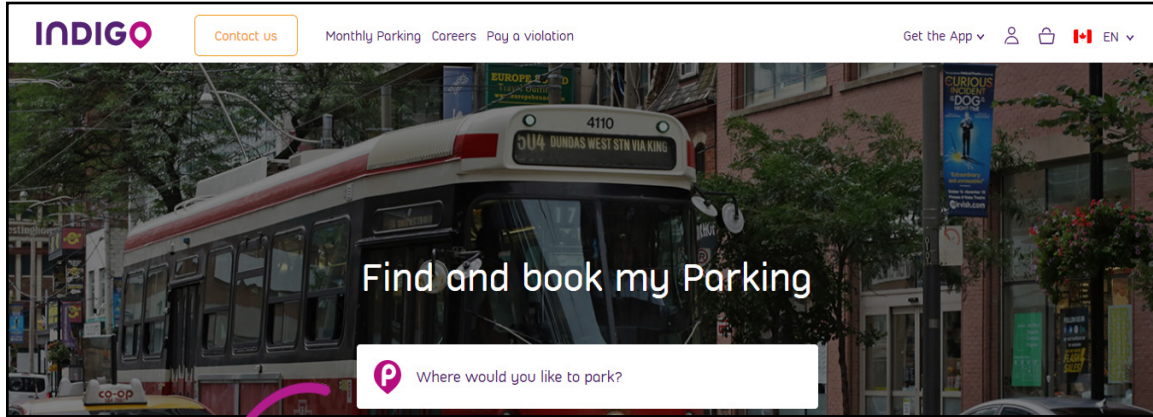
**INDIGO**

MAKING SPACE FOR THE FUTURE

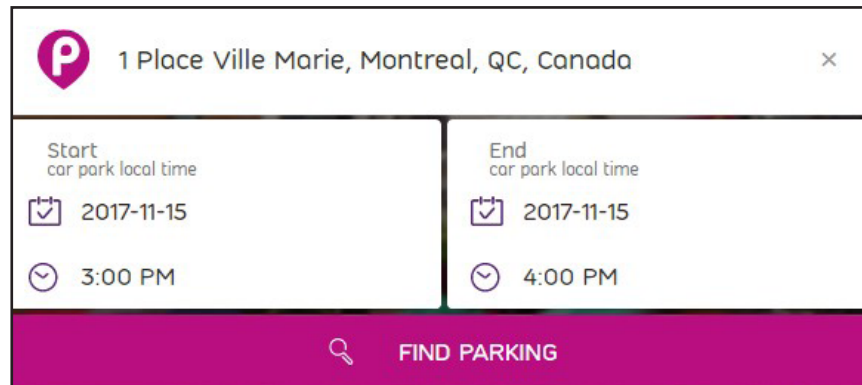
# How to: Reserve a Parking Space

Step 1 Visit [ca.parkindigo.com](http://ca.parkindigo.com)

Step 2 Enter the location or specific address where you would like to park in the search field on the main page

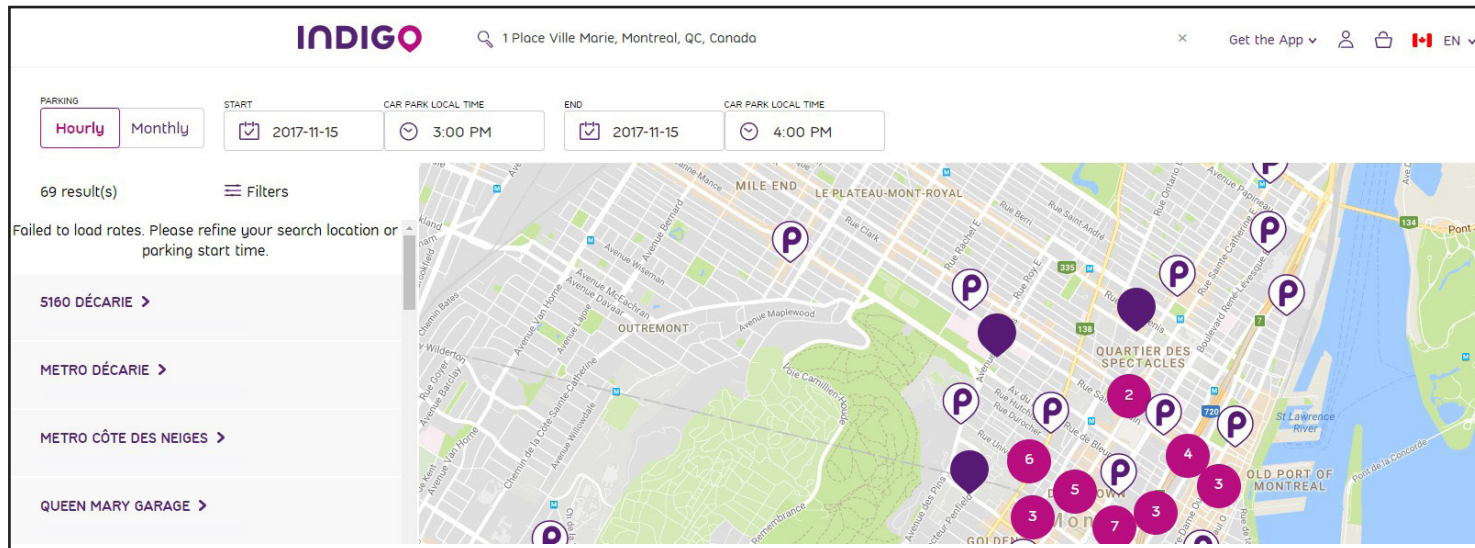


Step 3 Select your desired start and end time



# How to: Reserve a Parking Space

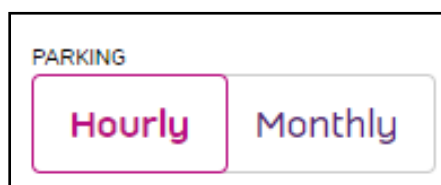
**Step 4** You will be redirected to a new tab in your browser. This page will allow you to visualize and select the parking lot on that is the most convenient



If you need to change the location, you may do so by changing the address in this section



If you need to change the type of parking, you can choose between hourly and monthly



# How to: Reserve a Parking Space

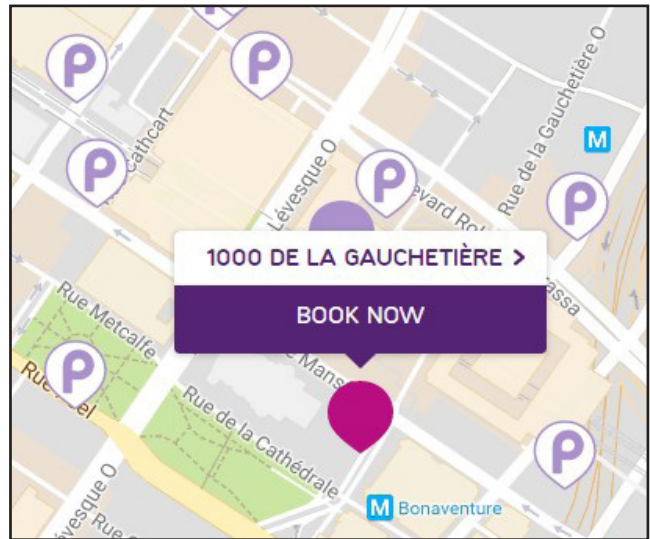
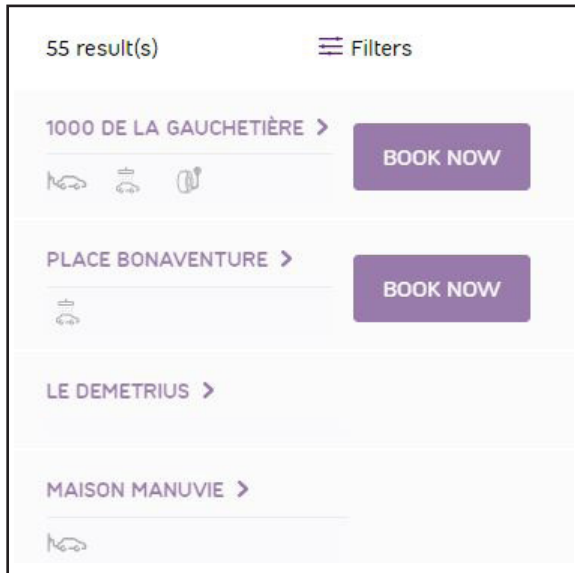
If you need to change the start or end time, you can do so in this section

Please note: If you are reserving a parking space in another city with a different time zone, you must enter the time that it would be at that specific location

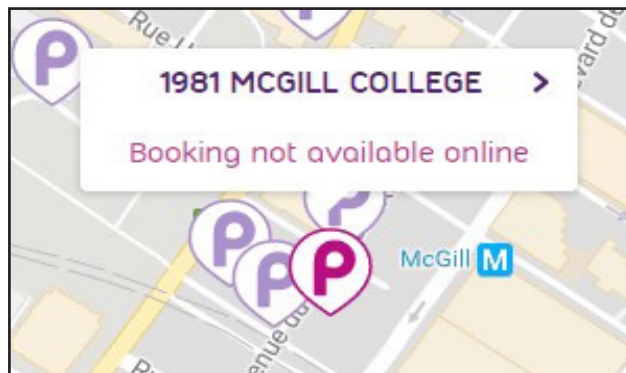
START	CAR PARK LOCAL TIME	END	CAR PARK LOCAL TIME
 2017-11-15	 3:00 PM	 2017-11-15	 4:00 PM

## Step 5

Select the location that best suits your needs by either clicking the location from the list provided or clicking on the pin directly on the map



Please note: Not all locations are currently able to support online booking



# How to: Reserve a Parking Space

**Step 6** Once you have selected your location, select the desired duration of stay

### My Booking

**VIA Rail Sainte-Foy**  
3255, Chemin de la Gare G1W 3A8 Québec  
418-628-6852  
noreplycanada@parkindigo.com

#### Available products

<input checked="" type="radio"/> Tarif Stationnement / Parking Rate	\$1.00
<input type="radio"/> 24h Max. - 1 Jour/Day	\$11.00
<input type="radio"/> 48h Max. - 2 Jours/Days	\$22.00
<input type="radio"/> 72h Max. - 3 Jours/Days	\$33.00
<input type="radio"/> 96h Max. - 4 Jours/Days	\$44.00

**Step 7** Select the vehicle you wish to use during your stay

If you have not yet registered a vehicle, please add one to the list by clicking "Add a vehicle"

Select vehicle

[+ Add a vehicle](#)



# How to: Reserve a Parking Space

Fill in the required information and click "add"

Hello, CHELSEA

MY VEHICLES

ADD A VEHICLE

V7W2A7

Volkswagen

Jetta


Blue

Add

A confirmation will appear and you can either add another vehicle or return back to the booking page


[← Back to booking](#)

MY VEHICLES

 VW JETTA V7W3K3

When you return to booking, your vehicle will appear in the list





Select vehicle

 Add a vehicle



# How to: Reserve a Parking Space

**Step 8** Verify that both the start and end dates and times are correct, and then select "Add to basket"

<b>Start</b> car park local time	<b>End</b> car park local time
 2017-11-17	 2017-11-17
 3:00 AM	 4:00 AM
<b>Parking \$1.00</b>	
<b>Total \$1.00</b>	
<a href="#">Add to basket</a>	

**Step 9** Select the credit card you wish to pay with

If you have not yet registered a credit card please add one to the list

**Your payment**

[+ Add a credit card](#)



# How to: Reserve a Parking Space

Fill in the required information and click "Add card"

[Go back to the basket.](#)

## MY CREDIT CARDS

### ADD A CREDIT CARD

John Doe

4510 1234 5678 5260

1 2017 123


H7A3V2

Add card

Your card will now appear in the list. Select "Go back to the basket" to complete the payment and finalize your reservation

[Go back to the basket.](#)

## MY CREDIT CARDS

 John Doe VISA xxxx-xxxx-xxxx-5260





# How to: Reserve a Parking Space

Step 10 Select your payment method from the list

## Your payment

VISA John Doe VISA xxxx-xxxx-... ▾


[+ Add a credit card](#)

Step 11 Select "Make purchase"

By clicking book, you accept that you have read our [Terms and Conditions](#)

[Add another booking](#) [Make purchase](#)

Step 12 A confirmation message will appear. Your reservation has been completed



## Thank you for your order!

You will receive a confirmation email within a few seconds.

[Home](#) [My dashboard](#)



# How to: Reserve a Parking Space

**Step 13** To see all of your transactions, select the "My Transactions" section from the options

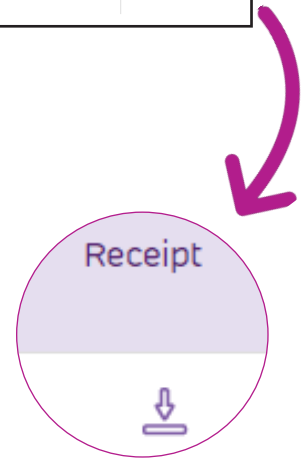
Transaction	Type	Location	Start date	End date	Price	Receipt
12792515 2017-12-07 10:01 AM	Booking	Montréal, Luna - 1100 Docteur Penfield	2017-12-20 9:30 AM	2017-12-20 9:30 PM	\$11.50	

All transactions listed on your online account provide:

- The transaction number
  - The type of transaction
  - The location
  - The start and end dates
  - The price of the request
- as well as the option the download the receipt

Simply select the download button beside the transaction to download the receipt

You will also receive a receipt by email



Thank you for your purchase! This is your confirmation and receipt.

You can view or print your Parking Pass from the button below.

**GET MY PASS**

Your Purchase made on Thu, December 7, 2017 10:01 AM:

Montréal, Luna - 1100 Docteur Penfield, 1000 Docteur Penfield, Montréal, Québec H3A 1A8

Wed, December 20, 2017 09:30 AM	to	Wed, December 20, 2017 09:30 PM
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Time	Rate	Amount
7h00-19h00/7am-7pm	Laissez-passer/Pass	\$11.00

Additional Items	Amount
Frais de réservation/Convenience Fee	\$0.50
Inclusive of GST @ 5.000%	\$0.36
Inclusive of GST @ 9.975%	\$0.72

Promo Code: None Amount: None

Charged: \$11.50

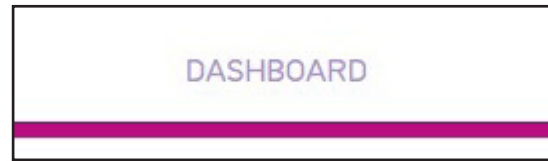
Card xxxxx-xxxx-xxxx-5260

VAT# 120996095

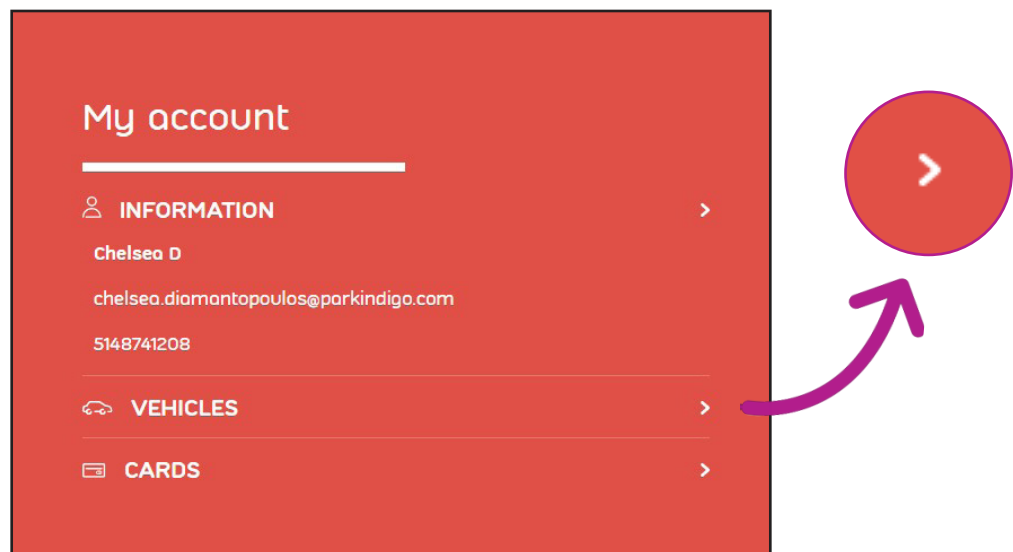


# How to: Reserve a Parking Space

Step 14 Select the "Dashboard" section for a summary of your account information



You can make changes to your account information by selecting the arrow



This will take you back to each section's main page. Follow the instructions provided per section to correctly manage your account information





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