

EASYPARK MOBILE CORPORATE USERS



Business Plan Set-up Guide

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Introduction

Do you have a fleet of **more than 5 vehicles** that use paper parking vouchers or EP Meters to park and experience one or more of the following issues?

- Unused paper vouchers have gone missing
- Uncertainty as to who used parking vouchers when and where
- Tedious process for reimbursement of parking expenses
- Difficulties in managing parking costs

EasyPark Mobile can easily **assist you in better controlling** your business parking needs!

Under our **Business Plan**, you have access to detailed monthly parking statistics, separated by:

- Employee
- Vehicle number
- Parking zone
- Date and time
- Parking values

This guide provides an overview of the steps necessary to set up your EasyPark Mobile Business Plan.

Types of Business plans

There are various EasyPark Mobile Business plans to accommodate different entity sizes. You can subscribe to 5, 10, 20, 30, 50, 90 or 120 license plate number (LPN) plans. There is no restriction on the number of employees (users) you can set up for these business plans, and each employee under the plan can have multiple LPNs in their account, i.e. if they drive more than one business vehicle.

Note: Business plans are self-administered, where an administrator for your company maintains the additions/deletions/profile changes/passwords/and other changes to employee's accounts. These changes must be done from the website portal: <https://www.easyparkmobile.com/client/56681/signin>.

EasyPark Mobile Business Plan pricing structure

When you subscribe to a business plan mentioned above, you'll be able to see the pricing of the plan before you accept. Please contact us on 441-542-7000 or support@easypark.bm for any questions on business plans or pricing.

Steps to set up a Business Plan

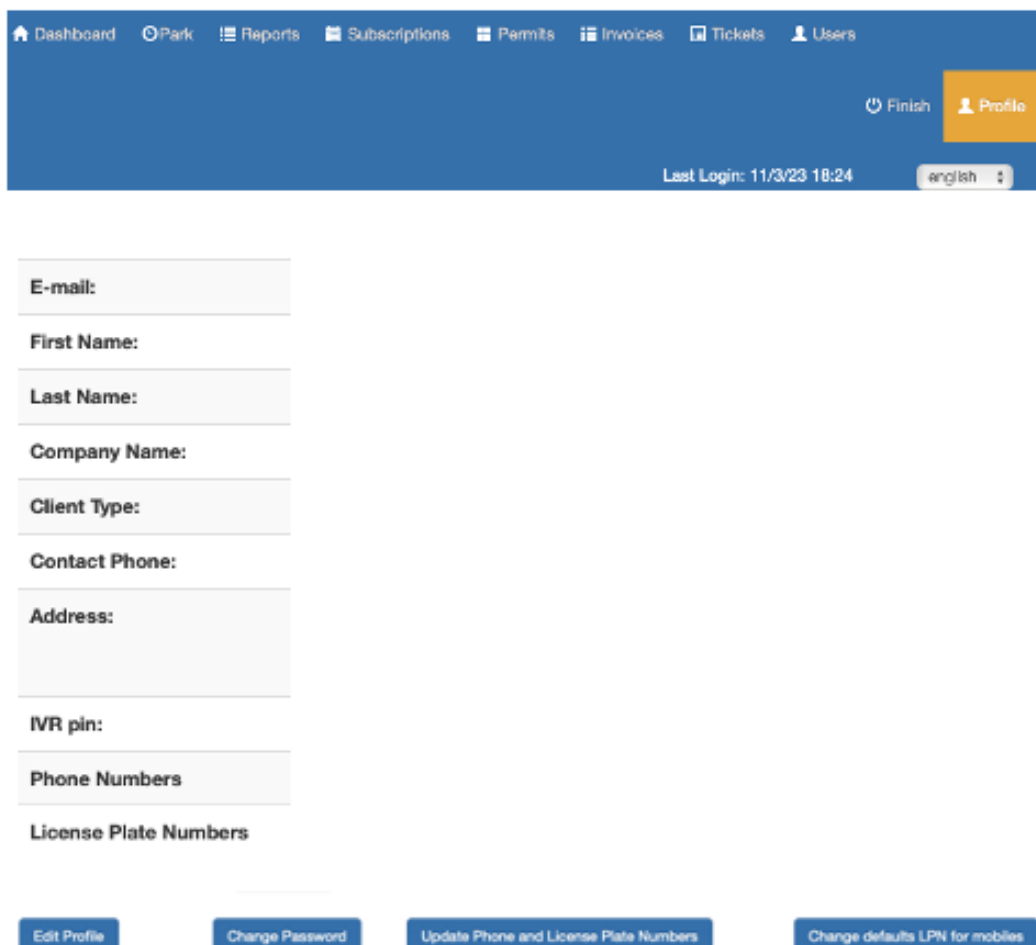
Step 1: Designate an individual as the business administrator. This is your employee who will administer the plan.

Step 2: Set up the administrator's Business Profile.

REGISTER:

Here, you will input business information related to the person designated to administer the account (Mary). When setting up the administrator please ensure to use their **business email and mobile number**. Using their personal contact details will preclude them from setting up a personal EasyPark Mobile account.

- On the top right hand of the screen, click on "Profile". Set up the username, email and details for Mary. For simplicity, the username and email are the same, but password is known specifically to the administrator and any other designated person such as the business owner. EasyPark does not retain individual passwords.
- Populate Mary's name, business email address, business physical address and business mobile # (must include 441 and must be a mobile#), etc.
- It is critical that the correct mobile# and LPN are set up accurately. Failure to do so may result in a ticket.



Dashboard Park Reports Subscriptions Permits Invoices Tickets Users

Finish Profile

Last Login: 11/3/23 18:24 english

E-mail:

First Name:

Last Name:

Company Name:

Client Type:

Contact Phone:

Address:

IVR pin:

Phone Numbers

License Plate Numbers

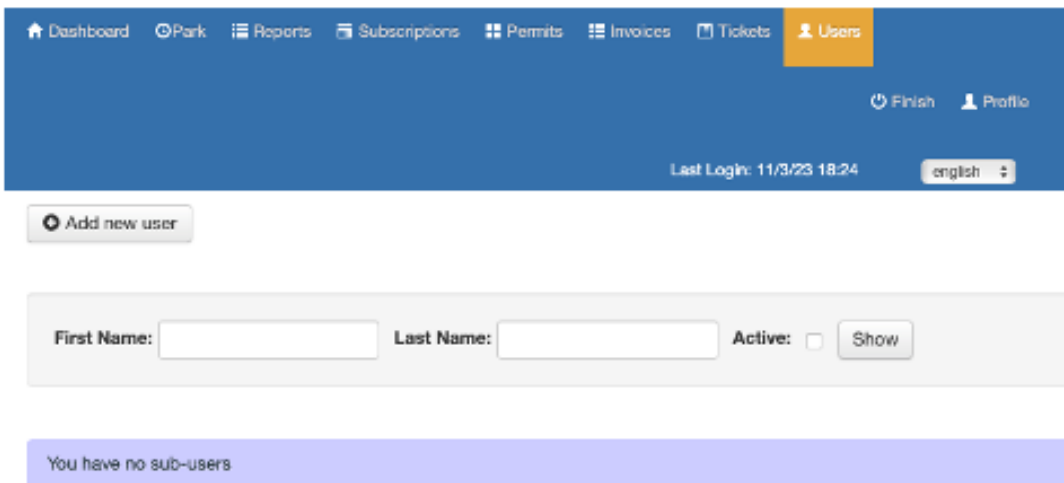
Edit Profile Change Password Update Phone and License Plate Numbers Change defaults LPN for mobiles

Step 3: Set up individual users

Set up the individual users (John). You cannot use John's personal email or personal mobile# as this information is already associated with his own **EasyPark Mobile** account.

- On the top right hand of the screen, click on "Users". Click on "Add new user". Set up individual information for each driver's personal profile.
- For each driver, you need to input their first/last name, business (username, email, mobile #, address, etc.).
- It is critical that the correct mobile# and LPN are set up accurately. Failure to do so may result in a ticket.
- Select "active" if you are giving them access to use this business account.
- Select "Show all parking events" if you want to run reports for specific drivers.
- Select "Show invoices" to see the amount deducted each time the vehicle is parked.

Input information and click on "Add user":



The screenshot shows the 'Users' management interface. At the top, there is a navigation bar with the following items: Dashboard, Park, Reports, Subscriptions, Permits, Invoices, Tickets, and Users (highlighted in orange). On the right side of the navigation bar, there are links for 'Finish' and 'Profile'. Below the navigation bar, the text 'Last Login: 11/3/23 18:24' and a language dropdown menu set to 'english' are visible. Below the navigation bar, there is a button labeled 'Add new user'. Below the button, there is a form with the following fields: 'First Name:' followed by an input box, 'Last Name:' followed by an input box, 'Active:' followed by a checkbox, and a 'Show' button. Below the form, there is a blue banner that reads 'You have no sub-users'.

For each driver, populate their profile:

Once a new user has been added, Mary can manage each profile for **additions/deletions/changes, etc.,**

“Show all Parking events” and “Show invoices” will allow you to see summary and detailed information. “Manage” will allow you to make changes to their profile, change passwords, update their mobile and LPN numbers and change default LPNs for their mobile#.

Step 4: Add credit to your account

Go back to “Dashboard” and “Add Credit”. Follow the steps for your credit card information.

The screenshot shows the Easy Park user interface. At the top, there is a navigation bar with the following items: Dashboard, Park, Reports, Subscriptions, Permits, Invoices, Tickets, and Users (highlighted in orange). Below the navigation bar, there are links for 'Finish' and 'Profile'. The user's last login is shown as '11/3/23 18:24' and the language is set to 'english'. The main form area contains the following fields:

- Credit Card Holder Name *
- Credit Card Type *
- Credit Card Number *
- Expire Date *
- CVV *
- Amount
- Top Up Fee 3.8%
- Per Trans Top Up Fee
- Charged amount
- Transaction Description

At the bottom of the form, there is a green button labeled 'Proceed with payment'.

Note: your account will not be activated until the top up process is complete.

Step 5: Park using your mobile App

Once your account has been set up:

- Ensure each driver has downloaded the app (EasyPark Mobile Bermuda).
- Ensure each vehicle has an EasyPark Mobile sticker which should be affixed close to your TCD permit.

FAQs

My drivers already have their own personal EasyPark Mobile accounts. Can they also be set up as a user in my business account?

Yes. However, you cannot use their personal email or personal mobile # to populate your business account as this information is already associated with their own **EasyPark Mobile** account.

How do I keep track of how much money/credit is in the account so that my drivers are not getting ticketed because there is insufficient money in the account?

You need to determine a minimum balance/threshold that you do not want your account to fall below. If your monthly subscription fee is \$30, you need to get a reminder sufficiently high such as \$100 depending on the number of drivers and frequency of parking. Once you have established that number, the administrator needs to go to "Profile" and input that number in "Balance threshold". Next, enable "SMS notification for balance threshold" by clicking on the box to activate the blue tick. Once your balance falls to the threshold amount of \$100, a reminder will be sent to the mobile number in that profile.

With so many LPNs, how does the traffic warden know which of my drivers is parked?

Every vehicle needs an EasyPark Mobile sticker which should be affixed close to your TCD permit. Every vehicle's LPN must be associated with the mobile # in the system in order to activate a parking session and not be ticketed. For example, if you set up a profile for John with LPN L1111 and mobile of 441-555-1111, he will need to use that mobile # to activate his parking session.

Can one user have access to any vehicle in the list of LPNs?

Yes. As long as the unique LPN is in the list of LPNs. To enable John to park using a different LPN than he last used, go to "Users". On the line with John's name, select "Manage" to see his profile. Select "Update phone and LPNs" and click "Add new". Untick the blue box next to the LPN you do not want. Add the LPN you want and "Activate" (box will show a blue tick) then "Update".

My subscription allows 10 LPNs. Why can I not add another?

Each subscription plan allows a maximum number of LPNs. If you want to add another, you will be prompted to subscribe for the next level of subscription.

How do I know if my set up is correct?

Profile page will show only Mary's information and User page will show John and all other employees.

How can I see where and how long a driver parked?

Either go to "Users" then "Manage account" or "Reports" then "Parking Data" then select date range. You can either view the report on screen or produce in PDF/Excel format.

Toggle between personal and business accounts

EasyPark Mobile is designed to allow a user to have both personal and business accounts as long as you keep them separate. A business sub-user (employee), if he wants to park also privately, would need to register his own personal user account.

If a user wants to have a connected business and personal account, i.e., that allows switching between business and personal (individual) accounts without signing in and out, he needs to set up the same mobile number in both accounts. The mobile system will detect that his mobile number is configured into 2 accounts, one is personal and the other business.

To switch between these 2 accounts, without signing out/in - Under the top left menu, click on My Account then select Client type and toggle between business and personal (individual) accounts.

Note: The user just needs to be careful to switch between these accounts before parking, to park as private or company account correctly.