

# Setting up Parking @ 102 Tower Instructions

## Steps to Obtain a Parking Permit in the 102 Tower building

1.) Fill out the Parking Agreement PDF file (

<https://uofu.box.com/s/x66srgnvb80dzdt127rzd9xv9nlr60qi>)

- Decide what parking fee you want to pay based off of how much you plan to be in office. You can see their pricing plan [here](#).
- Your Key Card number are the 6 digits right after the + sign on your University ID badge. To see an example, click [here](#).
- If you need to see an example of how the parking agreement should be filled out, [click here](#).

2.) Send it to Mike Leonhardt, SP+ - [mleonhardt@spplus.com](mailto:mleonhardt@spplus.com) and mention that you would like to setup parking. He will respond with an Account number.

3.) Goto [Parking.com](https://parking.com) and click on Monthly Accounts.

4.) Enter your account number and then follow the instructions to register and setup an account.

5.) Once you've setup an account, you can sign in and goto the main page where you can click on "Manage Payments" and add a credit card for billing.

6.) Once you've entered everything into the system, it should take 24 hours before you're all ready to go!

If you run into any problems you can reach out to [Stacey Earle](#) or [Thomas Jennings](#) with questions.

### Notes on Using your Keycard:

You'll use your University of Utah ID badge (also your keycard) to swipe the scanner at the parking entrance. When you tap it, it shows you the amount of hours you have left for parking each month. This means that if you have to leave and come back on any given day, it will not subtract a day from your plan but rather track how many hours you have used for that day.

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