

1. Click the blue “Find Monthly Parking” button.



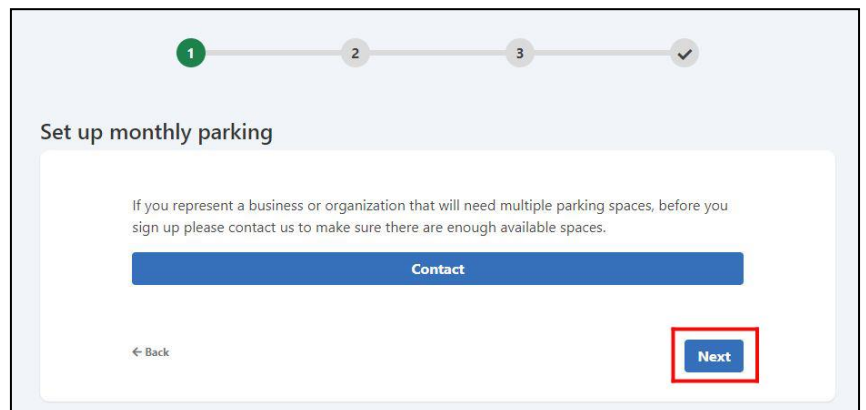
2. Enter the AUS zip code in the search bar: 78719.



3. Click the green “Park Here” button.



4. Click the “Next” button.



5. Enter your email and click "Find Account".

The screenshot shows a three-step progress bar at the top with step 1 highlighted in green. Below the progress bar is the heading "Set up monthly parking". The main content area contains the instruction "Please enter your email address so we can see if you already have an account." followed by a text input field labeled "Email". At the bottom left is a "← Back" link, and at the bottom right is a blue "Find Account" button.

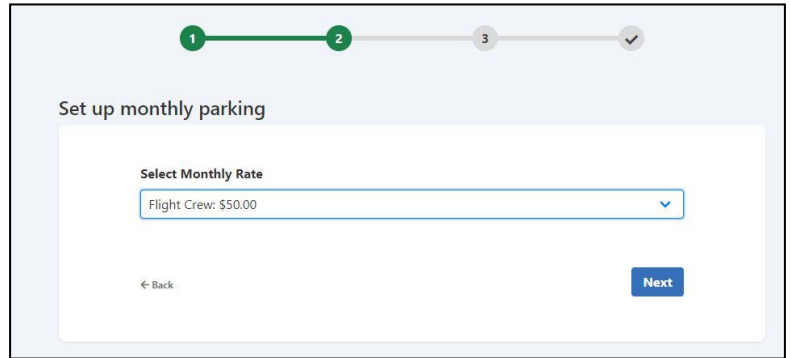
6. Choose a password and click "Create Account".

The screenshot shows a three-step progress bar at the top with step 2 highlighted in green. Below the progress bar is the heading "Set up monthly parking". The main content area contains the instruction "Please enter the password you want to use when logging in to this site." followed by two text input fields: "Password" and "Re-enter Password". Below the second field is the text "We ask you to enter it twice to ensure accuracy." At the bottom left is a "← Back" link, and at the bottom right is a blue "Create Account" button.

7. Enter your name, phone number and the date you want your parking account to be active. Type of Parking Space should be "Non-Reserved".

The screenshot shows a three-step progress bar at the top with step 3 highlighted in green. Below the progress bar is the heading "Set up monthly parking". The main content area contains the instruction "Please enter name, phone number, and when you would like to start parking." followed by four input fields: "Your Name" (text), "Phone Number" (text), "Start Date" (calendar icon with "9/1/2020" selected), and "Type of Parking Space" (dropdown menu with "Non-Reserved" selected). At the bottom left is a "← Back" link, and at the bottom right is a blue "Next" button.

8. Choose “Flight Crew: \$50.00” for your monthly rate. If this is not the correct rate, please let us know when you pick up your parking pass.



9. Once you login to your account, you’ll see the below screen. It’s important that you click on each of the three buttons and update the below info.
- Contact info & email preferences
 - Credit card auto pay
 - Vehicle info – click on “edit” next to your name



ABIA
PARK WITH EASE
ABIA Parking
2901 Employee Avenue
Austin, TX 78719

Account: 1234567 Barbara Jordan
2901 Employee Ave. STE 100
Austin TX 78719

[\(Update\)](#) ① **Contact info & email preferences**

Amount Due: \$0.00
The most recent payment (\$0.00) was received on
Pays by Check [\(Change\)](#) ② **Credit card auto pay**

Active Parkers: [\(Update\)](#) ③ **Vehicle info**

Start Date: 05/19/2020

Contact
Details

10. Stop by our office at the below address to pick up your parking pass.
- 2901 Employee Ave. STE 100**
Austin, TX 78719
Phone: 512-530-3300 (Option 4)
Email: employeeparking@abiparking.com