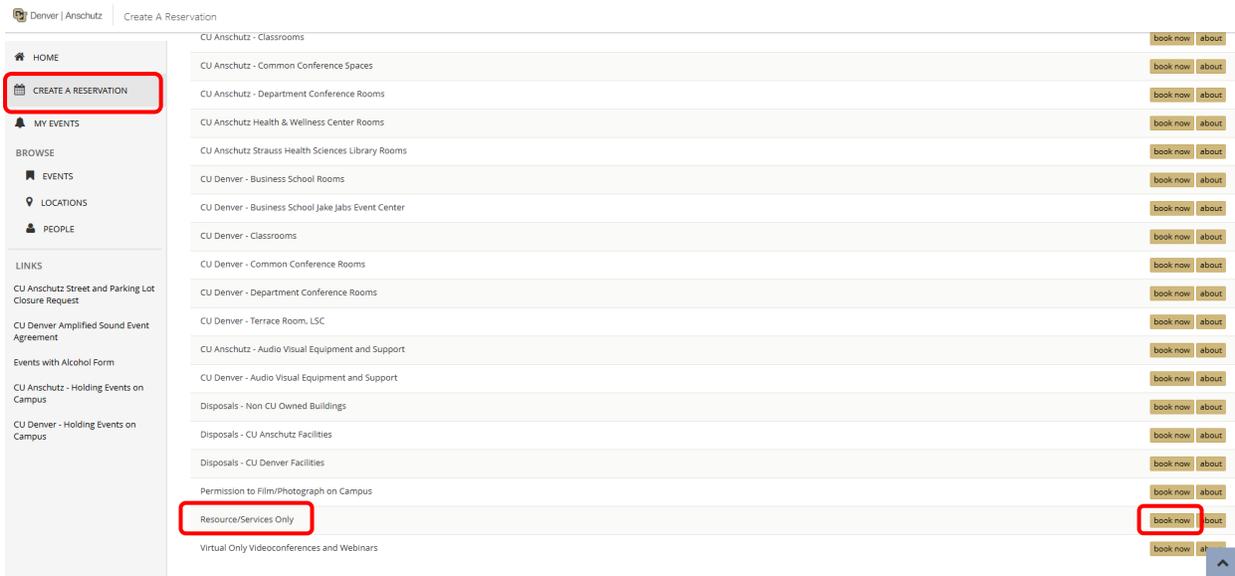


# Quick EMS Parking Code Requests

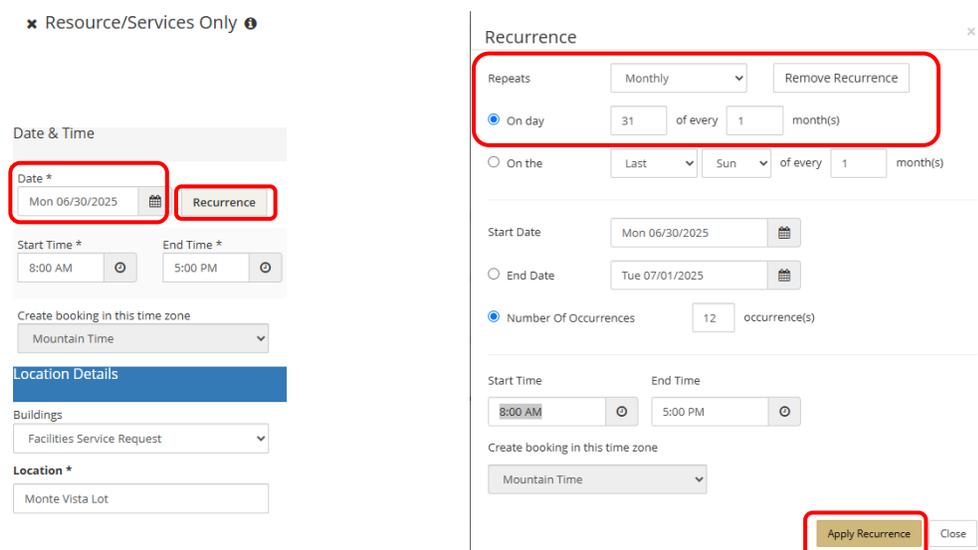
**Note:** This guide reviews how to request a parking code for an activity that is not associated with a room reservation/event. To review how to request a parking code for an activity with a room reservation, please review the [Quick Guide: EMS Add Services](#).

**Step 1:** Log in to [EMS](#), click **Create a Reservation**, scroll down to the bottom of the page to find the reservation template titled “Resources/Services Only”, and click **Book Now**.



**Step 2:** Select the date(s) you need the parking code to be active. After you have selected your dates, click **Next Step** on the top right-hand side of the page.

**Note:** If your code needs to be active for use every day over the course of the year, please use the **Recurrence** button to schedule the request for the **31<sup>st</sup>** of every 1 month. This will make sure the reservation falls on the last day of the month for billing. Annual codes are billed monthly in arrears. **Do not add the code to every day of the year**, you will be asked to resubmit your request if you do.



**Step 3:** On the Services page, **scroll down** to the CU Anschutz Parking section. Answer the questions (not all are required). You must select at least one Service Item to move forward.

For a parking code, select the blue hyperlinked “Request a Parking Code(s) – Event Paying”. You can type additional instructions or requests in the Comments box of the service item.

CU Anschutz Parking

Start Time [MT] 8:00 AM End Time [MT] 5:00 PM Service Type Event Use

Do you need parking for caterer(s)? Choose one

Event Name Monthly Parking

How many of your guests are off-campus AND require parking? 50

Please note any parking location preferences, special needs for VIP parking, Media, etc.

Who will pay for parking? Event Pay - Dept./Sponsor Pays

Select at Least One Service (For Visitors ONLY)

|   |   |
|---|---|
| Attendees Paying for their Parking            | Bus &/or Van Parking                              |
| Non CU event parking                          | Parking Attendant(s) - Business Hours (8a-4p M-F) |
| <b>Request a Parking Code(s)-Event Paying</b> | Reserve Stall(s)-Weekday                          |
| Reserve Stall(s)-Weekend                      | Shuttle Cart Service                              |
| Special Parking Needs for VIP, Media or other |   |

**Tip:** You only need a quantity of 1 parking code, not the number of people who will use it. You can send a single code to those who you would like to pay for their parking and the code can be redeemed multiple times. You will be billed monthly based on actual usage of the code.

**Step 4:** After you have added the parking code item to your “Services Summary”, scroll to the bottom of the page to **input your billing speedtype**. Billing information is required for a parking code to be confirmed and created. Click **Next Step** and fill out the Reservation Details page. When it is complete, click **Create Reservation**.

Your request will be reviewed in the order it is received. Please note that all parking requests must be submitted at least 72 hours prior to the event to give us ample time to issue the codes.

If you need additional service items such as reserved parking stalls or VIP parking for an event that is not associated with a room reservation, you can also select those service items using the “Resources/Services Only” booking template procedure.

Detailed instructions for editing and cancelling services are located in the [EMS Web App User’s Guide](#).