Quick EMS Parking Code Requests

Note: This guide reviews how to request a parking code for an activity that is <u>not associated</u> with a room reservation/event. To review how to request a parking code for an activity with a room reservation, please review the <u>Quick Guide: EMS Add Services</u>.

Step 1: Log in to <u>EMS</u>, 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**.

Denver Anschutz Create A F	eservation	
	CU Anschutz - Classrooms	book now about
A HOME	CU Anschutz - Common Conference Spaces	book now about
CREATE A RESERVATION	CU Anschutz - Department Conference Rooms	book now about
MY EVENTS	CU Anschutz Health & Wellness Center Rooms	book now about
BROWSE	CU Anschutz Strauss Health Sciences Library Rooms	book now about
EVENTS	CU Denver - Business School Rooms	book now about
LOCATIONS	CU Denver - Business School Jake Jabs Event Center	book now about
PEOPLE	CU Deriver - Classrooms	book now about
LINKS	CU Denver - Common Conference Rooms	book now about
CU Anschutz Street and Parking Lot Closure Request	CU Denver - Department Conference Rooms	book now about
CU Denver Amplified Sound Event	CU Denver - Terrace Room, LSC	book now about
Events with Alcohol Form	CU Anschutz - Audio Visual Equipment and Support	book now about
CU Anschutz - Holding Events on	CU Denver - Audio Visual Equipment and Support	book now about
Campus	Disposals - Non CU Owned Buildings	book now about
CU Denver - Holding Events on Campus	Disposais - CU Anschutz Facilities	book now about
	Disposals - CU Denver Facilities	book now about
	Permission to Film/Photograph on Campus	book now about
	Resource/Services Only	book now bout
	Virtual Only Videoconferences and Webinars	book now at

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**st 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.

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Anschutz Medical Campus

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.

J Anschutz Parking						
Start Time [MT] End Time [MT]			Service Type			
8:00 AM	۲	5:00 PM	0	Event Use		
Do you need parking for cat	erer(s)?					
Choose one		~				
Event Name						
Monthly Parking						
How many of your guests ar	e off-cam	ous AND require parking?				
50						
Who will pay for parking? Event Pay - Dept./Sponsor f	Pays	~				
Select at Least One Serv	ice (For V	isitors ONLY)			~	
Attendees Paying for their Parking			Bus &/or V	an Parking		
Non CU event parking			Parking Att	endant(s) - Business Hours (8a-4p M-F)		
Request a Parking Code(s)-Eve	ent Paying)	Reserve Sta	all(s)-Weekday		
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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. <u>Please note that all parking requests must be</u> 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 <u>not</u> <u>associated with a room reservation</u>, 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.

