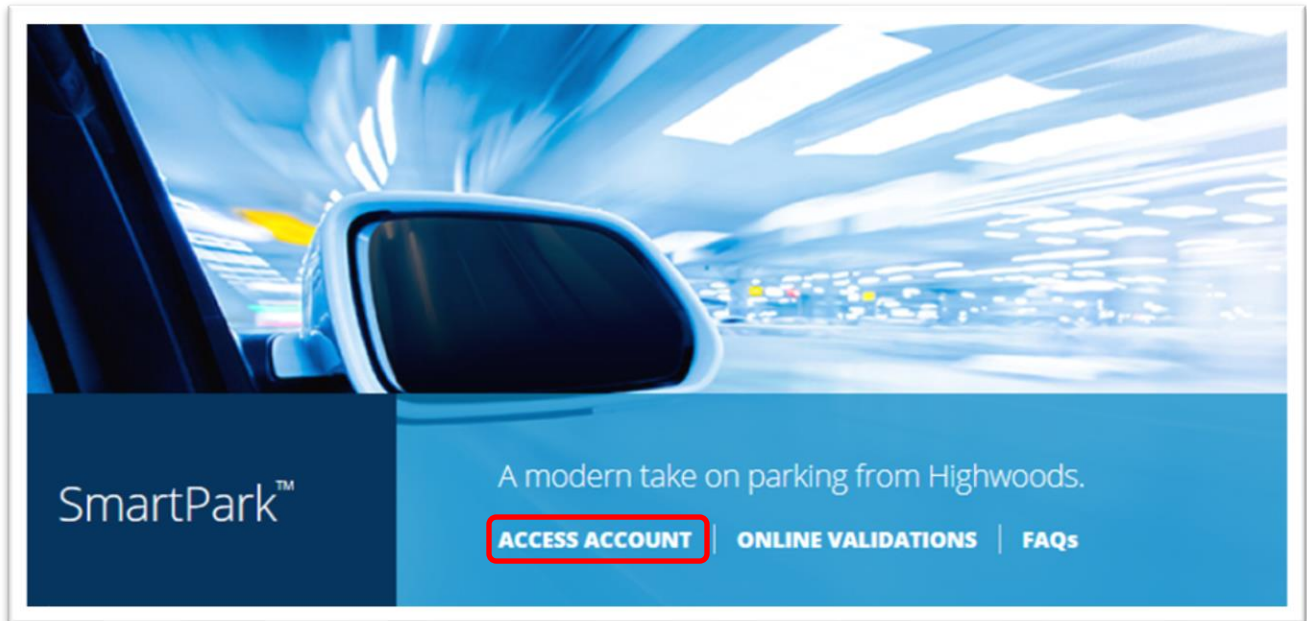


Hello,

We are now ready to provide you with your **SmartPark Account Portal** login information. This will provide you access to all your parking needs.

****Please note that payment is immediately due for your first month of parking. Please complete this request ASAP to avoid any parking delays****

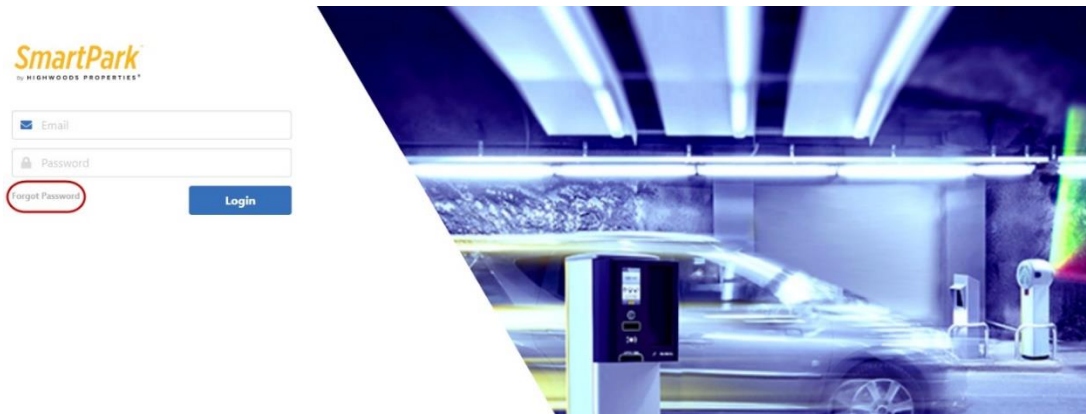
- Navigate to the Highwoods SmartPark website highwoods.com/smartpark
- (Click “ACCESS ACCOUNT”) – This will redirect you to the new SmartPark Portal



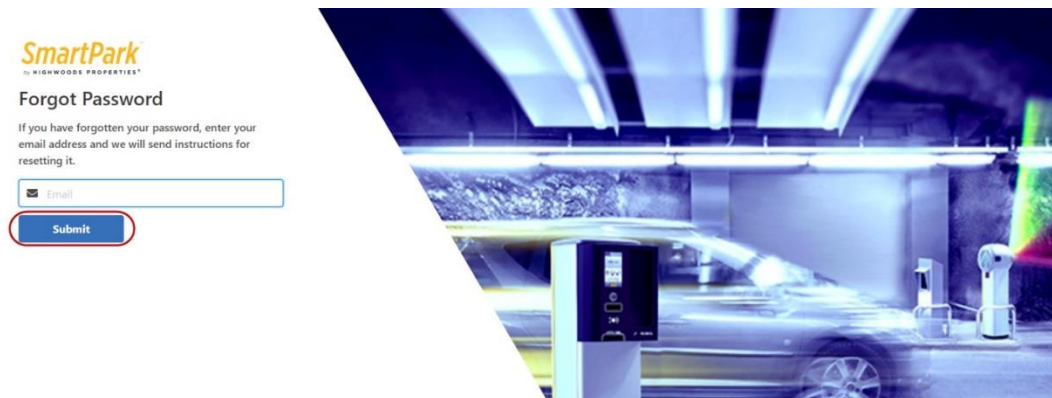
- Click “Login” and enter your email address



- Click **“Forgot Password”** to reset your account password.

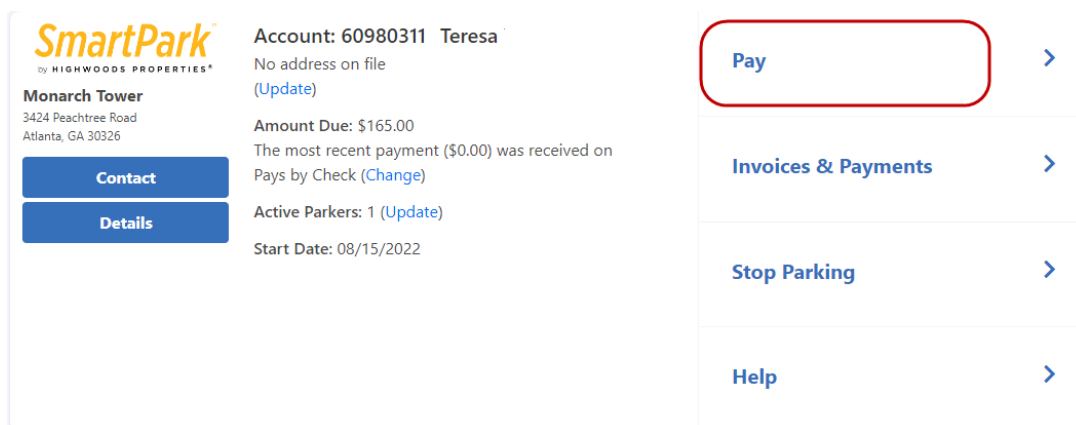


- Enter your email address and click on **“Submit”**. An access link will be sent to your email address, click the link within the email to create your new password, and then click **“Reset”**.



- After your password is reset you'll be directed back to the main login page.

Once you've logged in, you'll be able to pay your account balance via card, access your past invoices, add parkers to your account and cancel your monthly parking account.



- If you need to pay your account balance or update your credit card information, click on **“PAY”**

- To set up reoccurring billing click the button next to “Use this account to pay each month”

Pay Now [Back to Account](#)

Select Payment Method

Credit Card

Name on Card

Card Number

Expiration Date

CVV

Billing Zip Code

☐ Use this account to pay each month

Select Amount to Pay

Amount Due \$385.00

Payment Amount

Processing Fee \$0.00

Total \$385.00

By clicking "Submit Payment" you agree to [our terms](#).

[Submit Payment](#)

- If you need to change your parker information or an employee’s information, go to the left side where it says [Active Parkers/Accounts \(Update\)](#), then click on “Update”. This will allow you to select the parker and edit their information

by HIGHWOODS PROPERTIES*

Monarch Tower
3424 Peachtree Road
Atlanta, GA 30326

[Contact](#)

[Details](#)

Account: 60980311 Teresa

No address on file
[\(Update\)](#)

Amount Due: \$165.00

The most recent payment (\$0.00) was received on
Pays by Check [\(Change\)](#)

Active Parkers: 1 [\(Update\)](#)

Start Date: 08/15/2022

[Pay](#) >

[Invoices & Payments](#) >

[Stop Parking](#) >

[Help](#) >

- To deactivate a parker once you are in the edit screen you can click on “Last Day to Park” and enter a future date when the card will be deactivated. Then click Save.
- **DO NOT CLICK STOP PARKING** unless you are permanently deactivating the entire account

Name
Teresa

Type of Space Non-Reserved	Rate Milliman Unassigned \$110.00	Reserved Space	Access Level Monarch Main
Card Number	Permit Number	Start Date 8/15/2022	

Email

Phone

Department


Last Day to Park

Vehicles

State	Plate Number	Vehicle Make	Color
<div>+ Add Vehicle</div>			

Save

- If you would like to view invoices or see payments made you can click on Invoices & Payments



Monarch Tower
3424 Peachtree Road
Atlanta, GA 30326

Contact

Details

Account: 60980311 Teresa
No address on file
(Update)

Amount Due: \$165.00
The most recent payment (\$0.00) was received on
Pays by Check (Change)

Active Parkers: 1 (Update)
Start Date: 08/15/2022

Pay >

Invoices & Payments >

Stop Parking >

Help >

Please contact us at **1-844-PARKHIW (1-844-727-5449)** or email us at smartpark@highwoods.com with any questions.

Thank you,

SmartPark by Highwoods Properties