

Sign Up

Access the system from the Highwoods SmartPark homepage from www.highwoods.com/smartpark and select **ACCESS ACCOUNT**

Log in to *SmartPark* using the supplied username and password or select a *SmartPark* location from the list provided to request monthly parking.



Recent Account History

Once logged in, the recent account history will be displayed.

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Recent Account History

Account #603057: ABC Corp
Parking Location: 060305 - Seaside Plaza
Account Balance: \$692.24

| Date | Transaction | Description | Amount | Balance |
|------------|-------------------|-------------------------|----------|----------|
| 12/31/2015 | Beginning Balance | | \$0.00 | \$0.00 |
| 6/1/2016 | Manual Invoice | New Parker: Pat Jones | \$106.50 | \$106.50 |
| 6/1/2016 | Manual Invoice | New Parker: Jimmy Jones | \$122.47 | \$228.97 |
| 6/1/2016 | Manual Invoice | New Parker: Mark Jones | \$117.15 | \$346.12 |
| 7/1/2016 | Manual Invoice | New Parker: Pat Jones | \$106.50 | \$452.62 |
| 7/1/2016 | Manual Invoice | New Parker: Jimmy Jones | \$122.47 | \$575.09 |
| 7/1/2016 | Manual Invoice | New Parker: Mark Jones | \$117.15 | \$692.24 |

Paying Your Bill Online

Type in the amount that you would like to pay, and then click on the submit button. You can also select the **UPDATE CARD INFO** button to change the card information or the **WITHDRAW FROM RECURRING PAYMENTS** to stop the recurring payments.

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Pay Online

Place note here to inform users they will be redirected to our payment provider's site for payment and then brought back here.

Account #603057: ABC Corp
Parking Location: 060305 - Seaside Plaza
Account Balance: (\$692.24)
Payment Amount:

[Submit](#)

Recurring Payments: This account is subscribed to recurring payments.

[Update Card Info](#)

[Withdraw from Recurring Payments](#)

Paying Your Bill Online

(continued)

Enter your credit card information in to the [paymentexpress](#) window. Click **SUBMIT** to process your payment or Click **CANCEL** to return to the Pay Online screen.

Payment Checkout

Amount: \$ 692.24 (USD)




Credit Card Payment

Card Number:* 4111111111111111

Card Holder Name:* ABC CORP

Expiry Date (MM/YY):* 09 16

Card Security Code: 123 What is this?

[Privacy Policy](#)

Please verify your information before clicking on the **SUBMIT** button. Once you have submitted the payment, you will receive a message thanking you for your payment and informing you that it was successfully processed or if there was an error in the processing of the card. If there is an error, you will have the option to re-attempt your transaction.

SmartPark Payment Details

Thank you! Your payment was successfully processed. Please view the [History Page](#) for a complete list of transactions.

| Transaction Information | |
|-------------------------------|-----------------|
| Name on Card: | ABC CORP |
| Card Type: | Visa |
| Card Number: | 4111XXXXXXXXXX |
| Expiration Date: | 0916 |
| Amount: | \$692.24 |
| Authorization Code: | 005191 |
| Transaction Reference: | 0000001005cb223 |



SmartPark Payment Details

No charges were made to your card. The request was invalid or failed for the following reason:

There was an unspecified error returned from the payment processor. No charges were made to your credit card.

[Please click here if you wish to re-attempt your transaction.](#)

| Transaction Information | |
|-------------------------------|-----------------|
| Name on Card: | ABCCORP |
| Card Type: | Visa |
| Card Number: | 4999XXXXXXXXXX |
| Expiration Date: | 0916 |
| Amount: | \$692.24 |
| Authorization Code: | 010650 |
| Transaction Reference: | 0000001005d0970 |



Updating Account Information

You may update your account information in the [EDIT ACCOUNT](#) screen by making the changes and clicking on the [SUBMIT](#) button.

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Edit Account Information

Account #603057: ABC Corp
Parking Location: 060305 - Seaside Plaza
Account Balance: (\$692.24)
Address 1: *
Address 2:
Address 3:
City: *
State: *
Zip Code: *
Contact:
Email:
Password: [Change password](#)
Phone: *
Fax:

Changing Your Password

To change your password, type in the old password and then the new password, confirm and click on [SUBMIT](#).

Change Password

New passwords must contain at least 8 characters

Account #603057: ABC Corp
Parking Location: 060305 - Seaside Plaza
Account Balance: \$692.24
Current Password: *
New Password: *
Confirm New Password: *

Viewing and Adding Additional Parkers to Your Account

Click on [ADD A PARKER](#), fill out the online form and click on [SUBMIT](#). The new parker will not be added automatically. You will be notified if the parker is added or if the request has been denied or placed on a waiting list.

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Current Parkers

Account #603057: ABC Corp
Parking Location: 060305 - Seaside Plaza
Account Balance: (\$692.24)

| Name | Access Card | Space |
|-----------------------------|-------------|-------|
| Janet Smith | | |
| Jim Smith | | |
| Jimmy Jones | | |
| John Smith | | |
| Mark Jones | | |
| Pat Jones | | |

Viewing and Adding Additional Parkers to Your Account *(continued)*

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Add A New Parker

Account #603057: ABC Corp
Parking Location: 060305 - Seaside Plaza
Account Balance: (\$692.24)

Parker Name: *

Category: *

Start Date: *

Phone: *

Department:

Auto Make 1: *

Auto License 1: *

Auto Make 2:

Auto License 2:

Submit

Success! Your account information has been edited.

Questions?

Questions about *SmartPark*? We're always happy to help. Contact us at 844-PARKHIW or smartpark@highwoods.com.

