

ONE PARKING – THE SQUARE

HOW TO SIGN UP FOR MONTHLY PARKING

--- FOR PBA USE ONLY ---

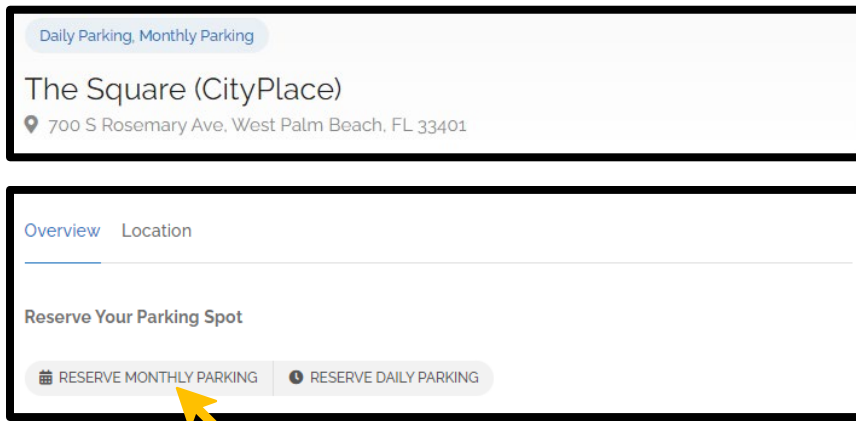
Hello there! Thank you for your interest in parking with us at The Square, located at 700 South Rosemary Avenue, West Palm Beach, FL 33401. Our parking facilities are within a 10-minute walk from the Palm Beach Atlantic campus. The following details outline how to set up your parking account with us via our online platform. If you have any questions regarding this process, you can contact our team directly by emailing us at TheSquare.OPS@oneparking.com.

Step 1 – Locate The Square on the One Parking website.

- Go to <https://oneparking.com/listing/the-square-cityplace/>

Step 2 – Select “RESERVE MONTHLY PARKING”.

- Once selected, you will be taken to our online platform “Parker Bill”.
- You should see a screen pop up with details regarding The Square parking facility.



Step 3 – Select “Park Here” button at the top of the page.

- Palm Beach Atlantic has worked with our team to provide you with a discounted rate.
- You will click the green button “Park Here” to submit an application for approval.

ONE P PARKING

OP Florida, Inc.
700 S Rosemary Avenue, West Palm Beach, FL 33401

ONE P PARKING

Starting at \$95.00/mo

[Park Here →](#)

Hours

Sun:	24 Hours	Th:	24 Hours
M:	24 Hours	F:	24 Hours
T:	24 Hours	Sat:	24 Hours
W:	24 Hours		

Things you should know

- For specific tenant parking rates, please go to <https://oneparking.com/listing/the-square-cityplace/>
- Select "Request Monthly Parking" and fill out the form. Your request will be reviewed by our management team,

Features:

- Covered Parking
- Electric charging
- Valet
- Handicap Accessible
- Allow Oversized Vehicles
- Near Train Station
- On Site Staff

For questions about parking here:
Phone: 561-835-1032
Email: TheSquare.OPs@oneparking.com

Step 4 – Click “Next” since you will be signing up to pay for your own parking.

1 2 3 ✓

Set up monthly parking

If you represent a business or organization that will need multiple parking spaces, before you sign up please contact us to make sure there are enough available spaces.

Phone: 561-835-1032

Email: TheSquare.OPs@oneparking.com

[← Back](#) [Next](#)

Step 5 – Enter your PBA email address.

- **IMPORTANT!** It MUST be your **PBA email address** to be qualified for the discounted rate.

1 2 3 ✓

Set up monthly parking

Please enter your email address so we can see if you already have an account.

Email

← Back Find Account

Step 6 – Create a password.

- Note: if your email address is already on file with us, it will ask you to login. If not, you will proceed with creating a password on the screen below.

1 2 3 ✓

Set up monthly parking

Please enter the password you want to use when logging in to this site.

Password

Re-enter Password

We ask you to enter it twice to ensure accuracy.

← Back Create Account

Step 7 – Enter your Name and Phone Number; select Space Type “PBA”

- **IMPORTANT!** To receive the discounted rate, you **MUST select PBA from the dropdown**.

1 2 3 ✓

Set up monthly parking

Please enter name, phone number, and when you would like to start parking.

Your Name

Phone Number

Start Date

Type of Parking Space

- Non-Reserved
- PBA**
- Reserved

Step 8 – Discounted parking needs to be approved; select “Add To The Waitlist”

- **IMPORTANT!** Since you are applying for a discounted rate, we use the waitlist as a staging ground to review and approve your application. **Select the “Add To The Waitlist” button.**
- Please allow 1-2 business days for our team to respond. If approved, you will receive a message from services@billing.integrapark.com asking you to log in to your account and “Complete Signup”. See below for how to complete the signup process after receiving our response.
- You will receive an email noting that you have been added to the waiting list. No action is required until you receive another response from our management team via email.

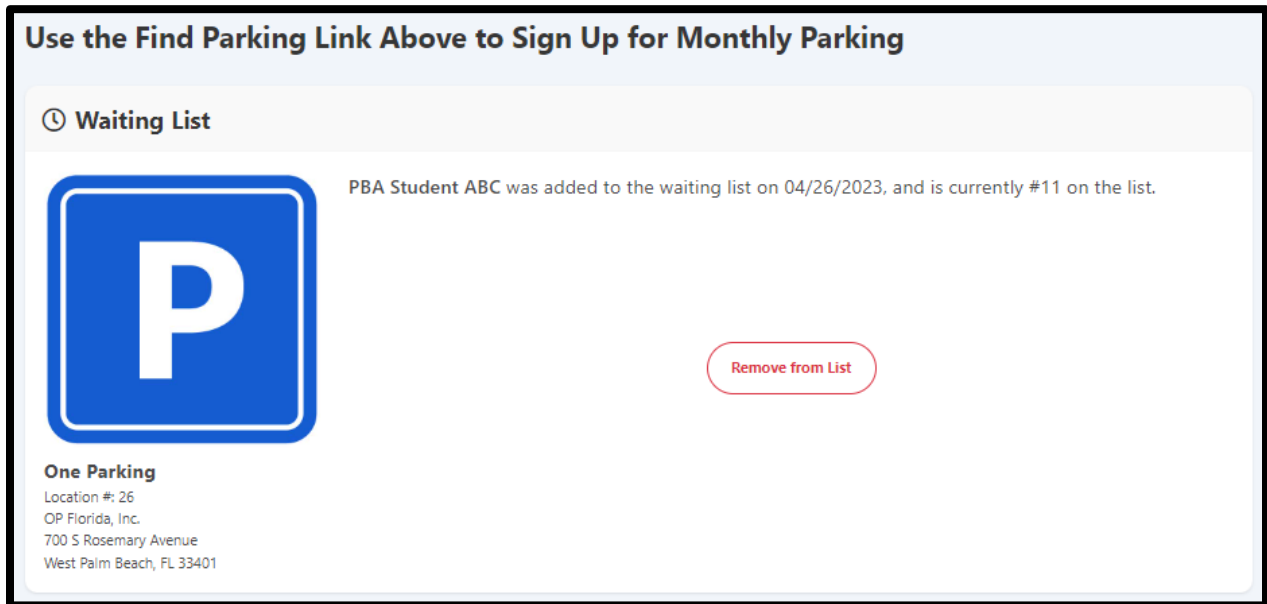
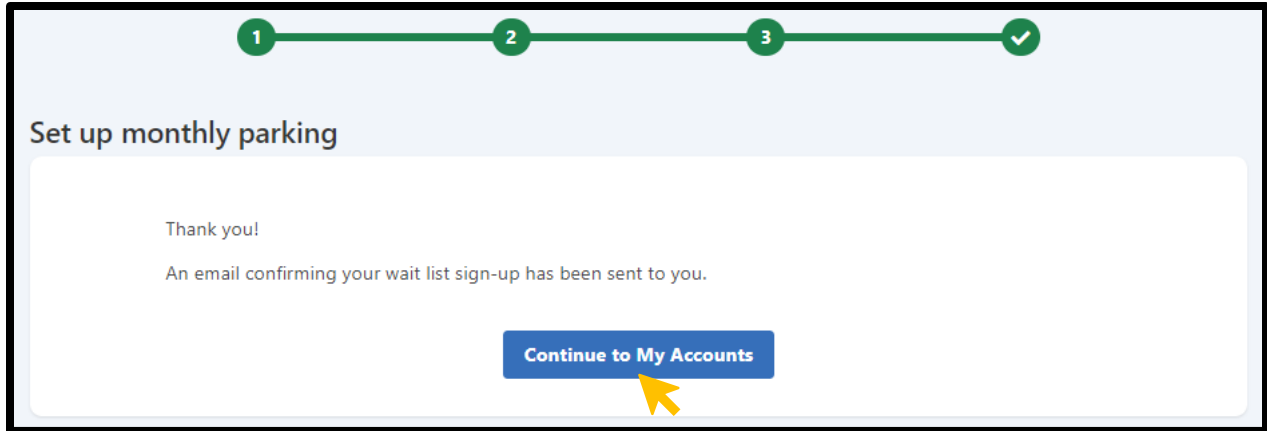
1 2 3 ✓

ParkingSpot Type Not Available

There are no spaces available for this type of parking, as of 4/26/2023. Please select a different type of Parking Spot.

Select A Different Spot Type

Add To The Waitlist



Step 9 – Receive approval email; Login to your account to complete your signup.

- Please allow 1-2 business days for our team to respond. If approved, you will receive a message from services@billing.integrapark.com asking you to log in to your account and “Complete Signup”. See below for how to complete the signup process after receiving our response.
- Note: to locate the login page, please go to <https://oneparking.com/> and select “Login”
- Once logged into your account, select the blue “Complete Signup” button and proceed with the steps below.

Use the Find Parking Link Above to Sign Up for Monthly Parking

🕒 Waiting List



PBA Student ABC was added to the waiting list on 04/26/2023, and is currently #11 on the list.

Complete Signup

Remove from List

One Parking

Location #: 26
OP Florida, Inc.
700 S Rosemary Avenue
West Palm Beach, FL 33401

Step 10 – Confirm your start date and make sure “PBA” is still selected.

- Review the information and select “Next”.
- Your “Type of Parking Space” should be “PBA”.

1 2 3 ✓

Set up monthly parking

Please enter name, phone number, and when you would like to start parking.

Your Name

Phone Number

Start Date

Type of Parking Space

← Back Next

Step 11 – Fill out the Vehicle and Billing Information.

- Per your parking agreement, you must keep valid vehicle detail on file at all times. Multiple vehicles can be added to your parking profile after initial signup. Only one vehicle can access the parking facility at the same time.

1 2 3 ✓

Vehicle & Billing Information

Optional information: Please make it easier for us to recognize your vehicle and contact you.

Vehicle Information

Plate Number
ABCDEF

State
FL

Make

Color

Billing Address

Address 1

Address 2

City

State

Zip Code

← Back Next

Step 12 – Select the discounted rate called “PBA: \$95.00” and click “Next”

1 2 3 ✓

Set up monthly parking

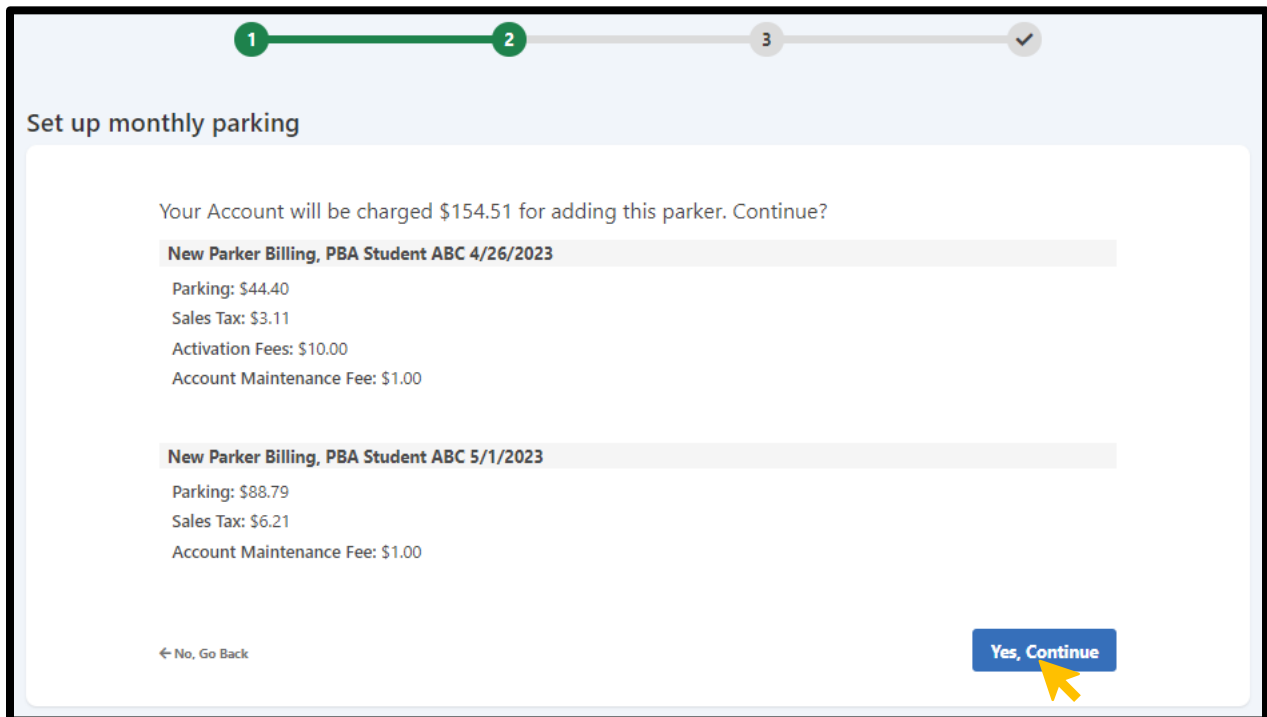
Select Monthly Rate

PBA: \$95.00

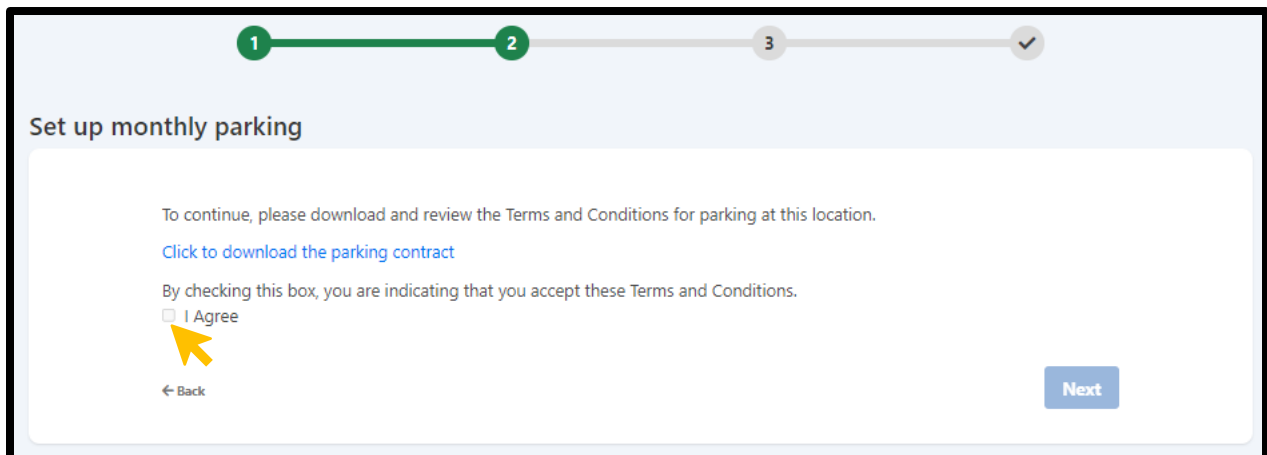
← Back Next

Step 13 – Review your initial parking charges to be paid on the following screen.

- Note: if you sign up after the next month’s billing has already been generated (i.e. the 15th of the prior month), then the next month’s charges will be shown on this screen (see below).
- Partial month charges are prorated on a half-month basis.
- If you need to select a different start date to adjust your initial billing, you can use the “No, Go Back” button in the bottom left corner to go back to screen one where you selected your “Start Date”.



Step 14 – Review the parking contract and accept the terms by clicking “I agree”.



Step 15 – Add your payment detail and submit your initial monthly payment.

- Note: your preferred payment method can be changed after initial payment by accessing your account online. Please read the online instructions carefully so that you understand what to expect.
- Note: if you do not wish to proceed with submitting your payment at this time and would like to wait until a different date, and/or if you let your session expire, you will be required to re-enter your vehicle and billing details. If you have any questions, you can contact us at TheSquare.OPS@oneparking.com.

Step 16 – Visit the Greet House at The Square to obtain your access card.

- Visit the Greet House 1-2 business days after submitting your payment.
- Located by the escalators and the Wishing Tree at The Square you will find the Greet House.
- Call us during normal business hours at 561-835-1032 for any questions.
- Please bring a copy of your parking receipt (e.g. email, QR code, payment confirmation) and your valid student ID.
- **Thank you for choosing to park with us! – One Parking Management**