



VEND PARK

TENANT POC - REFERENCE

GUIDE





VEND PARK

TENANT POC - REFERENCE GUIDE

Your quick-access guide for navigating Vend Park Command Center.

This guide is designed for Tenant Points of Contact (POCs) to help streamline your use of the Vend Park Command Center. It provides key instructions, tips, and contact details to ensure smooth day-to-day operations and easy issue resolution.

Need **Help?**

 **Support Email: support@vendpark.io**

 **Phone: 1-888-965-3793**

 **Support Hours: 24/7**



TENANT OVERVIEW

01. Overview

Parks

02.

Vend Park Admins - Keybank

Overview Parks Passes Validations

Vend Park Admins - Keybank

10655 Ne 4th Street #500 Bellevue Washington 98004

Vend Park Admins - Keybank

Overview **Parks** Passes Validations

Time Plate Driver Pin

Earliest entry time

05/24/2025 12:00 AM

Latest entry time

05/24/2025 11:59 PM

Search

Active session breakdown: 0 Validations 1 Pass 0 Group rates

Park ID	Status	Garage	Name	Phone	Driver PIN	Default
095142	In Progress	Key Bank P2	Alejna Test	+38344220132	-	
582404	Completed	Key Bank P2	Ryan Thomas	+12068836409	-	
855853	Completed	Key Bank P2	Cerel Munoz	+19788521711	-	
865510	Completed	Key Bank P2	Ryan Thomas	+12068836409	-	
206775	Completed	Key Bank P2	Cerel Munoz	+19788521711	-	
162010	Completed	Key Bank P2	Cerel Munoz	+19788521711	-	

03. Passes

Validations

04.

Vend Park Admins - Keybank

Overview Parks **Passes** Validations

Ungrouped passes

Active Disabled All

Search passes

Monthly Parking **Active**

Vend Park Admins - Keybank
Key Bank P2
Monthly Parking

VALID FROM

VALID TILL

Vend Park Admins - Keybank

Overview Parks Passes **Validations**

Ungrouped validations

Active Disabled All

Search validations

Full Validation - Plaza **Active**

Vend Park Admins - Keybank
Key Bank Plaza
Full validation for the entire parking duration

VALID FROM

VALID TILL

100% off

Test Validation **Active**

Vend Park Admins - Keybank
Key Bank P2
Test Validation

VALID FROM

VALID TILL



PARKS OVERVIEW

01.

Search By Plate

Vend Park Admins - Keybank

Overview Parks Passes Validations

Time Plate Driver Pin

License plate

VENDPARK

Park ID	Status	Garage	Name	Phone	Driver PIN	Default payment	Vehicle	Entry lane	Entry time
551620	In Progress	Key Bank P2	Alejna Test	+38344220132	-	-	VENDPARK US-AL	SUPPORT-NONE	12:10 PM: May 25, 2025

Search By Driver Pin

02.

Vend Park Admins - Keybank

Overview Parks Passes Validations

Phone Plate Driver Pin

Filter by status

All

Driver PIN

3300

Park ID	Status	Garage	Name	Phone	Driver PIN	Default payment	Vehicle	Entry lane	Ent
470445	Completed	4950 Elm St	-	-	3300 PIN code	-	T2247815 US-MD	PIN-0549	5/4

03.

Search By Time

Vend Park Admins - Keybank

Overview Parks Passes Validations

Time Plate Driver Pin

Earliest entry time

05/25/2025 03:09 PM

Latest entry time

05/25/2025 03:11 PM

Active session breakdown: 0 Validations 1 Pass 0 Group rates

Park ID	Status	Garage	Name	Phone	Driver PIN	Default payment	Vehicle	Entry lane	Entry time
551620	In Progress	Key Bank P2	Alejna Test	+38344220132	-	-	VENDPARK US-AL	SUPPORT-NONE	12:10 PM: May 25, 2025

12:10 PM: May 25, 2025

Time Conversion

Garage - Pacific Time (PST)	12:10 PM	May 25, 2025
Local - Eastern Time (EST)	3:10 PM	May 25, 2025
Coordinated Universal Time (UTC)	7:10 PM	May 25, 2025



PASSES OVERVIEW

01.

Navigate To
Passes - Active
Passes

Vend Park Admins - Keybank

Overview Parks **Passes** Validations

Ungrouped passes

Active Disabled All

Search passes

Monthly Parking **Active**

Vend Park Admins - Keybank
Key Bank P2
Monthly Parking

VALID FROM - VALID TILL -

02.

Disable Pass
(Expert Access)

Vend Park Admins - Keybank

Overview Parks **Passes** Validations

Ungrouped passes

Active Disabled All

Search passes

Monthly Parking **Disabled**

Vend Park Admins - Keybank
Key Bank P2
Monthly Parking

VALID FROM - VALID TILL -

Monthly Parking **Active**

Vend Park Admins - Keybank
Key Bank P2
Monthly Parking

VALID FROM - VALID TILL -

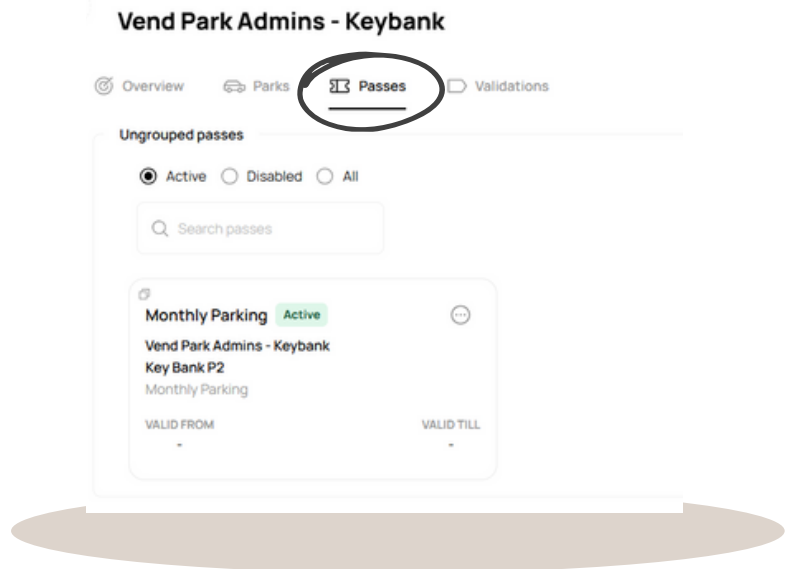
- Disable pass
- Invite by email
- View pass invites
- View pass members



INVITE PASS MEMBER (EXPERT ACCESS)

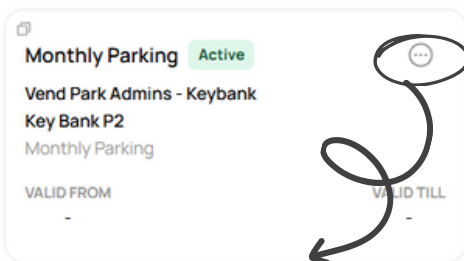
01.

Navigate To Passes



02

Invite By Email



Disable pass

Invite by email

View pass invites

View pass members

03

Invite

Send pass invite(s)

+ Send single pass invite

Invitee

Enter the recipient's email and optionally their name

Email *

alejnaberisha@vendpark.io

First Name

Alejna

Last Name

Test

Send invitation email

An invitation will be sent automatically if enabled.

Validity

Optional start and end dates

Additional information

Optional metadata for tracking or notes.

Close



VIEW PASS INVITES (EXPERT ACCESS)

01.

Navigate To
Passes

Vend Park Admins - Keybank

Overview Parks **Passes** Validations

Ungrouped passes

Active Disabled All

Search passes

Monthly Parking Active

Vend Park Admins - Keybank
Key Bank P2
Monthly Parking

VALID FROM - VALID TILL -

- Disable pass
- Invite by email
- View pass invites
- View pass members

02.

View All
Passes

&

Search
By Name

Monthly Parking

+ Add new pass member

Search Alejna Active Disabled All

1 pass membership

Alejna Test Active

+38344220132
alejnaberisha@vendpark.io

VALID FROM - VALID TILL -



VIEW PASS MEMBERS

01.

Navigate To
Passes

Vend Park Admins - Keybank

Overview Parks **Passes** Validations

Ungrouped passes

Active Disabled All

Search passes

Monthly Parking Active

Vend Park Admins - Keybank
Key Bank P2
Monthly Parking

VALID FROM - VALID TILL -

- Disable pass
- Invite by email
- View pass invites
- View pass members**

02.

View All
Passes

&

Search
By Name

Monthly Parking

+ Add new pass member

Search Alejna

Active Disabled All

1 pass membership

Alejna Test Active

+38344220132
@ alejnaberisha@vendpark.io

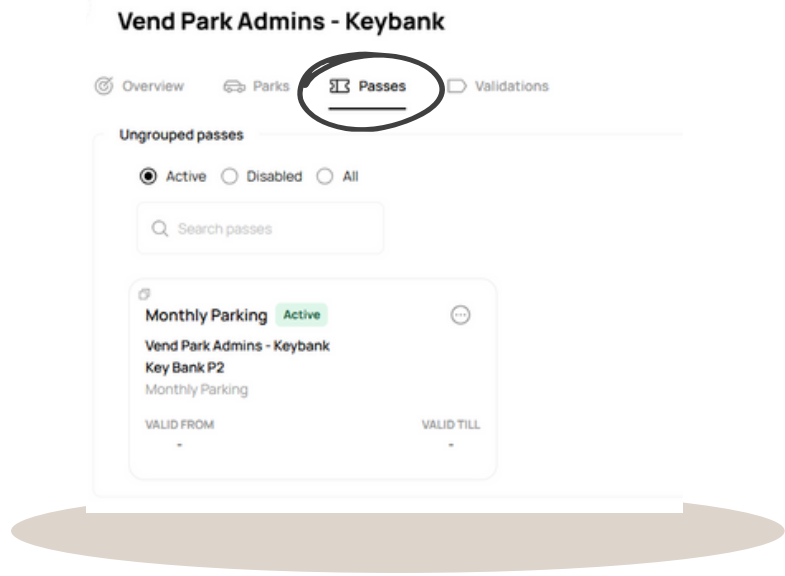
VALID FROM - VALID TILL -



ADD & REMOVE PASS MEMBER (EXPERT ACCESS)

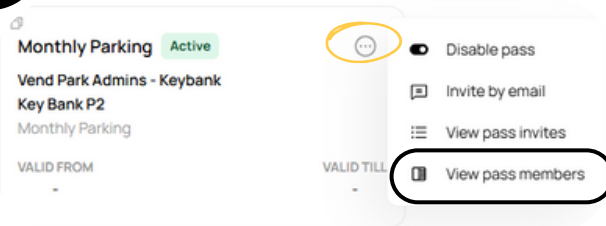
01.

Navigate To
Passes



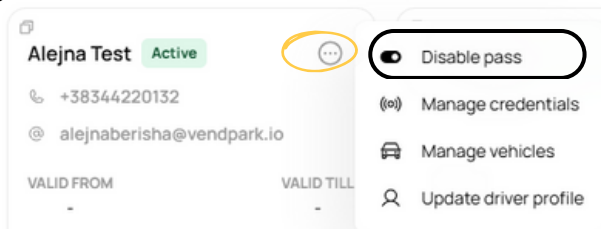
02.

View Pass Members



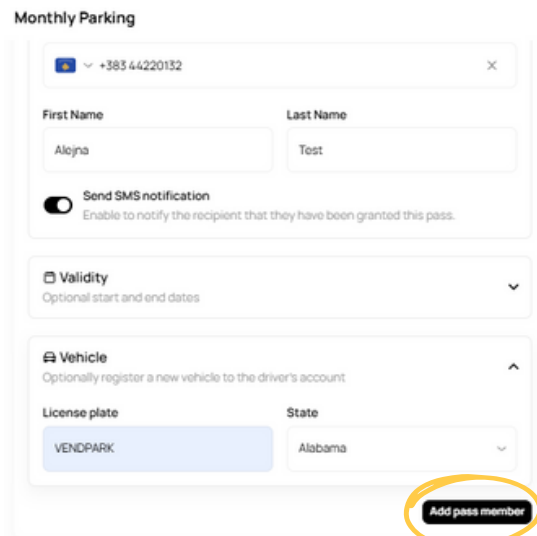
03.

Disable Pass - Remove Pass
Member



04

Add new pass
member +

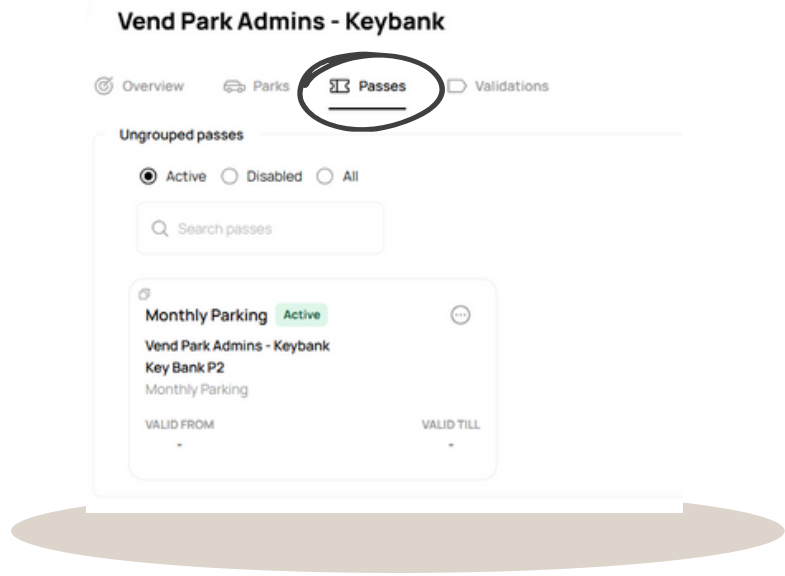




MANAGE VEHICLES: ADD & REMOVE

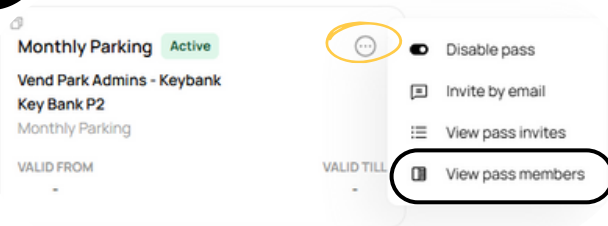
01.

Navigate To
Passes



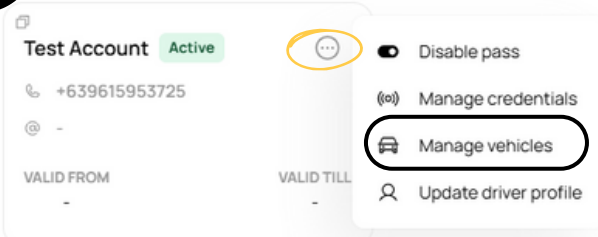
02.

View Pass Members



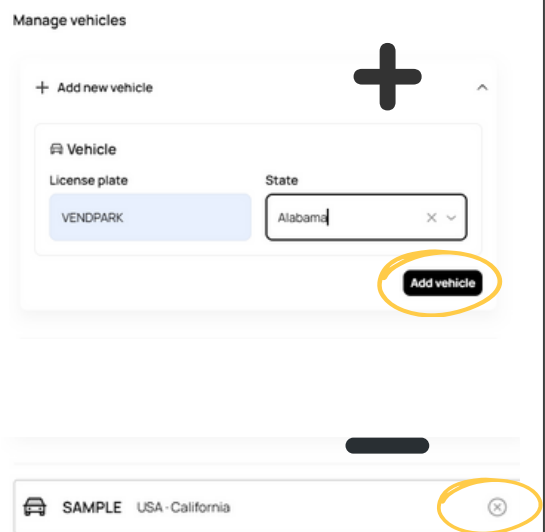
03.

Manage Vehicles



04

Add & Remove
Vehicle

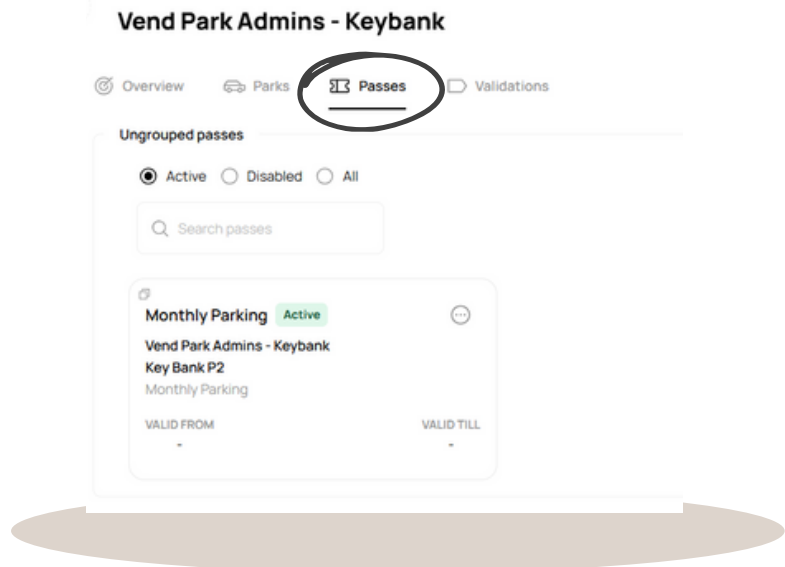




UPDATE DRIVER PROFILE (EXPERT ACCESS)

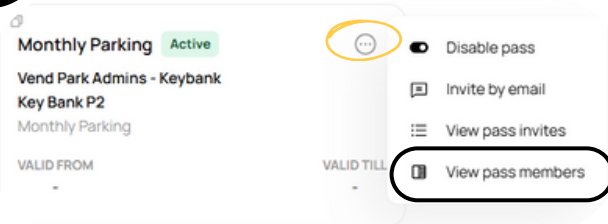
01.

Navigate To
Passes



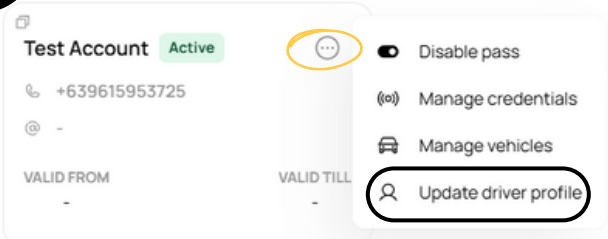
02.

View Pass Members



03.

Manage Vehicles



04

Update

Update driver profile

Update driver profile

🔍 Driver
Enter the driver's details and preferences.

First Name * Last Name *

Phone Number *

Email Address *

Automatically Charge Driver
Enable to charge the driver's saved payment method for future sessions.

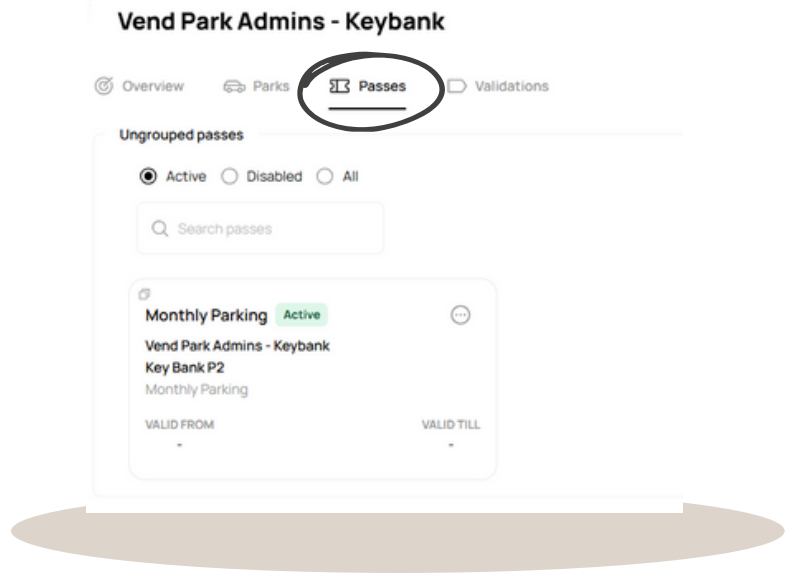
Enable SMS Notifications
Drivers will receive SMS updates for transactions and parking status.



MANAGE CREDENTIALS (EXPERT ACCESS)

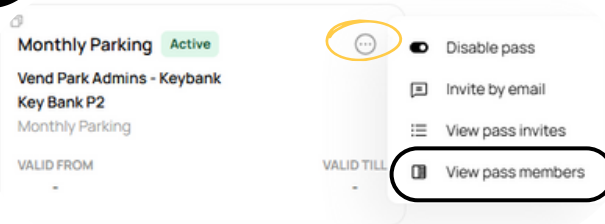
01.

Navigate To Passes



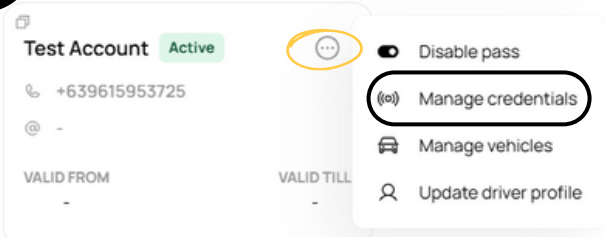
02.

View Pass Members



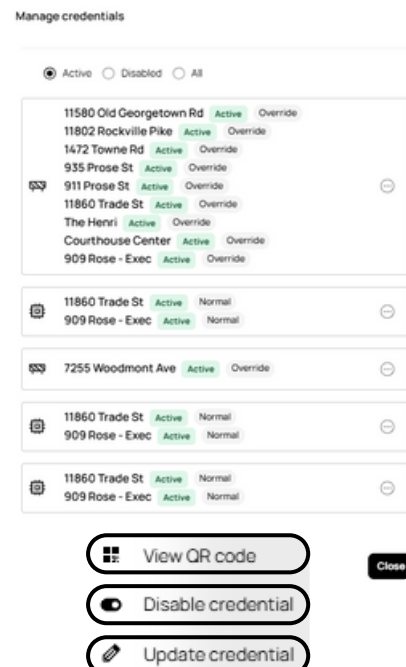
03.

Manage Credentials



04

View, Disable, Update





VALIDATIONS OVERVIEW

01.

Navigate To Validations - Active Validations

Vend Park Admins - Keybank

Overview

Parks

Passes

Validations

Ungrouped validations

Active Disabled All

Search validations

Full Validation - Plaza Active Vend Park Admins - Keybank Key Bank Plaza Full validation for the entire parking duration VALID FROM - VALID TILL 100% off	Test Validation - P1 Active Vend Park Admins - Keybank Key Bank P1 Test Validation VALID FROM - VALID TILL 100% off	Test validation Active Vend Park Admins - Keybank Key Bank P2 Test validation VALID FROM - VALID TILL \$10.00 off
--	--	--

02.

Disabled

Vend Park Admins - Keybank

Overview

Parks

Passes

Validations

Ungrouped validations

Active Disabled All

Search validations

Test Validation Disabled Vend Park Admins - Keybank Key Bank P2 Test Validation VALID FROM - VALID TILL 100% off

03.

All

Vend Park Admins - Keybank

Overview

Parks

Passes

Validations

Ungrouped validations

Active Disabled All

Search validations

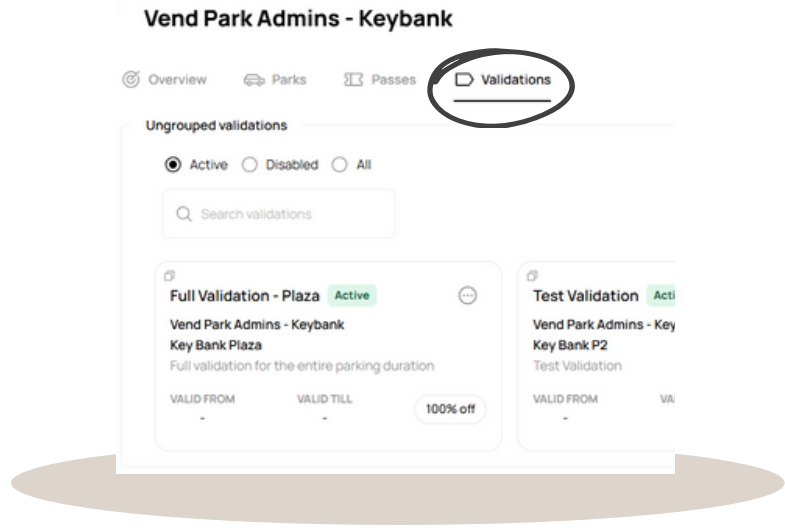
Full Validation - Plaza Active Vend Park Admins - Keybank Key Bank Plaza Full validation for the entire parking duration VALID FROM - VALID TILL 100% off	Test Validation Disabled Vend Park Admins - Keybank Key Bank P2 Test Validation VALID FROM - VALID TILL 100% off	Test Validation - P1 Active Vend Park Admins - Keybank Key Bank P1 Test Validation VALID FROM - VALID TILL 100% off	Test validation Active Vend Park Admins - Keybank Key Bank P2 Test validation VALID FROM - VALID TILL \$10.00 off
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APPLY VALIDATIONS

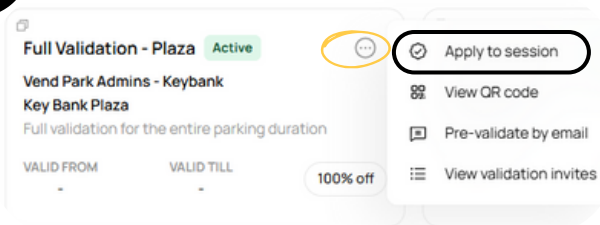
01.

Navigate To Validations



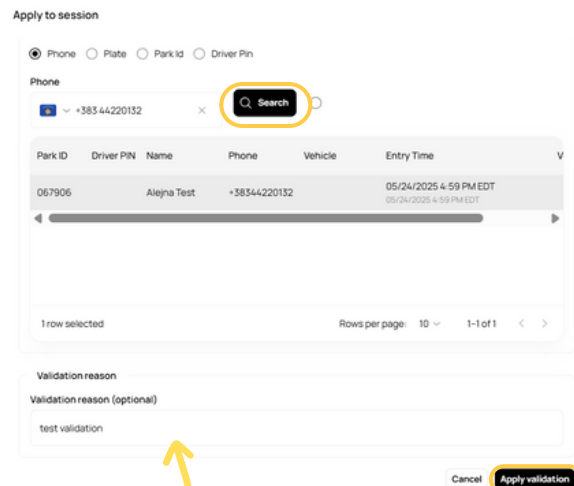
02.

Apply To Session



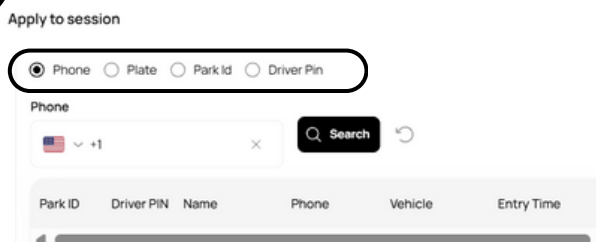
04

Apply Validation & Add Reason



03.

Search By:

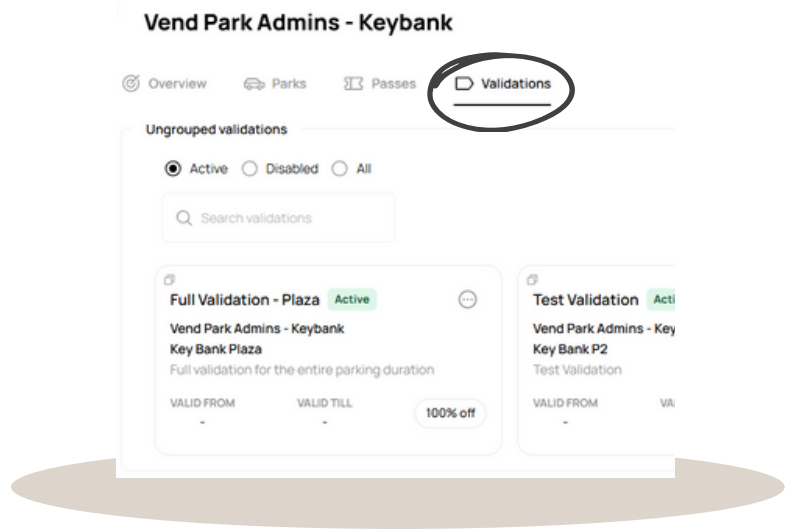




VIEW & GENERATE VALIDATIONS QR CODE

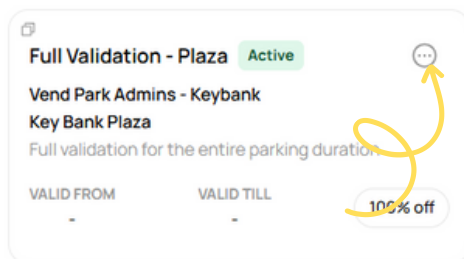
01.

Navigate To Validations



02.

View QR Code



- Apply to session
- View QR code
- Pre-validate by email
- View validation invites

03.

Print, Re-Generate

View QR Code

Present to user to scan for validation.



Validation Reason (optional)

Warning

Generating a new code will invalidate the previous code.

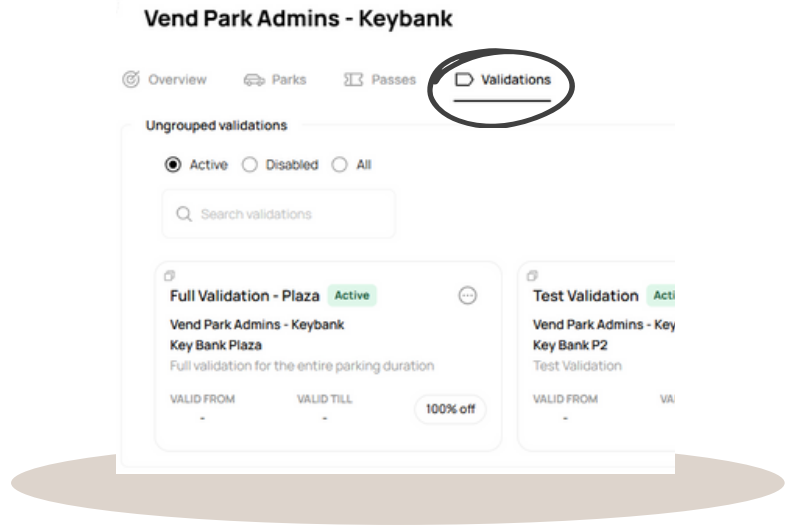
I understand.



PRE-VALIDATE BY EMAIL

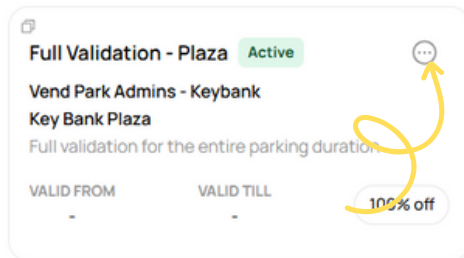
01.

Navigate To Validations



02.

View Validation Invites



- Apply to session
- View QR code
- Pre-validate by email
- View validation invites

03.

Invite

Send pass invite(s)

+ Send single pass invite

Invite
Enter the recipient's email and optionally their name

Email *

First Name Last Name

Send invitation email
An invitation will be sent automatically if enabled.

Validity
Optional start and end dates

Additional information
Optional metadata for tracking or notes.

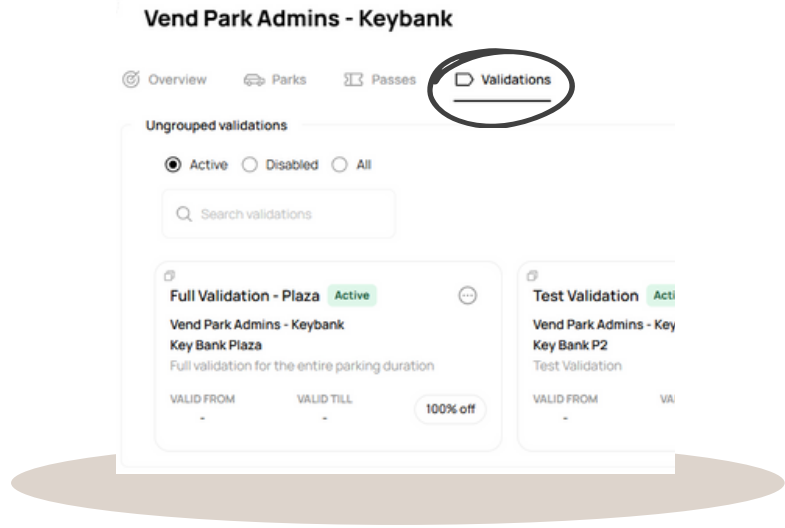
Close



VIEW VALIDATION INVITES

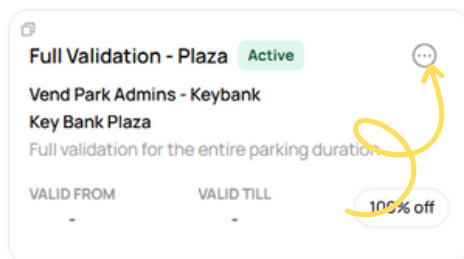
01.

Navigate To Validations



02.

View Validation Invites



- Apply to session
- View QR code
- Pre-validate by email
- View validation invites**

03.

View, Resend, Disable, Copy Link



Close

- Disable validation invite**
- Copy invite link**



**THANK YOU FOR YOUR
CONTINUED PARTNERSHIP!**

**WE APPRECIATE YOUR ROLE IN
KEEPING EVERYTHING RUNNING
SMOOTHLY.**

— THE VEND TEAM