Parkmobile Setup:

- Parkmobile App Setup
    - The Parkmobile app can be downloaded from the app store on your phone
    - Click the app store icon to launch the app store
    - In the search bar, search for **Parkmobile**
    - The search results will show the Parkmobile App, select the app
    - Click the install button
    - Once installed, the Parkmobile app will appear on your phone, locate the Parkmobile app to set up an account
    - At the bottom of the app, click **NEW USER? CREATE AN ACCOUNT**
    - Enter your **Email Address** in the **Email Address** field
    - Enter **Password** in the **Password** field
    - Then click **SIGN UP**
    - Click **COMPLETE SIGN UP**
    - Enter your **License Plate Number** in the **License Plate Number** field
    - Enter your **State** in the **State or Province** field
    - You can enter a **Nickname** in the **Nickname field,** but this is not required
    - Click **Next** at the bottom of the page
    - Next, select your payment method
        - If you select Chase Pay, Paypal, Masterpass or Visa checkout it will take you to their log in page to log in into your already created account. This will link your Parkmobile account to your Chase Pay, Paypal, Masterpass, or Visa Checkout.
        - If you select credit/debit Card, it will take you to a page to enter your credit/debit card information. Once you enter your information, click save at the top right corner of the page
    - After you have set up your payment method, the app will take you to a page asking you to Allow Location Services. Select Allow or No Thanks.
        - Allow will allow Parkmobile to use current location to help you find the correct Parkmobile Zone
        - If you select No Thanks, then you can use the Zone Number 8720 to start a parking session with ATW
    - You are now ready to use Parkmobile the next time you visit Appleton International Airport.

- Parkmobile Website Set Up
  - Go to us.parkmobile.com
  - Click **Sign In** at the top of the page
  - Click **Sign Up Now** at the top of the page
  - Fill out the registration page with the following information:
    - First Name, Last Name, Email Address, Password, Mobile Phone Number, License Plate Number, Country and State.
  - Then, click **Next** at the bottom of the page
  - Check the box that you have read and agreed to the terms
  - Then, click **Next** at the bottom of the page
  - Select **No** from the Use Parkmobile Wallet as my primary payment method
  - Then, select **Next** at the bottom of the page
  - Next, select your payment method
    - If you select Visa Checkout or Paypal, you will need to click on the Visa Checkout or Paypal icon at the bottom of the page to log into your account to set up your payment method
    - If you select a credit card, it will prompt you to enter your credit card information.
      - You can choose to add a secondary credit card by selecting Add Secondary Credit Card.
  - Click **Next** at the bottom of the page
  - Now you will need to download the Parkmobile App on your phone

  - Locate the app store on your phone
  - Click the app store to open the application
  - In the search bar, search for Parkmobile
  - Your search results will show the Parkmobile App. Click on it.
  - Click the Install button
  - Once installed, the Parkmobile app will appear on your phone, locate the Parkmobile app to log into your account.
  - You are now ready to use Parkmobile the next time you visit Appleton International Airport

Parking Using Parkmobile:

- Locate the Parkmobile App on your phone
- Open the Parkmobile App
- Enter your **Email Address** in the **Email Address or Phone #** field
- Enter your **Password** into the **Password** field
- Click **Sign In**
- You have two ways to find the Appleton Airport
    - Enter the Zone Number 8720 in the Enter Zone Number field at the top of the page
    - If you have your location services on, the Zone Number 8720 will appear in a black box at the top of the map
- Scan the QR code by holding your phone under the gate scanner located on the machine (see picture located in the quick guide)
- The machine will beep, and the gate will open once the QR code is read
- Parkmobile will start a parking session

Note: If you pull a ticket at the entry gate before you scan your QR code, you will not be able to use Parkmobile. You will need to proceed as normal and use your ticket to exit the lot.

Exiting Using Parkmobile:

- Proceed to the Exit Plaza and use the two south lanes to pay for parking using Parkmobile (see picture located in the quick guide)
- Find the Parkmobile App on your phone and click it to open the App
- At the bottom of the page, Activity should show a number 1 indicating you have one parking session open
- Click the **Activity Icon**
- This will bring up a QR code with the time you have been in the parking lot
- Scan the QR code by holding your phone under the gate scanner located on the machine (see picture located on the quick guide)
- The machine will beep once it has read the QR code
- It will process the payment method you have on file with Parkmobile
- A receipt will print
- You will need to pull the receipt to get the gate to open

Note: If your payment method does not go through, the machine will ask you to physically put a credit card into the machine to pay for your parking. You do have the option to set up more than one payment method in the Parkmobile app to avoid this from happening. If the selected payment method is declined, Parkmobile will try your other payment methods in the order they are listed in the App.