

EasySpotOps Resident Quick Start

A visual getting-started guide for property access, vehicle registration, and parking status.

Step 1 - Sign in

Look for this
Secure EasySpotOps sign-in page.

What to click
Log in with the resident account email.

What happens next
Continue to your next available step.

Helps you securely access your EasySpotOps resident workflow.

Step 2 - Connect to a property

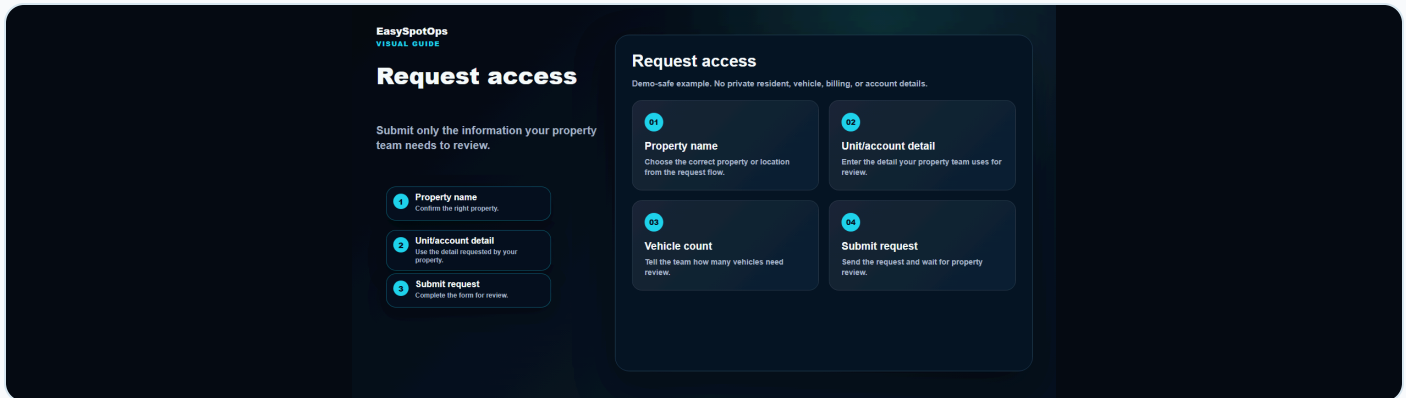
Look for this
Invite/access code, request access, and request status.

What to click
Use a code or request access if you do not have one.

What happens next
Wait for property review.

Connects your account to the correct property or location.

Step 3 - Request access



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Request access

Submit only the information your property team needs to review.

- Property name**
Confirm the right property.
- Unit/account detail**
Use the detail requested by your property.
- Submit request**
Complete the form for review.

Request access

Demo-safe example. No private resident, vehicle, billing, or account details.

- 01 Property name**
Choose the correct property or location from the request flow.
- 02 Unit/account detail**
Enter the detail your property team uses for review.
- 03 Vehicle count**
Tell the team how many vehicles need review.
- 04 Submit request**
Send the request and wait for property review.

Look for this

Property name, unit/account detail, vehicle count, and submit request.

What to click

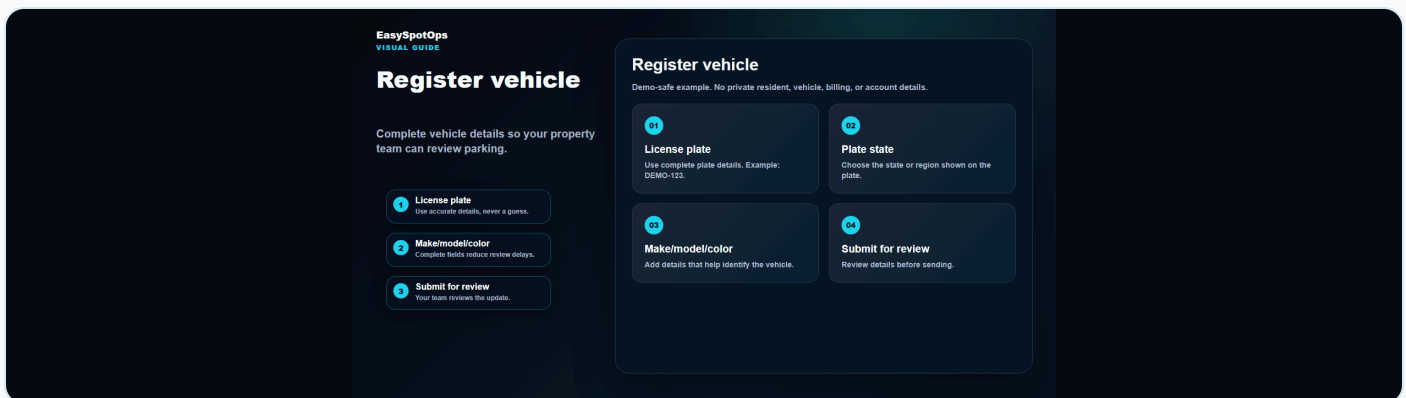
Complete the request form with accurate details.

What happens next

Your property team reviews the request.

Gives the property team what it needs to decide access.

Step 4 - Register vehicle



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Register vehicle

Complete vehicle details so your property team can review parking.

- License plate**
Use accurate details, never a guess.
- Make/model/color**
Complete make/model/color review details.
- Submit for review**
Your team reviews the update.

Register vehicle

Demo-safe example. No private resident, vehicle, billing, or account details.

- 01 License plate**
Use complete plate details. Example: DEMO-123.
- 02 Plate state**
Choose the state or region shown on the plate.
- 03 Make/model/color**
Add details that help identify the vehicle.
- 04 Submit for review**
Review details before sending.

Look for this

License plate, plate state, make/model/color, and submit for review.

What to click

Enter complete vehicle information.

What happens next

Wait for vehicle review if required.

Helps the property team match your vehicle to parking records.

Step 5 - Check parking status

Look for this

Property connection, vehicle status, assigned spot, and request status.

What to click

Open your dashboard or parking page.

What happens next

Follow any instructions shown by your property team.

Shows your current parking status in one place.

Step 6 - Contact property manager if needed

Look for this

Pending too long, rejected request, wrong vehicle info, or missing assignment.

What to click

Contact your property team when something needs review.

What happens next

Provide the email you used to sign in and the issue you see.

Helps your property team resolve access or parking questions.

Best Daily Habit

Keep your sign-in email handy, enter complete vehicle details, and check your dashboard for request and parking status updates.

Thank you for using EasySpotOps.