

EASYSPOTOPS

EasySpotOps Resident User Manual

Visual guide for residents and other approved users connecting to a property, registering vehicles, and viewing parking status.

Parking Operations Made Simple

Visual Step-by-Step Guide

1. Welcome - what residents can do
2. Sign in
3. Connecting to a property
4. Using an invite/access code
5. Requesting access
6. Checking request status
7. Registering a vehicle
8. Viewing parking status
9. Submitting requests
10. Mobile tips
11. Troubleshooting

Each section includes a public-safe screenshot or illustrated EasySpotOps product card, short callouts, and beginner-friendly guidance.

Welcome - what residents can do

EasySpotOps
VISUAL GUIDE

Check parking status

Use the dashboard to see your connection, vehicle, and assignment.

1 Property connection

Check approval first.

2 Assigned spot

Look for current parking status.

3 Request status

Review updates from your property team.

Check parking status

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

01

Property connection

Approved, pending, rejected, expired, or disconnected.

02

Vehicle status

Shows whether your vehicle is ready for parking review.

03

Assigned spot

Displays your current space or spot when assigned.

04

Request status

Check open requests and recent updates.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Request property access.

What to click

Register vehicle information.

What happens next

View parking status and request updates.

EasySpotOps helps you connect to a property, share vehicle details, view parking status, and submit requests when those options are enabled for your property.

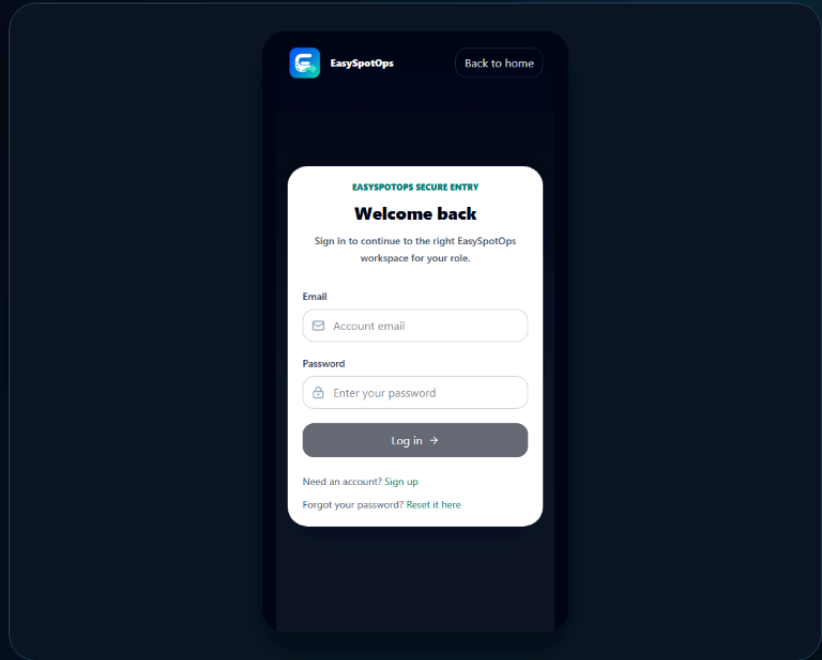
Sign in

EasySpotOps
VISUAL GUIDE

Step 1 - Sign in

Use your resident account email and continue.

- 1 Log in**
Open the secure sign-in screen.
- 2 Resident account email**
Use the email you gave your property team.
- 3 Continue**
EasySpotOps opens your next available step.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Click Log in.

What to click

Use your resident account email.

What happens next

Continue to your dashboard or property access page.

If you are not connected to a property yet, EasySpotOps may guide you to the property access page after sign-in.

Connecting to a property

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VISUAL GUIDE

Connect to a property

Use a code or request access from your property team.

1

Invite/access code

Use a code if your property provided one.

2

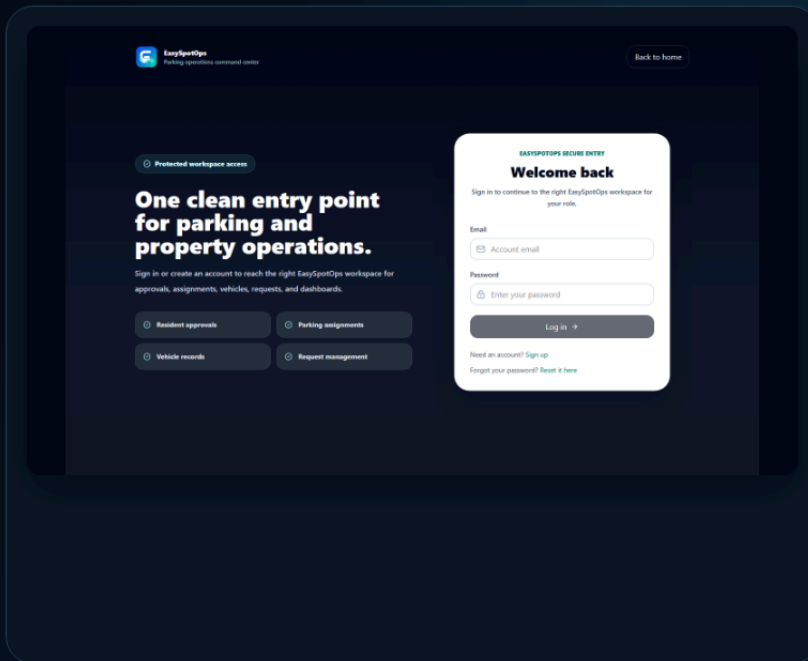
Request access

Submit a request if you do not have a code.

3

Check request status

Return to see pending, approved, or rejected status.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Use a code if your property team provided one.

What to click

Request access if you do not have a code.

What happens next

Check status after submitting.

You need an approved property connection before you can fully view your parking dashboard. Your property team reviews your request.

Using an invite/access code

EasySpotOps
VISUAL GUIDE

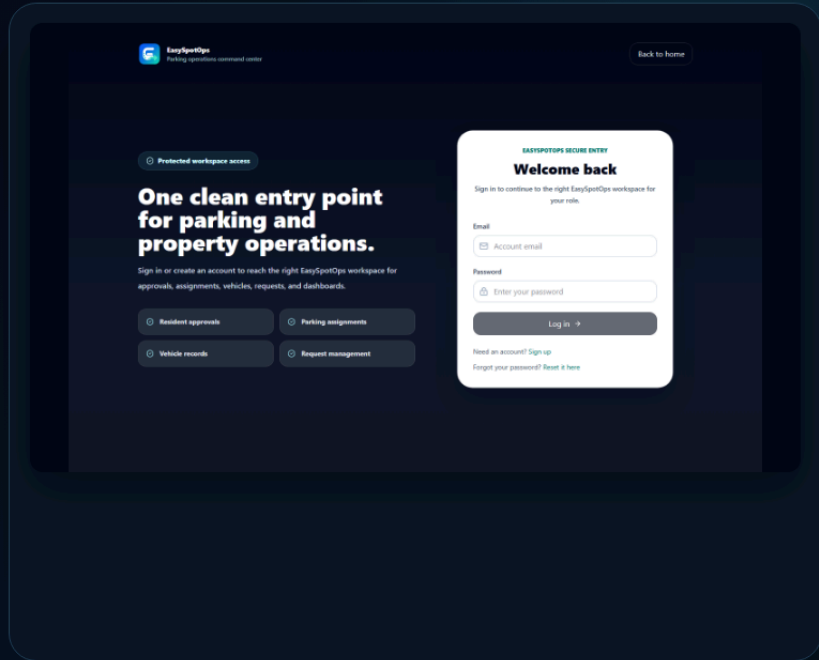
Connect to a property

Use a code or request access from your property team.

1 Invite/access code
Use a code if your property provided one.

2 Request access
Submit a request if you do not have a code.

3 Check request status
Return to see pending, approved, or rejected status.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Enter the code exactly as provided.

What to click

Confirm the property shown is correct.

What happens next

Complete any required resident or vehicle details.

If the code does not work, check for typing errors and confirm the code is still active. Contact your property team if the problem continues.

Requesting access

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VISUAL GUIDE

Request access

Submit only the information your property team needs to review.

1 Property name
Confirm the right property.

2 Unit/account detail
Use the detail requested by your property.

3 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.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Choose the correct property or location.

What to click

Add unit, room, account, or other requested detail.

What happens next

Submit complete vehicle information when asked.

Complete information helps your property team review your request faster.

Checking request status

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Displays your current space or spot when assigned.

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Check open requests and recent updates.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Pending means review is not complete yet.

What to click

Approved means your resident dashboard is available.

What happens next

Rejected, expired, or disconnected may require follow-up.

If your status does not look right, contact your property team and include the email address you used to sign in.

Registering a vehicle

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Register vehicle

Complete vehicle details so your property team can review parking.

1 License plate
Use accurate details, never a guess.

2 Make/model/color
Complete fields reduce review delays.

3 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.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Enter plate and state details carefully.

What to click

Add year, make, model, and color.

What happens next

Submit the update for review if required.

Missing plate, state, make, model, or color information can delay review.

Viewing parking status

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Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Check property connection status.

What to click

Review vehicle status.

What happens next

Look for assigned space or spot.

Your dashboard may show account status, property name, parking assignment, assigned space or spot, vehicle connected to the assignment, and recent request activity.

Submitting requests

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VISUAL GUIDE

Need help?

Contact your property team when the status needs attention.

1 Pending too long
Follow up with your property team.

2 Vehicle info wrong
Submit corrected details.

3 Assignment missing
Ask about availability and status.

Need help?

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

01

Pending too long

Ask your property team to review your request.

02

Rejected request

Submit corrected information if allowed.

03

Vehicle info wrong

Update or request a vehicle change.

04

Assignment missing

Ask if parking is available for your property.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Choose the request type.

What to click

Add a clear note.

What happens next

Check dashboard or request history for updates.

If requests are enabled for your property, you may be able to submit parking, vehicle, access extension, or support requests.

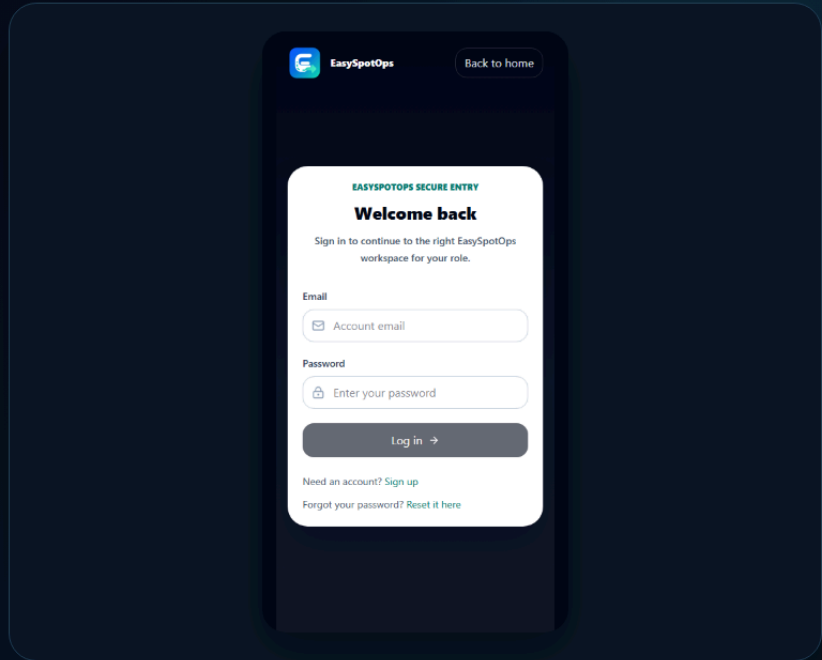
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Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Use a current mobile browser.

What to click

Keep your sign-in email handy.

What happens next

Double-check vehicle details before submitting.

EasySpotOps is designed to work well from a phone. Use dashboard quick actions to open parking, vehicles, or requests.

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Submit corrected information if allowed.

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Vehicle info wrong

Update or request a vehicle change.

04

Assignment missing

Ask if parking is available for your property.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

Look for this

Follow up if pending longer than expected.

What to click

Correct information after a rejected request if allowed.

What happens next

Ask your property team when parking assignment is missing.

Most issues are resolved by checking request status, confirming vehicle information, and contacting your property team with the email you used to sign in.

Thank you for using EasySpotOps.