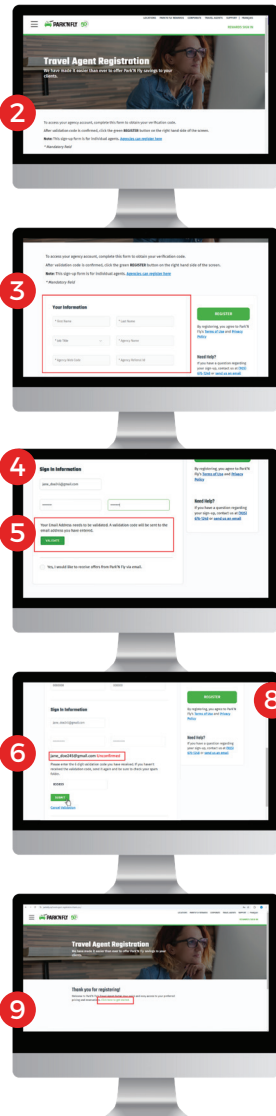


REGISTER & START
RESERVING FOR YOUR
CLIENTS TODAY!

Agent Portal Registration Process

Complete your one-time agent registration and start reserving parking for your clients. Park'N Fly's website is available for you to register and start reserving airport parking for your clients! Complete the one-time sign up and then you'll have instant access to your agencies preferred rates which you can pass on to every client via an email or printed reservation.



How to complete your one-time agent registration

To register and start reserving, you will need to complete the one-time travel agent registration process.

- 1 Look for an email containing your referral and agency web code or request it from your Manager/ Owner
- 2 Visit the travel agent registration page located at www.parknfly.ca/travel-agent-registration/
- 3 Complete the agent registration form and be sure complete all the mandatory fields including **name**, **agency web code** (see email or contact Park'N Fly) and **referral ID** (located at the bottom of your edoc or paper coupon)
- 4 Create a sign on using your email address and create a unique password
- 5 Click the green **Validate** button
- 6 Enter the 6 digit code that you will receive via email into Enter Validation Code field and then click **Submit**
- 7 Once the 6-digit code has been verified you will receive a confirmation message
- 8 To complete your one-time registration, click the green **Register** button on the right hand side
- 9 To start reserving simply click the **Get Started** link on the following page. You will then be prompted to login using your email address and the password you created during the registration process

For assistance or to request your agency referral and web code, please contact tasupport@parknfly.ca



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