

## Group Admin Portal User Guide

In the Group Admin Portal, you can manage various responsibilities such as account information, parkers, credentials, invoice and billing history review and payment processing on a monthly parking account with multiple parkers. This guide provides instructions on how to complete the most common tasks.

### [Add or Update a Payment Method](#)

### [Add, Cancel, or Update a Parker On the Account](#)

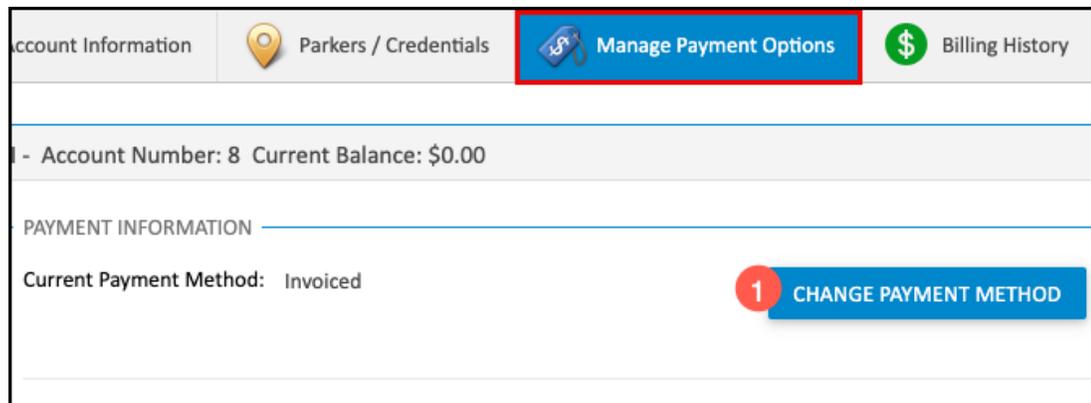
### [Pay or Download an Invoice](#)

### [View Virtual Credentials](#)

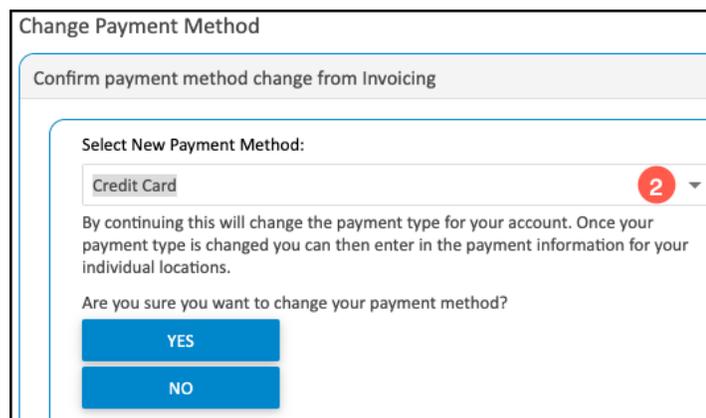
### Add or Update a Payment Method

Through the [Manage Payment Options](#) tab, you can enroll in or update your payment method for automatic payment processing each month. To change your account payment method:

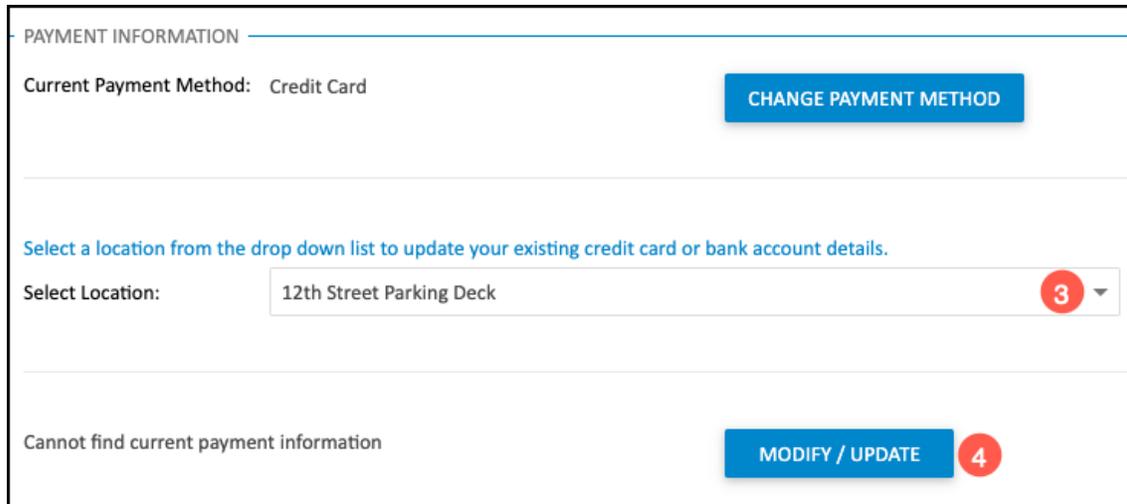
1. Click [Change Payment Method](#).



2. You will then have the option to change your payment method to [Credit Card or ACH](#) (if available). Once selected, click [Yes](#).



- Once Credit Card or Check/ACH is selected, **choose the location** to add payment details to from the **drop-down list**.
- Then click **Modify / Update** to add your payment details to your account.



PAYMENT INFORMATION

Current Payment Method: Credit Card **CHANGE PAYMENT METHOD**

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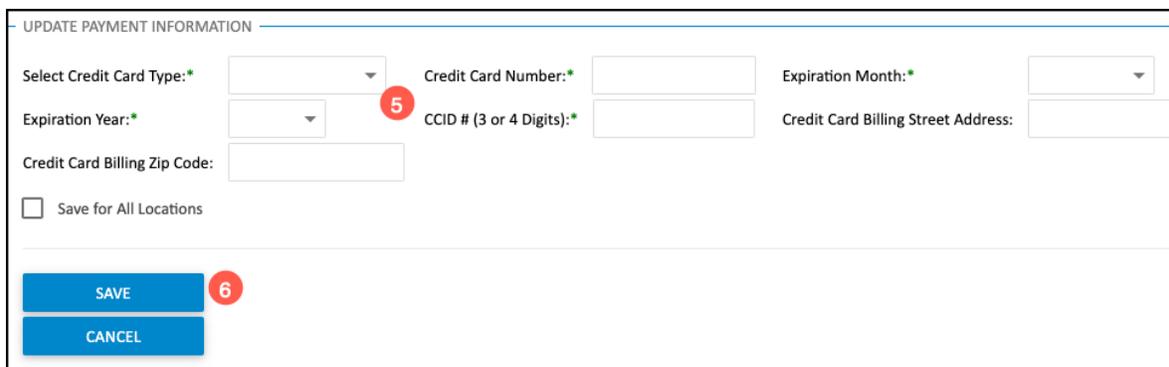
Select a location from the drop down list to update your existing credit card or bank account details.

Select Location: 12th Street Parking Deck **3**

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Cannot find current payment information **MODIFY / UPDATE** **4**

- The Update Payment Details pop-up window will open. **Enter your payment details here**.
- Click **Save** to save these payment details on file. Your account will then be enrolled in automatic monthly payments.



UPDATE PAYMENT INFORMATION

Select Credit Card Type:\* **5** Credit Card Number:\* Expiration Month:\*

Expiration Year:\* CCID # (3 or 4 Digits):\* Credit Card Billing Street Address:

Credit Card Billing Zip Code:

Save for All Locations

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**SAVE** **6**

**CANCEL**

### Add, Update and Cancel Account Parkers

Through the **Parkers / Credentials** tab, you can view and manage parkers associated with your account, assign and manage credentials, and manage your parker’s vehicle information. To start, first:

- Select the location** you wish to work with from the drop-down list.
- If your account is part of a contract and the contract wasn’t selected by default, choose the contract from this drop-down listing. Otherwise, you can skip this step.
- The **Credential Pool Usage** field will tell you how many credentials you have available to assign to your parkers out of the total credential pool allotted.

Account Information   **Parkers / Credentials**   Manage Payment Options   Billing History

Account Number: 8   Current Balance: \$0.00

LOCATION/PARKER SELECTION

Select Location to view associated parkers/credentials: (43) - 12th Street Parking Deck 1

Select Contract if necessary: 12th Street Garage Contract (2020-01-01 - 2023-12-31) 2

Credential Pool Usage: 3 (1) credentials available out of (15) credential(s) allocated.

- You can add new parkers to your account by clicking **Add Parker** and following the prompts to add a new parker to your account. When you click on Add Parker, a dialogue box will open, and you can **select a parker** who is already part of your group from the **drop-down menu** or click **Add New** to add a brand new parker to your account.

Select / Add Parker:

+ Add New

**ADD SELECTED PARKER**   **CANCEL**

- You can view and manage credentials associated with your parkers here. Click **Edit** to update a parker's phone number or department and click **Select** to manage the parker's credential or vehicle information. You can cancel credentials, report credential issues, replace credentials, assign a credential to another parker, or add an additional credential to the parker's profile.
- You can view, add, edit, and delete vehicles associated with your parkers here:

Credential Pool Usage: (1) credentials available out of (18) credential(s) allocated.

Location Information  
 Location Name: 12th Street Parking Deck  
 Address: 345 Riverbend Drive  
 City/State/Zip: Trenton, NH 12345  
 Contact: Meghan Maynard  
 Email: meghan.maynard26@gmail.com

PARKER INFORMATION

Selected Parker: Hall, Henry (1147) **ADD PARKER** 4

Parker List Report

Enter text to search...

| Actions   | First Name | Last Name | Department | Home Phone | Work Phone | Mobile Phone   | Status |
|---|------------|-----------|------------|------------|------------|----------------|--------|
| <span style="color: red; font-weight: bold;">5</span> <b>Edit</b> <b>Select</b> | Henry      | Hall      |            |            |            | 6145487456     | Active |
| <b>Edit</b> <b>Select</b>   | VICKI      | PERO      |            |            |            | (614) 381-7739 | Active |
| <b>Edit</b> <b>Select</b>   | JULIE      | RUDOLPH   |            |            |            | (614) 852-4568 | Active |
| <b>Edit</b> <b>Select</b>   | Brandon    | Weiss     |            |            |            | 6148524785     | Active |

Page 1 of 1 (4 items)   1

Assigned Credential(s) for: Hall, Henry (1147) **ADD CREDENTIAL** 5

| Actions   | Code    | Description               | Cred. Number | Space Type | Assigned Space | Start Date | End Date | Status |
|---|---------|---------------------------|--------------|------------|----------------|------------|----------|--------|
| <span style="color: red; font-weight: bold;">5</span> <b>Cancel Credential</b><br><b>Remove Cancellation</b><br><b>Report Credential Issue</b><br><b>Change Credential Status</b><br><b>Replace Credential</b><br><b>Assign to Another Parker</b><br><b>View Digital ID</b> | HIDPROX | HID Global Proximity Card | 10216        | RSV        |                | 7/11/2022  |          | In Use |

Authorized Vehicle(s) for: Hall, Henry (1147) 6

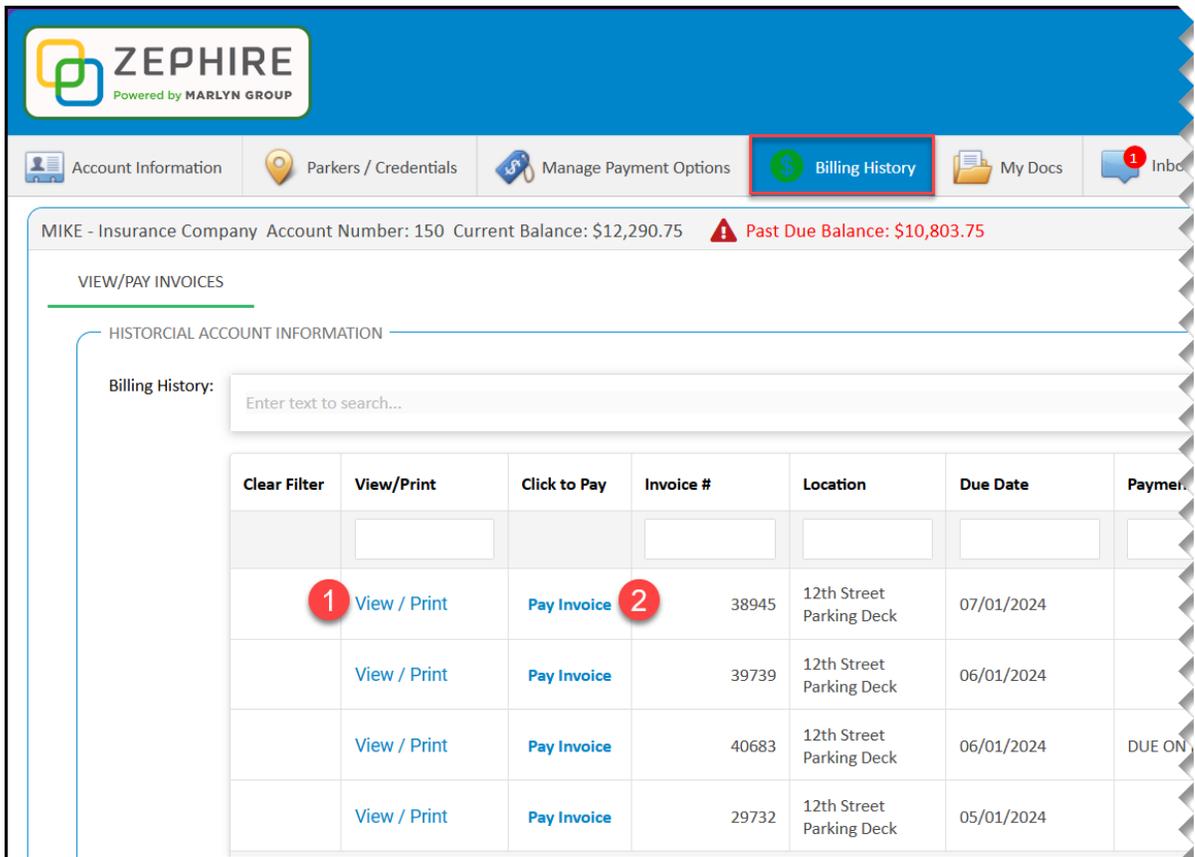
| Actions   | LPN     | Vehicle State | Vehicle Color | Vehicle Year | Vehicle Make | Vehicle Model | Comments | Status |
|---|---------|---------------|---------------|--------------|--------------|---------------|----------|--------|
| <span style="color: red; font-weight: bold;">6</span> <b>Edit</b> <b>Delete</b> | 454 YTR | Ohio          | Black         | 0            | AUDI         | Q5            |          | Active |

### Pay or Download an Invoice

Within the **Billing History** tab you can view, download, print, and pay your invoices. Invoices can be paid via a one-time credit card payment.

To begin, select the **Billing History** tab. You will see a list of invoices, both paid and unpaid.

1. Click **view/print** to view the Invoice. You can print the invoice from here as well for your records.
2. You can click **Pay Invoice** to make a one-time credit card payment.



The screenshot shows the ZEPHIRE user interface. At the top, the ZEPHIRE logo is displayed with the text "Powered by MARLYN GROUP". Below the logo is a navigation bar with several tabs: "Account Information", "Parkers / Credentials", "Manage Payment Options", "Billing History" (highlighted with a red box), "My Docs", and "Inbo".

Below the navigation bar, the account information is displayed: "MIKE - Insurance Company Account Number: 150 Current Balance: \$12,290.75" and a warning icon with "Past Due Balance: \$10,803.75".

The main content area is titled "VIEW/PAY INVOICES" and "HISTORICAL ACCOUNT INFORMATION". Under "Billing History", there is a search bar with the placeholder text "Enter text to search...".

Below the search bar is a table with the following columns: "Clear Filter", "View/Print", "Click to Pay", "Invoice #", "Location", "Due Date", and "Paymer.". The table contains four rows of invoice data. The first row has a red circle with the number "1" next to the "View / Print" link and a red circle with the number "2" next to the "Pay Invoice" link. The second row has "View / Print" and "Pay Invoice" links. The third row has "View / Print" and "Pay Invoice" links, and the "Due Date" is "06/01/2024" with "DUE ON" to its right. The fourth row has "View / Print" and "Pay Invoice" links.

| Clear Filter | View/Print                   | Click to Pay                | Invoice # | Location                 | Due Date   | Paymer. |
|--------------|------------------------------|-----------------------------|-----------|--------------------------|------------|---------|
|              | <a href="#">View / Print</a> | <a href="#">Pay Invoice</a> | 38945     | 12th Street Parking Deck | 07/01/2024 |         |
|              | <a href="#">View / Print</a> | <a href="#">Pay Invoice</a> | 39739     | 12th Street Parking Deck | 06/01/2024 |         |
|              | <a href="#">View / Print</a> | <a href="#">Pay Invoice</a> | 40683     | 12th Street Parking Deck | 06/01/2024 | DUE ON  |
|              | <a href="#">View / Print</a> | <a href="#">Pay Invoice</a> | 29732     | 12th Street Parking Deck | 05/01/2024 |         |



Clicking [View/Print](#) will open a new tab with a PDF copy of the invoice. Please note: If the invoice is paid, it will have a "Paid" watermark.

MG Parking, Inc.  
345 Riverbend Drive  
Trenton, NH 12345

*INVOICE WATERMARK GROUPS*

*Something interesting goes here*



**Monthly Parking Invoice**

**Invoice No. 38871**

**Invoice Date:** 05/04/2024  
**Date Due:** 07/01/2024  
**Status:** Open

**TO:**  
**INSURANCE COMPANY**  
123 Street  
Miami, FL 12345  
Invoices are processed on the 6th of the month.

| Date                      | Qty | Description  | Price    | Charge            |
|---------------------------|-----|--|----------|-------------------|
| 07/01/2024                | 1   | Unreserved - (1) [15] Joshua Smith Space #:        | \$150.00 | <b>\$150.00</b>   |
| 07/01/2024                | 1   | Unreserved - (2) [10272] Federal State Space #:    | \$150.00 | <b>\$150.00</b>   |
| 07/01/2024                | 1   | Unreserved - (3) [764581] VED MED Space #:         | \$150.00 | <b>\$150.00</b>   |
| 07/01/2024                | 1   | Unreserved - (4) [764525] Cary Rant Space #:       | \$150.00 | <b>\$150.00</b>   |
| 07/01/2024                | 1   | Complimentary - (5) [10273] Federal State Space #: | \$0.00   | <b>\$0.00</b>     |
| 07/01/2024                | 1   | Level Charge Test                                  | \$2.00   | <b>\$2.00</b>     |
| 07/01/2024                | 1   | DC Tax (18.00000 %)                                | \$108.00 | <b>\$108.00</b>   |
| <b>Total New Charges:</b> |     |  |          | <b>\$710.00</b>   |
| <b>Previous Balance:</b>  |     |  |          | <b>\$3,965.25</b> |

If you have already paid this amount please disregard

3. After clicking **Pay Invoice**, a dialog box will appear.
4. Select whether you want to pay the balance of the selected invoice or the full past due amount here.
5. Enter your billing address here.
6. Enter your credit card information here.
7. Check this box if you would like to enroll in autopay.
8. Click **Complete Payment** to finish the payment.
9. Or click **Cancel** to exit and no payment will be processed.

Web Payment

Payment Information ⚠ Past Due Balance: \$10,803.75 3

Please select a payment or invoice amount and fill out your payment information below.

Select Amount:\*

Past Due Amount: \$10,803.75 4

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Cardholder First Name:\*

Mike 5

Cardholder Last Name:\*

Brubaker

Email Address:\*

miketest@email.com

Phone:\*

5555555555

Billing Address:\*

123 St

Billing City:\*

Cleveland

Billing State:\*

Ohio ▼

Billing Zip:\*

12345

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Credit Card Type:\*

▼ 6

Credit Card Number:\*

Enter Card Security (CVV Code):\*

Exp. Month:\*

▼

Exp. Year:\*

▼

Enroll this payment method in Autopay:

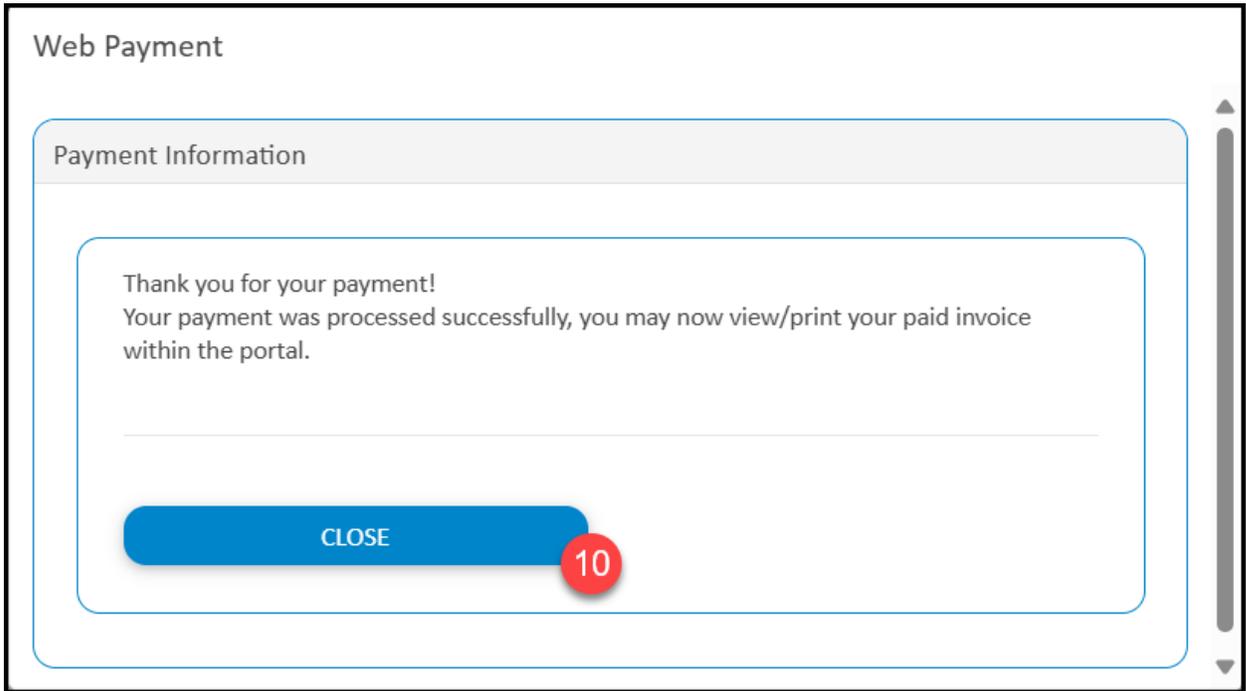
7

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COMPLETE PAYMENT 8

CANCEL 9

10. A dialog box will appear here, thanking you for your payment. Click **Close** to close the dialog box.



11. You'll then return to the payments screen. You will notice that the **Pay Invoice** button is greyed out. If you click on **View / Print**, you will now see a paid water mark.

HISTORICAL ACCOUNT INFORMATION

Billing History:

| Clear Filter | View/Print                   | Parker Listing                 | Click to Pay                | Invoice #            | Location                 | Due Date             |
|--------------|------------------------------|--------------------------------|-----------------------------|----------------------|--------------------------|----------------------|
|              | <input type="text"/>         | <input type="text"/>           |                             | <input type="text"/> | <input type="text"/>     | <input type="text"/> |
|              | <a href="#">View / Print</a> | <a href="#">Parker Listing</a> | <a href="#">Pay Invoice</a> | 38871                | 12th Street Parking Deck | 07/01/2024           |
|              | <a href="#">View / Print</a> | <a href="#">Parker Listing</a> | <a href="#">Pay Invoice</a> | 39014                | 1001 McKinney            | 07/01/2024           |
|              | <a href="#">View / Print</a> | <a href="#">Parker Listing</a> | <a href="#">Pay Invoice</a> | 39800                | 12th Street Parking Deck | 06/01/2024           |
|              | <a href="#">View / Print</a> | <a href="#">Parker Listing</a> | <a href="#">Pay Invoice</a> | 39876                | 1001 McKinney            | 06/01/2024           |
|              | <a href="#">View / Print</a> | <a href="#">Parker Listing</a> | <a href="#">Pay Invoice</a> | 40742                | 12th Street Parking Deck | 06/01/2024           |
|              | <a href="#">View / Print</a> | <a href="#">Parker Listing</a> | <a href="#">Pay Invoice</a> | 29775                | 12th Street Parking Deck | 05/01/2024           |

### Viewing Virtual Credentials

You can view a virtual version of the credential from the group portal through the Parkers/Credentials tab. To view credentials:

1. Locate the Parker you wish to view.
2. Click Select. This will refresh the page with the parkers information on the right.
3. Click View Digital ID.

A new tab will open with the credential. If you need a temporary credential, you may use this code from your phone or print it out. Please note that this credential can be reused. Please keep it safe and don't share it with anyone.

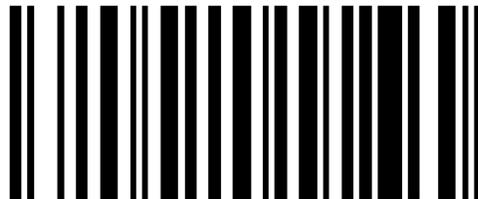


**Credential Barcode for Location: 1001 MCKINNEY**

**Credential / Permit #: 2029 - VALID THRU: Jul 24**

Location Details:

1201 McMartin Street  
S  
Houston, TX 44333  
4409995555



2026  
**Acct #: M150**  
**License Plates: 123ABC**

Printed on 7/22/2024 12:04 PM



