

## How Buy/Renew Your Parking Pass Online

- 1.) Go to [www.desmoineswa.gov/dash](http://www.desmoineswa.gov/dash)
- 2.) Select 'Log In'

The screenshot shows the top navigation bar of the Des Moines Parks & Recreation website. The navigation bar is dark blue with white text for 'Des Moines Parks & Recreation', 'Registration', 'Reservation', 'Schedule', 'Website', and a 'Log In' button. Below the navigation bar is the Des Moines WA logo with the tagline 'The Waterland City'. The main content area is a light gray box containing a login form. At the top of the form is a blue button with a Facebook icon and the text 'Connect using Facebook'. Below this is the text 'OR'. The form has two input fields: 'Email Address' and 'Password'. There is a checkbox labeled 'Stay Signed In'. Below the input fields is a blue 'Login' button. Underneath the 'Login' button is a link that says 'I forgot my password'. At the bottom of the form, there is a section titled 'New to Des Moines Parks & Recreation?' with a 'Create Account' button and a link that says 'I'm looking for a different organization'.

- 3.) Create your account. Follow the prompts and fill in the information.
  - **If you are renewing your parking pass, you will need to enter the last 5 digits shown on your card.**

The screenshot shows a form for account creation or renewal. At the top, there is a dropdown menu with the text 'Do you currently have a Marina Parking Pass?' and a 'Select...' option. Below this is a section titled 'Parking Pass'. Underneath, there is a question: 'What are the last 5 digits on your Marina Parking Pass?' followed by '(REQUIRED TO RENEW)'. Below the question is a large, empty text input field.

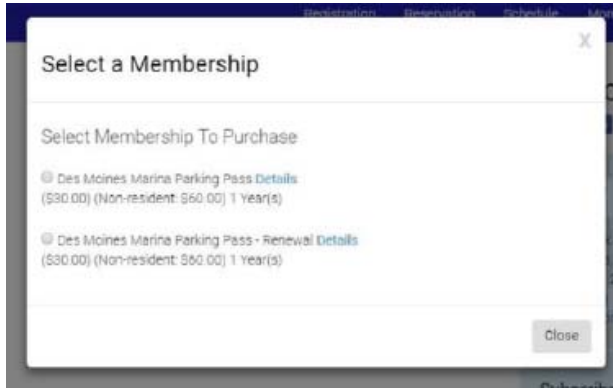
- 4.) You will be prompted to review and agree to a waiver. Please read through this and agree.
- 5.) Click on the 'Des Moines Parks & Recreation' text in the upper left to get to your user page.

Des Moines Parks & Recreation

- 6.) When you get to the user page select 'Purchase Membership' on the right hand side of the page.

The screenshot shows a user profile page with a light blue background. At the top, there is a 'Resident' badge and the following address information: '22307 Dock Ave South', 'Des Moines, WA 98198', and 'Day Phone: 2068709370'. Below the address is a link that says 'Update Information'. In the middle of the page, there is a section titled 'Subscribe To Your Calendar' with three buttons: 'Subscribe', 'Add To Google', and 'Help'. At the bottom of the page, there is a section titled 'Memberships' with a button that says 'Purchase Membership!'. This button is circled in red.

7.) 'Select a Membership' prompt will appear. Select whether you are renewing or buying a new parking pass by clicking a radial.



8.) The next page will show what you have added to your "cart" and give you a subtotal. Click Checkout

9.) Here you will enter your card information and confirm your purchase.

Now you are all done. Please keep your receipt for your records.