

## 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, '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'. Below that is the text 'New to Des Moines Parks & Recreation?' followed by a 'Create Account' button. At the bottom of the form is 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 dropdown menu with the text 'Do you currently have a Marina Parking Pass?' and a 'Select...' option. Below the dropdown menu is the text 'Parking Pass' and 'What are the last 5 digits on your Marina Parking Pass? (REQUIRED TO RENEW)'. Below this text is a large empty input field.

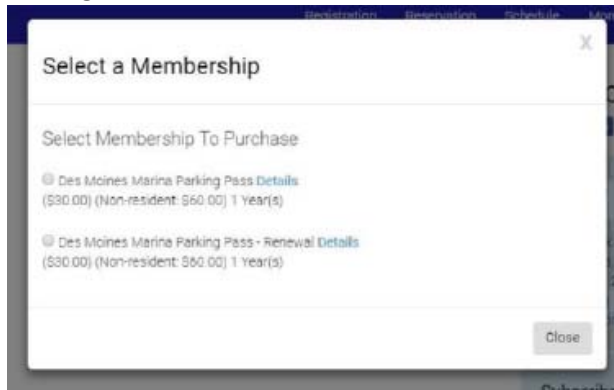
- 4.) You will be prompted to review and agree to a waiver. Please read through this and agree.
- 5.) Click on the 'Des Moines Parks & Recreation' text in the upper left to get to your user page.

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 address: '22307 Dock Ave South, Des Moines, WA 98198, Day Phone: 2068709370'. Below the address is a link 'Update Information'. In the middle, there is a section 'Subscribe To Your Calendar' with three buttons: 'Subscribe', 'Add To Google', and 'Help'. At the bottom, there is a section 'Memberships' with a button 'Purchase Membership!' 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.