

HOW TO REQUEST A PARKING PERMIT

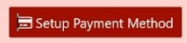

FIRST TIME LOGGING IN? CREATE YOUR ACCOUNT

If this is your first time logging in, you will first need to create an account through QReserve.

Please visit <http://access.qreserve.com/mip>

Begin by clicking "Create your Account" to input your email and password of your choice. You will receive an Activation Email to activate your account before you can proceed.

REQUEST YOUR PARKING PERMIT

- STEP 1** Login to your McMaster Innovation Park profile [here](#) with your email and password.
- STEP 2** Setup a payment method  Visa or MasterCard will be deducted on the 1st of each month.
- STEP 3** Click the "Request Parking Permit" button  and complete the form to request a parking permit.
- STEP 4** You will receive an email letting you know that your request for parking has been received.
- STEP 5** Once your request has been processed, you will receive a second email with instruction to pick-up your hang tag from the MIP Admin Office at suite 101A