



## PARKING SET UP INSTRUCTIONS NEW ACCOUNTS

*Parking at Heritage Park is managed and enforced by Calgary Parking Authority.*

**Heritage Annual Pass holders** (Escape level) **and Heritage Club members** are entitled to complimentary parking at Heritage Park, 24 hours a day, 7 days a week.

Once you have added and activated your licence plate(s), you can park **one** of your activated vehicles at Heritage Park each time you visit with no need for further action.

*If you previously registered your licence plate(s) through the old myID system, please [click here](#) for information on how to claim your account on the new system.*

### How do I create a Parking Services account?

1. Go to <https://heritagepark.permit.parkplus.ca> and click **Welcome**
2. This will lead you to the *Parking Services* login page, click **Create Account**
3. Fill out the following information:
  - First name
  - Last name
  - E-mail
  - Password
4. Click **Sign Up**
5. An e-mail will be sent to you, please follow the instructions on the e-mail to confirm your e-mail and activate your account

**Note:** *If you have a Residential Parking Permit, Calgary Zoo, TELUS Spark or Fort Calgary Parking Services account, you can use the same login credentials.*

### How do I register my Heritage Park annual pass?

1. Go to <https://heritagepark.permit.parkplus.ca> and sign in
2. Click **My Permits** and on the left hand side click **Register Membership**
3. Enter your Heritage Park Annual Pass Number and Last Name and click **Submit**

*In the right hand corner click the "Show Help" button. A step by step guide on how to apply for your membership parking will pop up and guide you through the process.*

### How do I activate my licence plate(s)?

1. Go to <https://heritagepark.permit.parkplus.ca> and sign in
2. Click **My Permits** and on the left hand side click **Manage Permits**
3. Click on **Add or Remove Licence Plate from Plate List**
4. Under **New Plate**, enter your licence plate number and province/state, click **Add Plate** and then click **Save**
5. Click on **Edit Active Plate List** under the Membership/Permit Number you want to edit
6. Click the switch beside the licence plate you want activated until it turns green and click **Save**. You can activate up to two licence plates at a time.
  - Make sure you edit the active plate list for each membership/permit number

Ensure the correct licence plate(s) are activated before parking at Heritage Park.

## How do I change my licence plate information?

You may log in to your Heritage Park Parking Services account and update your licence plate information anytime. It is the responsibility of the pass holder to update any changes to licence plate numbers.

To check which plates are activated on your account please log in.

## Further information

For more detailed information on how to use Heritage Park's Online Parking Permit System, please [click here](#) to view a how-to video.

If you have any further questions please e-mail [improveservice@calgaryparking.com](mailto:improveservice@calgaryparking.com) or call the Calgary Parking Authority at (403) 537-7275.

### **\*\*Please note:**

- **General / Senior (Escape) / Guest (Escape)** members can add up to two licence plates per member ID number; however, **only one activated vehicle is entitled to park at Heritage Park at a time for free**. If you park a second activated vehicle at Heritage Park, you must pay for parking for that vehicle. Failure to do so may result in a parking ticket. It is the member's responsibility to update and make any changes to their licence plates.
- **Family & Friends - (Escape)** members can activate two licence plates each per general / senior member and have **one of these activated vehicles per adult member** at Heritage Park at a time for a total of **two vehicles at a time for free**.
- Child memberships do not include free parking.