

Customer Instructions

City of Orlando Parking Monthly Parking Account Setup (MiPARC)

Thank you for opening your account with the City of Orlando Parking Division. Below are the instructions for setting up a MiParc account so that you may make your payments online. **Please wait 24 hours from your visit to the front office before proceeding with these instructions.**

1. Gather your account number

- You will need the paperwork provided to you by the Parking Division front office or your invoice that lists your **ACCOUNT NUMBER**.

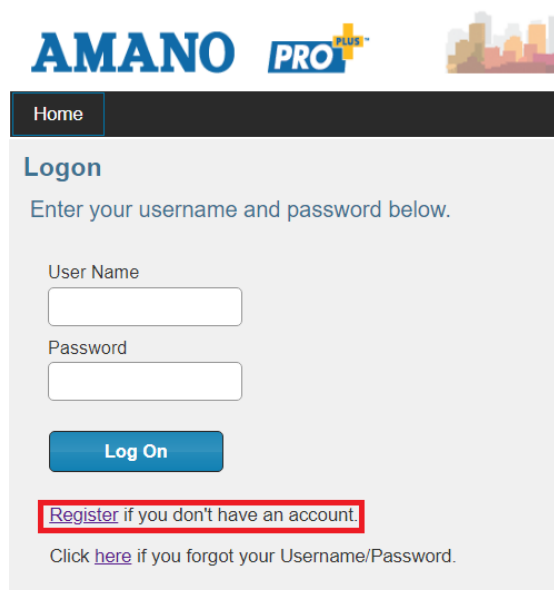
CITY OF ORLANDO PARKING DIVISION

MONTHLY RECEIPT

CUSTOMER NAME (PRINT):	JOHN SMITH	DATE:	_____
ADDRESS(PRINT):	_____	ACCT.#	3XXXXXXX
CITY, STATE, ZIP(PRINT):	_____	PHONE:	_____

2. Please navigate to our website

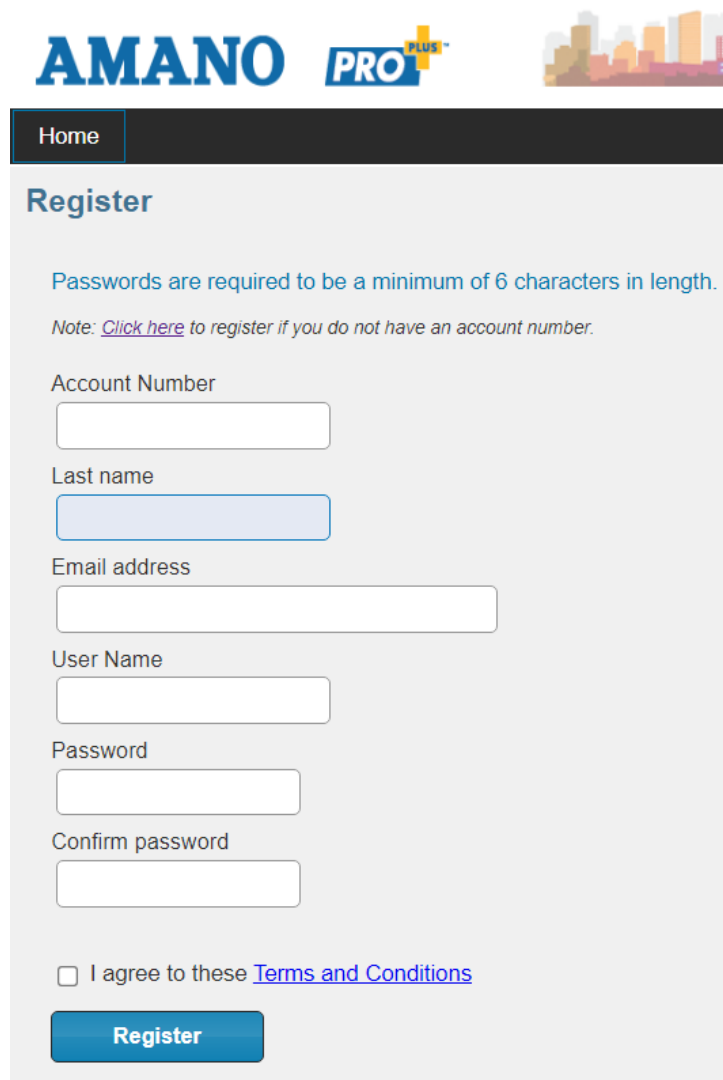
- On your computer, navigate to parking.orlando.gov/miparc and click on **Register if you don't have an account**.



The screenshot shows the AMANO PRO PLUS website interface. At the top, there is a navigation bar with a "Home" link. Below the navigation bar, the page is titled "Logon" and instructs the user to "Enter your username and password below." There are two input fields: "User Name" and "Password". Below the input fields is a blue "Log On" button. At the bottom of the login section, there is a red-bordered box containing the text "Register if you don't have an account." Below this box, there is a link that says "Click here if you forgot your Username/Password."

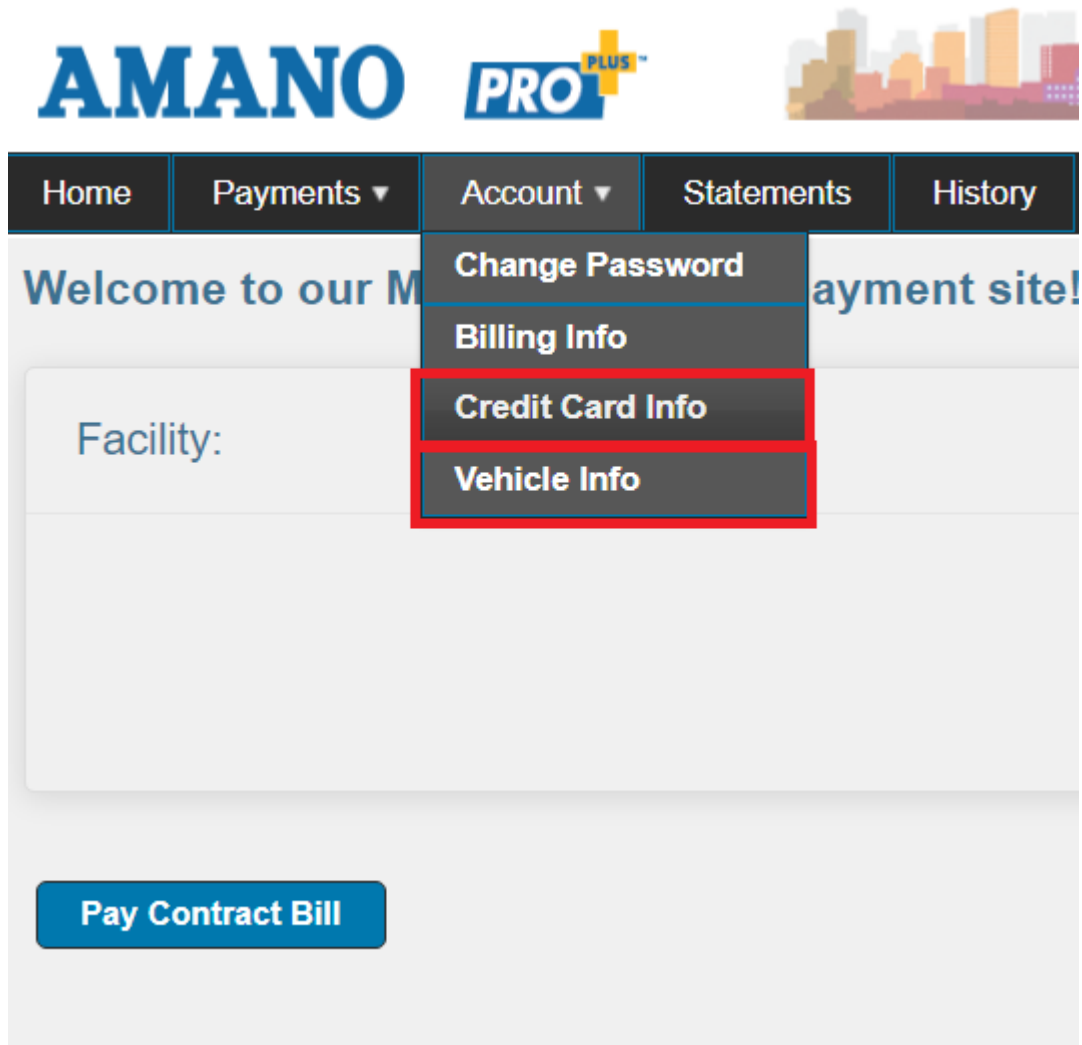
3. Registration Page

- On the next page, enter your **Account Number** provided to you by the front office and the **last name**, as it appears on your paperwork.
- Next, enter a valid email address.
- Next, choose a username and create a secure password.
- Lastly, review and agree to the terms and conditions and click the **Register** button.



The screenshot shows the registration page for AMANO PRO+. At the top, there is a navigation bar with a "Home" link. Below the navigation bar, the page title "Register" is displayed. A note states: "Passwords are required to be a minimum of 6 characters in length." Below this, a sub-note says: "Note: [Click here](#) to register if you do not have an account number." The registration form includes the following fields: "Account Number" (text input), "Last name" (text input), "Email address" (text input), "User Name" (text input), "Password" (text input), and "Confirm password" (text input). At the bottom of the form, there is a checkbox labeled "I agree to these [Terms and Conditions](#)". Below the checkbox is a blue "Register" button.

4. **You have completed registration.** From this page you may navigate to make your payments, set up auto-pay, and add/edit your vehicle information.



If you have any issues or questions, please call the Parking Division accounting office at 407.246.3774 during office hours: Monday through Friday, 8 a.m. to 5 p.m.