

Greetings Central West End and Forest Park Residential Parking Program Participants,

Your Parking Permit(s) (excluding short-term Guest Permits) are up for [automatic renewal on June 30, 2024.](#)

If you selected “Save Payment to My Wallet” and “Opt into Recurring Payments” during your initial registration, your renewal will be automatic. No further action is required if you wish to keep your permit.

However, if you need to cancel your permit(s), check the status of your payment method, opt in or out of automatic renewal, or update your credit card information, please log in to your account at [ParkLouie Pay Online](#).

[ATTACHED: are detailed instructions on changing payment methods, recurring permit, etc.]

Thank you!

Instructions for Managing Your Residential Parking Permit on ParkLouie Pay Online

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Changing Payment Methods

Log In to Your Account:

- Visit the [ParkLouie Pay Online](#) website.
- Click on the "Login" button.
- Enter your username and password, then click "Sign In."

Access Payment Information:

- Once logged in, navigate to the "Account" or "My Wallet" section from the left-dashboard.

Update Payment Method:

- Find the current payment method listed and click on the "Edit" or "Update" button.
- Enter your new payment details, including credit card number, expiration date, and CVV code.
- Click "Save" or "Submit" to update your payment information.

Confirm Changes:

- Verify that your new payment method has been saved successfully by checking the confirmation message or viewing the updated payment information.

Opting In or Out of Automatic Renewal

Log In to Your Account:

- Visit the [ParkLouie Pay Online](#) website.
- Click on the "Login" button.
- Enter your username and password, then click "Sign In."

Manage Automatic Renewal Settings:

- Go to the "Account" or "My Wallet" section from the left-dashboard.
- Look for the option labeled "Automatic Renewal" or similar.

Opt In/Out of Automatic Renewal:

- Toggle the switch or select the appropriate option to opt in or out of automatic renewal.
- Confirm your selection by clicking "Save" or "Submit."

Updating Credit Card Information

Log In to Your Account:

- Visit the [ParkLouie Pay Online](#) website.
- Click on the "Login" button.
- Enter your username and password, then click "Sign In."

Access Payment Information:

- Navigate to the "Account" or "My Wallet" section from the left-dashboard.
- **Update Credit Card Details:**
 1. Locate the section for your stored credit card.
 2. Click "Edit" or "Update" to enter new credit card information, including the card number, expiration date, and CVV code.
 3. Click "Save" or "Submit" to update your credit card details.

Verify Update:

- Ensure the new credit card information has been saved correctly by viewing the updated details or receiving a confirmation message.

If you encounter any issues or have questions, please contact ParkLouie customer support at [Contact Us - Park Louie](#). Thank you for your attention to these details, ensuring a smooth renewal process for your residential parking permit.

Thank you for your attention to this matter.
