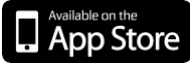


User's guide for green parking spaces

Reserving and paying on your smartphone

Install the « EPFL Campus» app on your smartphone

11.12 Version



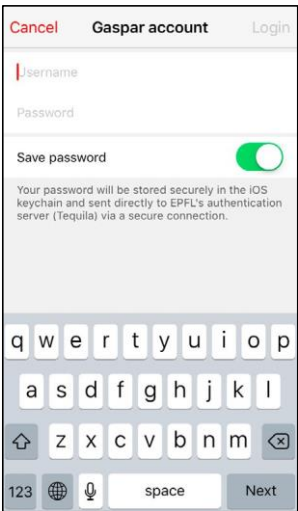
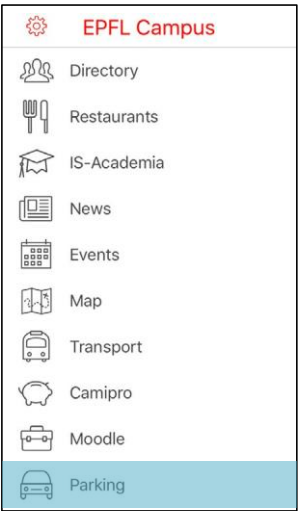
iOS 8.4
or later



Android 4.0.3 or
later

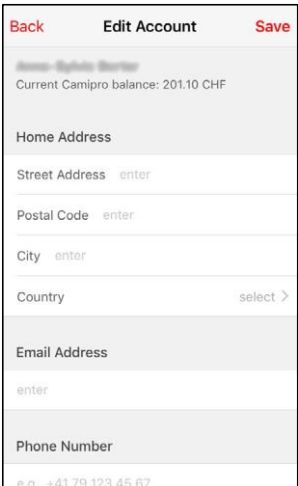
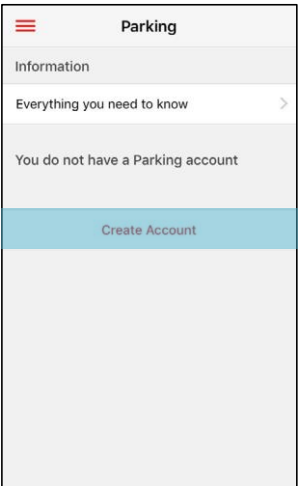
From the main menu, log in (if you are not already) so that you can access to the 'Parking' option

- Sign in with your Gaspar account.
If you are a new student, you will receive your Gaspar login details very soon.
If you are not a student and do not have a Gaspar password, you will have to request one from your [Gaspar administrator](#).



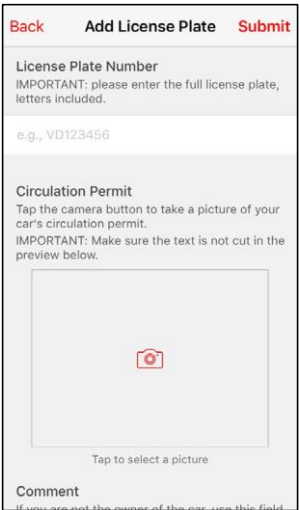
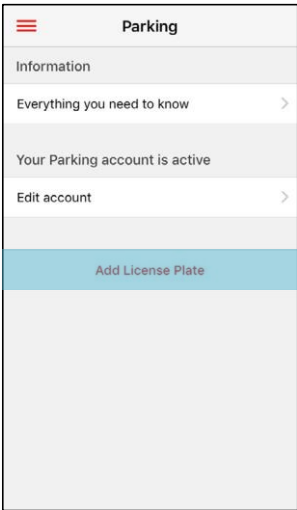
Create your account

- Click on 'Create Account'.
 - Enter your contact information (address, email and phone number).
 - Click on 'Create'.
- At any time, you can modify your personal data by clicking on 'Edit account'.



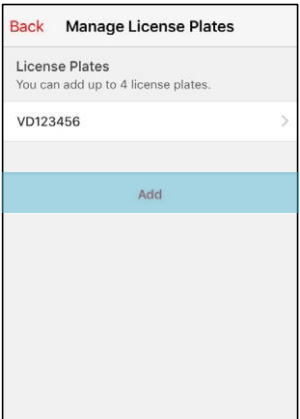
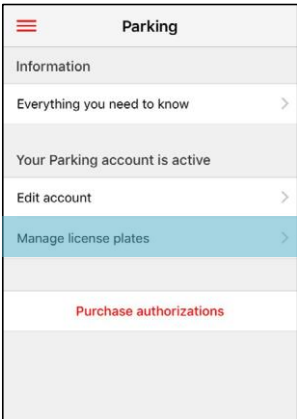
Register your vehicle

- Click on 'Add license plate'.
 - Enter your license plate number without spaces or special characters.
 - Take a picture of the vehicle's gray circulation permit, or import the picture from your phone's photo library by clicking on .
- NB: if you are not the vehicle owner, indicate your connection with the owner and the reason for which you are using that person's vehicle.**
- Click on 'Submit'.



Adding extra vehicles

- Click on 'Manage license plates'
 - Click on "Add" and follow the procedure to register a vehicle.
- Staff can enter up to four license plates, while students can enter up to two.

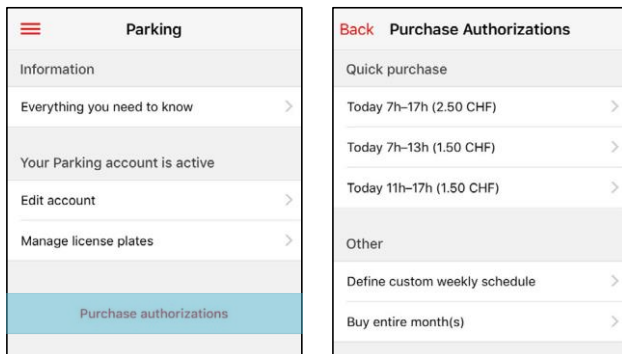


Reserving a parking space

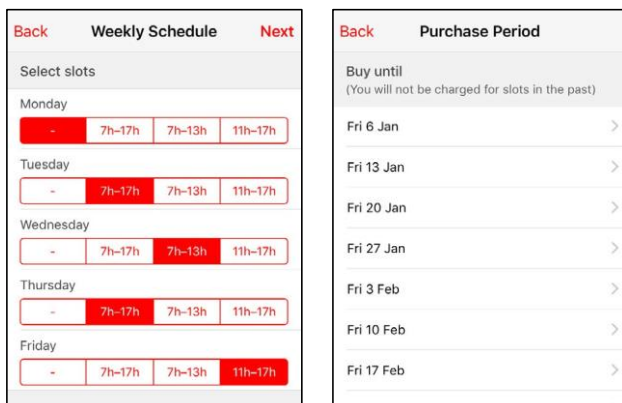
- Click on 'Purchase authorizations'.

You will see three options.

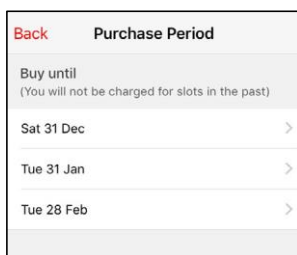
In any case, you can only pay for reservations up to two months in advance.



- 1) **Quick purchase.** The default option shows you the next valid authorizations (half-day and/or day).
- 2) **Define custom weekly schedule.** Select the periods during which you wish to park your vehicle and then the end date.



- 3) **Buy entire month(s).** select the desired end date. For monthly reservations, you will receive a renewal reminder before the end of the month.



For monthly reservations, you will receive a renewal reminder before the end of the month.

- Confirm your choice by clicking on 'Purchase'. Paying is only possible via Camipro. You must have enough money in your Camipro account to pay for your reservation.

Loading your Camipro account

Several loading means are available for you:

- The most convenient way to add money to your Camipro account is to set up an [automatic transfer on your salary](#).
- Alternatively, you can add money using a debit card (Maestro, PostFinance Card) at one of the [Camipro charging machine](#) on campus.
- You can also transfer money by [e-banking](#) on myCamipro.

Technical support

If you have any questions on the app, please call the Help desk at 021 693 12 34

For questions on how the reservation and payment system works, please write to parking@epfl.ch

For any question concerning payment via Camipro: monetique@epfl.ch

For all questions relating to parking regulations: mobilite@epfl.ch

For any help on Campus:

- EPFL parking desk ([CO 051](#))
- Mon-Fr: 7h30 – 12h00
- Phone: +41 21 693 89 79