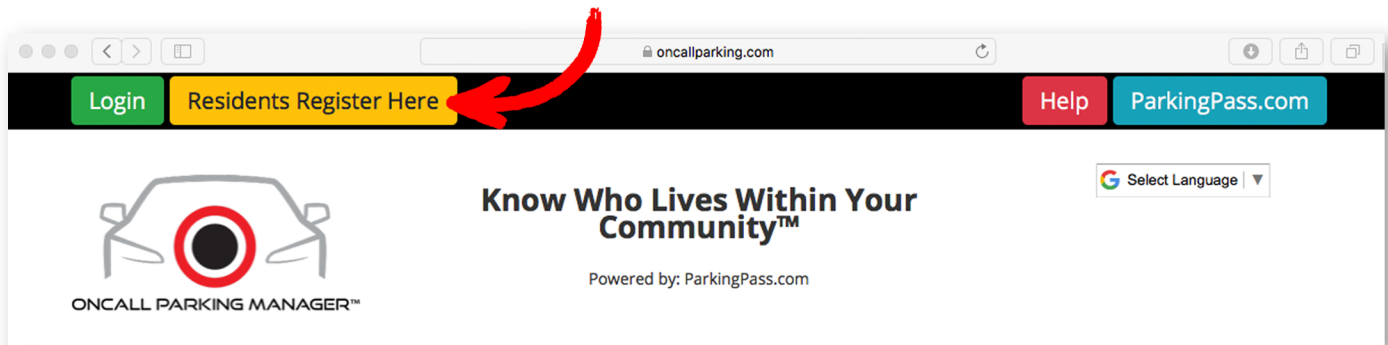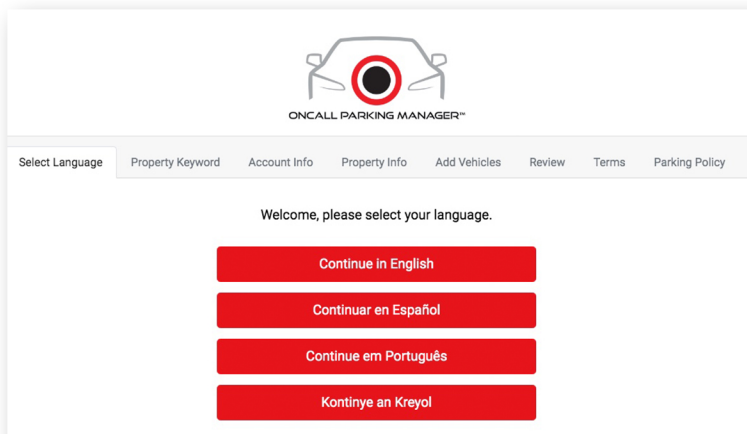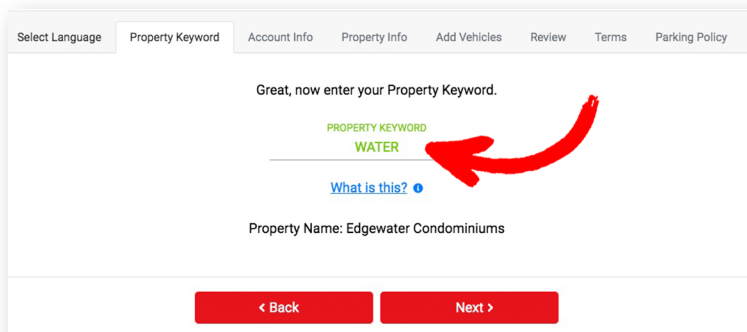# OnCall Tutorial
Set Up a New Account

Step 1: Visit www.oncallparking.com and click on "Residents Register Here" to get started.

Step 2: You will be taken to the setup page. Click on your preferred language to continue.

Step 3: Now it is time to enter the property keyword. The keyword is **WATER**. After entering the keyword, please click "Next" to continue.

| Select Language | Property Keyword | Account Info | Property Info | Add Vehicles | Review | Terms | Parking Policy |

Please enter your account details.

First Name
John

Last Name
Doe

E-mail Address
johndoe@email.com

Confirm E-mail Address
johndoe@email.com

Contact Number Type *
Mobile

Phone Number
(123)456-7890

Create Your Password
SamplePassword123!

Confirm Your Password
SamplePassword123!

Create Your 4-Digit Security Pin
1234

What is this? ⓘ

‹ Back   Next ›

SECURITY PIN: This 4-digit pin will help you get the service you need when calling the customer support team. Be sure to write down this pin along with your password for future reference.

Click "Next". You will be invited to confirm your email address and phone number. A 6 digit pin will be send to your email, and then another to your mobile phone. Please follow these steps to continue to the next page.

Confirm E-mail Address

Is this a good e-mail address to reach you at? If so click or tap "Send PIN". You will then receive an e-mail with a 6-digit confirmation PIN which you will need to enter on the next screen.

E-mail Address
johndoe@email.com

Send PIN

Confirm E-mail Address

Please enter the 6-digit confirmation PIN you received in your e-mail.

Confirmation PIN
487770

CONFIRM

Did not receive your PIN? Try again.

(please wait 2 minutes before trying again.)

Confirm Phone Number

Is this a good number to reach you at? If so click or tap "Send PIN". You will then receive a text message with a 6-digit confirmation PIN which you will need to enter on the next screen.

Phone Number
(123)456-7890

Call Me   Send PIN

Confirm Phone Number

Please enter the 6-digit confirmation PIN you received on your mobile.

Confirmation PIN
535638

CONFIRM

Did not receive your PIN? Try again.

(please wait 2 minutes before trying again.)

Please provide us with your address information.

Select Your Address *
8955 Wiles Road

Building Number *
1

Unit Number *
101

Do you own or rent this unit?
○ Own ● Rent

Please provide us with the owner's details.

Owner's First Name
-

Owner's Last Name
-

Owner's E-mail Address
Owner@email.com

Confirm Owner's E-mail Address
Owner@email.com

Owner's Phone Number
(000) 000-0000

Owner's Address
-

Select Owner's Country
US

Owner's City
-

Select Owner's State
FL

Owner's Zip Code
12345

‹ Back   Next ›

Step 5 : Enter the property address, building number and unit number.

If you own this unit, select "Own" and click "Next" to continue.

If you rent, select "Rent". You will then be asked to provide the owner's details. If you don't know them, please check your lease or contact the office for the information. Click "Next" to continue.

Provide us with your vehicle details.

Do you park a vehicle at this community?
● YES ○ NO

Vehicle #1

Vehicle's License Plate ⓘ

Confirm License Plate

Last 6 characters of VIN ⓘ

Confirm Last 6 characters of VIN

Vehicle State/Province/Region

Vehicle Type

Registration Exp. Date

📎 Proof of Registration
File Types Allowed: .pdf, .jpeg, .jpg, .png, & .gif

Insurance Exp. Date

📎 Proof of Insurance
File Types Allowed: .pdf, .jpeg, .jpg, .png, & .gif

📁 Copy of Driver's License
File Types Allowed: .pdf, .jpeg, .jpg, .png, & .gif

Mark as primary vehicle?
○ YES ● NO

Remove Vehicle

VEHICLES REMAINING: 1

VEHICLES ALLOWED IN UNIT: 2

+ Add Another Vehicle

‹ Back   Next ›

If you don't have a vehicle, you can set up an account just to register guests by selecting "NO" here and then "Next" to continue

Please take note of which vehicle will be considered the primary vehicle. Remember, only the primary vehicle may park in the yellow "resident only" spaces.

Step 6 : Provide your vehicle details. Be sure to complete this section in full, including uploading all appropriate documents. Note that all details are correct.

You may add a second vehicle at this time by selecting "Add Another Vehicle" and repeating the steps. Click "Next" when ready to proceed.

Please review and confirm that the information you have provided is correct.

Property Keyword

Property Keyword
WATER

Edit Property Keyword

Account Info

First Name
John

Last Name
Doe

E-mail Address
johndoe@email.com

Confirm E-mail Address
johndoe@email.com

Contact Number Type
Mobile

Phone Number
1234567890

Create Your 4-Digit Security Pin
1234

Edit Account Info

Property Info

Selected Address
8955 Wiles Road

Building Number
1

Unit Number
101

Do you own or rent this unit?
Rent

Edit Property Info

Owner's Info

Owner's First Name
-

Owner's Last Name
-

Owner's E-mail Address
Owner@email.com

Confirm Owner's E-mail Address
Owner@email.com

Owner's Phone Number
0000000000

Owner's Address
-

Owner's City
-

Owner's Zip Code
12345

Selected Owner's Country
US

Selected Owner's State
FL

Edit Owner's Info

Add Vehicles

#	Year	Make	Model	Color	License Plate
1	2010	Honda	Element	RED	ABC123

Edit Vehicles

CONFIRM

Step 7: Please review all details for your account. If you need to edit any section you may do so at this point. When you are ready, click "CONFIRM" to continue.

Step 8 : Please review OnCall's terms and conditions carefully and click "Next" when ready to continue.

Step 9 : Please review the parking policy carefully. Here you will see what infractions would merit a violation or a tow. Click "Sign & Finish" to complete the application.

Please note; after a vehicle incurs two violations, upon the third violation the vehicle is towed, regardless of the violation itself.

After submission of your OnCall application, the management office will approve your account after confirming all details are correct and all documentation is provided. Upon approval, OnCall will email you directly to let you know the account is approved and that you may log in to pay for the permit(s). Once payment is completed, you are set to park at Edgewater. No stickers or decals will be issued. Take care park only the primary vehicle in the yellow "resident only" spaces. Secondary vehicles and guest vehicles will be towed if parked in a primary space, even if it is registered.