

Vehicle registration at Salem Health

If you wish to park at Salem Health after January 6, 2020, you must register through this process. This registration replaces the green sticker permits (unless you park at West Valley Hospital, in which case you must register following the steps below and keep your sticker).

Follow all the steps on this tip sheet to avoid rework.

1. Go to the parking registration website (www.salemhealthpark.com).

2. Select Register to Park.

Choose "Add Item" and then "Proceed to Checkout." If you have not yet registered for an account, you will be required to do so at that time. Please be sure to include any of the requested documentation or other information to verify your parking eligibility. Thank you!

Parking Permit Groups

Some parking permit types require you to select a group based upon the first letter of your last name. These shapes may be marked in parking areas to help indicate where each group may park:

Purple Circle A-G **Blue Pentagon H-O** **Gold Square P-Z**

REGISTER TO PARK

CITATIONS/APEALS

NOTICE Enforcement Services

License Plate: Search

Notice Number: Search

3. On the Register As dropdown, select Medical Provider.

Salem Health Hospitals & Clinics

Home | Permits | Notices | Account | Salem Health

User Name: Password: Sign in

Forgot your password? [Click Here](#)

SALEM HEALTH PERMITS

Pre-Approval Search

Salem Health offers Pre-Approved Permits. To see if you've been pre-approved, please enter all applicable data below.

Register As: **Medical Provider** Search

[SELECT]
Employee/Agency
Medical Provider
Student
Contractor/Vendor
Carpool
Tenant/Condo Employee

Powered by iParq

Ignore! You have to register yourself before you can register a carpool. Carpool registration [process here](#).

4. Click Add Item to choose the provider permit.

Pre-Approved Provider Medical Staff

Issued after administrative review
This is for medical staff only.

Price: \$ 0.00

Add Item

5. Click Proceed to Checkout.

Salem Health Hospitals & Clinics

Home | Open Orders | Permits | Account | Salem Health

User Name: Password: Sign in

Forgot your password? [Click Here](#)

SALEM HEALTH PERMITS

Pre-Approval Search

Salem Health offers Pre-Approved Permits. To see if you've been pre-approved, please enter all applicable data below.

Register As: **Medical Provider** Search

Cart

Items	QTY	Total Amount
Provider - Medical Staff 1	1	\$0.00
Total:	1	\$0.00

Proceed to Checkout

Shopping Cart

Pre-Approved Provider Medical Staff

Issued after administrative review
This is for medical staff only.

Price: \$ 0.00

You have already ordered the maximum quantity allowed for this permit. Remove Item

Shopping Cart

Ignore this. →

6. Create an account to proceed with the registration process.

If this is your first time in the system, you do not have a log-in yet—click **Create a New Account** to proceed!

iParq
Intelligent Parking.

Home | Open Orders | Payments | Notices | My Account | Salem Health

User Name Password Sign in

Forgot your password? [Click Here](#)

Sign In / Create Account

ACCOUNT

Sign Into Your Account

Password Sign in

[Forgot your password?](#)

You are required to **Sign In** to register your vehicle. If you do not already have an account, you can:

Creating an account allows you to view previous orders, update registered vehicles or manage your contact information.

Fill in all the fields, as outlined on this tip sheet.

I'm not a robot

I Agree

7. Click the two check boxes and **Create Account** button at the bottom of the page to create your account.

Username and Password

Usernames must be 3 to 100 characters long and passwords must be 7 to 100 characters long. Passwords cannot be the same as your username, and must contain at least one number, one letter, and one symbol. Usernames and passwords are case sensitive.

*Username

Enter Password: Enter Password Again:

*Password

Contact Information

You must provide your name, address, email and phone number.

*Name

*Email

*Phone

Alternate Phone

*Address

Do use your Salem Health email address (firstname.lastname@salemhealth.org).

Do not use your Salem Health password. Create something unique.

Why are we asking for your cell phone? The parking department may need to contact you about your car.

Enter your home address. Don't worry, even though the system says "shipping," there is no charge associated with parking registration at this time.

8. Select **Add New Vehicle** from the dropdown or **Add Another Vehicle** (you can register up to 5 vehicles under one permit).



Checkout

1. Shopping Cart 2. Additional Info 3. Shipping / Billing 4. Review 5. Complete

Permit information.
Please select a vehicle for each permit.
If you do not have any vehicles on record, you will need to select "Add New Vehicle" to link one to your permit.

Employee/Agency - P - Z | Parking Vehicle: [SELECT] [v]

Additional information is required for your purchase.
Please complete the required fields below. The other data is optional.

* Employee ID Number: []

Add Vehicle for

*License
Plate & State [SELECT] [v]
*Year [SELECT] [v]
*Color [SELECT] [v]
*Make [SELECT]
*Model
*Type [SELECT]
Owner? [SELECT] [v]

Include special characters!
Example: SB00000

Fill in all of the required information.
The make is the car brand and the model is the car type.
Example: Toyota (make) Corolla (model)

9. Next, enter your employee/provider ID number (located on the back of your badge), re-enter your cell phone number and click **Continue**.

10. Ignore delivery options. Our parking permits are digital, there is no physical permit to print, ship, or stick to your car! Click **Continue**.

11. **Double check the information you entered.** You can return to any section by clicking the blue tabs. If the information is incorrect, your permit request might be denied, requiring you to register again.

At this time, Salem Health does not charge for parking. Do not be alarmed by the system-default language about charges and shipping fees.

If all of your information is correct, click **I agree** to accept the terms.

Checkout **To Return to Previous Steps**

1. Shopping Cart 2. Additional Info 3. Shipping / Billing 4. Review 5. Complete

Please review your order.

Employee - A - G **Awaiting Approval!** \$0.00

2016 Grey Honda Civic SALEMOR OR

** (Deferred) : \$0.00
** Deferred Total: \$0.00

Your order contains permits which must be approved by an administrator.
** You will only be charged for those permits (and their shipping fees) when and if they are approved.

Information **Shipping** **Payment**
Employee Number: 12345678
Attachments: []
No payment necessary.

Terms and Conditions

SALEM HEALTH PARKING
Terms and Conditions, please read carefully.

USER AGREEMENT IMPORTANT-READ CAREFULLY: 1.1 This INET Inc. ("iParq") User Agreement is a legal agreement between you (Subscriber Group, an individual or a single entity) and iParq for the iParq software product(s) identifying those which may

By clicking the "I Agree" button you agree to the terms above.

You'll get an email confirmation now, and a second email confirmation when your permit is reviewed and approved.

12. **How do I add a vehicle, change my phone number, or unregister the car I just sold?** You can manage the vehicles and information you have registered in the system at any time by logging in to www.salemhealthpark.com and selecting **Account** at the top of the page.