

## How to Register and Pay for Secure Bike Parking

### Step 1: Login to My Humber

- a. Login to **My Humber**.
- b. Click on the **Services** tab.
- c. Click **Humber Parking and Locker**.

### Step 2: Register on ParkAdmin

- a. Click *Permits* on The Toolbar
- b. Read the Terms and Conditions for Parking at Humber and click **I Agree** to continue.
- c. Scroll to bottom to see Purchase Options
- d. Select “Secure Bike Storage - North Campus” or “Secure Bike Storage - Lakeshore Campus”

### Step 3: Complete \$12 Payment

- a. Click **Proceed to Payment**.
- b. Select the payment method.
- c. Enter your payment details
- d. Click **Process Transaction** to complete the payment transaction

### Step 4: Sign out

- a. Click Sign Out to log out of My Humber and close your browser.

*You will be notified via email when your Bike Parking Fob is ready for pickup*

### Step 5: Pick up Fob

- a. Bring a piece of photo-ID to the Parking Office (in front of the main entrance to the Learning & Resource Centre at North Campus, and M Building Security Office at Lakeshore)

Content current as of August 2020.

Content subject to change without notice.

This document is available in an alternative format upon request.