

Connecticut Children's - Online Parking Registration Instructions

Church Street Garage | 200 Church Street | Hartford, CT 06103

Welcome to the online parking registration process. Please follow these steps to complete your registration.

New Registration:

1. **Access the Registration Page:** Scan the QR Code or click on the link to start the registration process:

<https://propark.mgzephire.com/parkerportal/signup.aspx?operatorid=8&link=P1R%2feTX19zBA1YPffQJVTcfiTUa2rXopCUpcca7QHTU%3d>



1. **Set Your Start Date:** Use the drop-down selections to set your start date for the first day of parking as **July 8, 2024** & credential pick up as **"Pick Up at Location"**
2. **Fill in Personal and Vehicle Information:** Complete all required fields with your personal and vehicle information accurately. ***Enter billing address as **282 Washington St, Hartford, CT 06106 and personal mobile phone number.**
3. **Select Payment Type:** On the payment tab, choose **"Invoiced"** as your payment type. **No personal CC info required.**
4. **Agree to Terms & Conditions:** Read and agree to the Terms & Conditions, create a secure password, and confirm the creation of your account.
5. **Confirmation Email:** After registration, you will receive a confirmation email outlining the next steps and instructions for picking up your parking credential.

Credential Pick up Instructions:

Once you have registered on-line, follow these steps to pick up your parking credential:

1. **Location:** Visit the Church Street Garage Propark Office located at 200 Church Street, Hartford.
2. **Show Confirmation Email:** Present your on-line registration confirmation email to the Propark staff assisting you.
3. **Receive Credential:** After verification, you will be issued a parking proximity key card.
4. **Activation Time:** Allow 24-72 hours for your key card to be activated. Please have your parking ticket validated at the parking office in the meantime.

For Returning Parkers:

If you are a returning parker, please:

- **Contact Our Office:** Email wanda.ortiz@propark.com or call 860.728.2598 to have your pass reinstated.
- **Verification Process:** A verification process will follow to ensure eligibility.

Follow these instructions carefully to ensure a smooth registration and credential pickup process.
Welcome to Propark!