



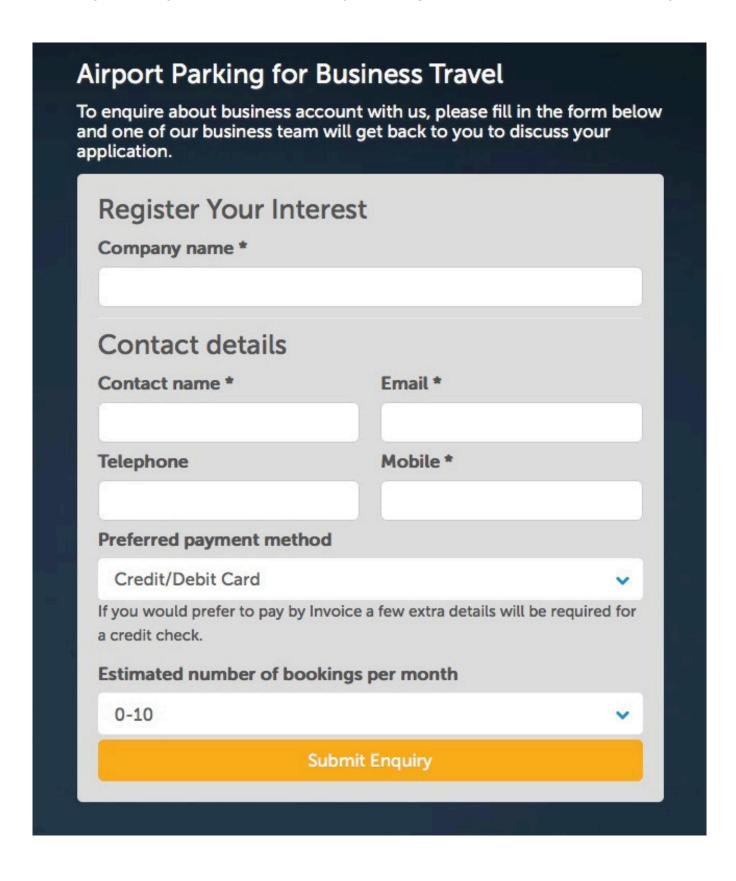
QUICK GUIDE



# Registration

Visit http://business.skyparksecure.com to register a new account or login. Simply fill in your details and your login details will be sent by email.







### Welcome Email

After registering you will receive an email with your login details.

Your password can be changed after you login for the first time.



#### Your Business Account for Airport Parking is now Live

We are delighted to inform you that your Business Account for Airport Parking is now set up and active to use, giving you the benefits of:

- Guaranteed lowest rates plus parking availability all year round
- Short notice parking No need to book 24hrs in advance
- One Click Bookings All details stored securely for quicker bookings
- Quick & Easy online amendments
- · Account manager with priority call answering

Sign into your business account area now using the details below:

URL: http://business.skyparksecure.com/login

**USERNAME:** PASSWORD:

We recommend that you input as much information as possible to make future bookings quick & easy. We have an easy to follow FAQ area if you are unsure about any of the details within your business account area.

In addition if you need any help or advice, your dedicated account executive can be contacted as follows:

email: b2b@skyparksecure.com

tel: 01253 307654



## Booking Process

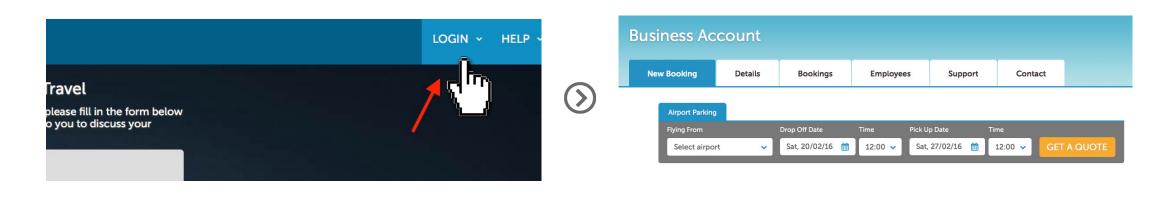
SEARCH 1

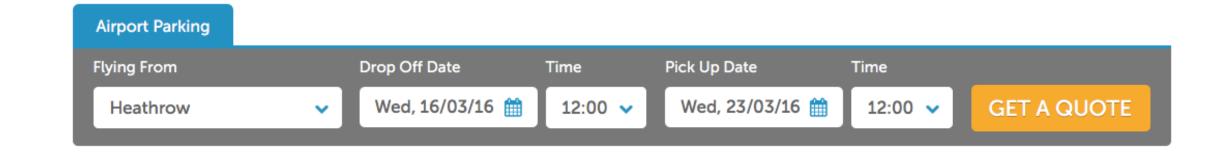
CHOOSE 2

MAKE PAYMENT 3

SkyParkSecure supplies you with an easy on-line booking form on your own personal booking area of our website.

It is easy and straightforward! Firstly Log in to your Business Account and click on 'New Booking'. There are only **three steps** to make a Booking.







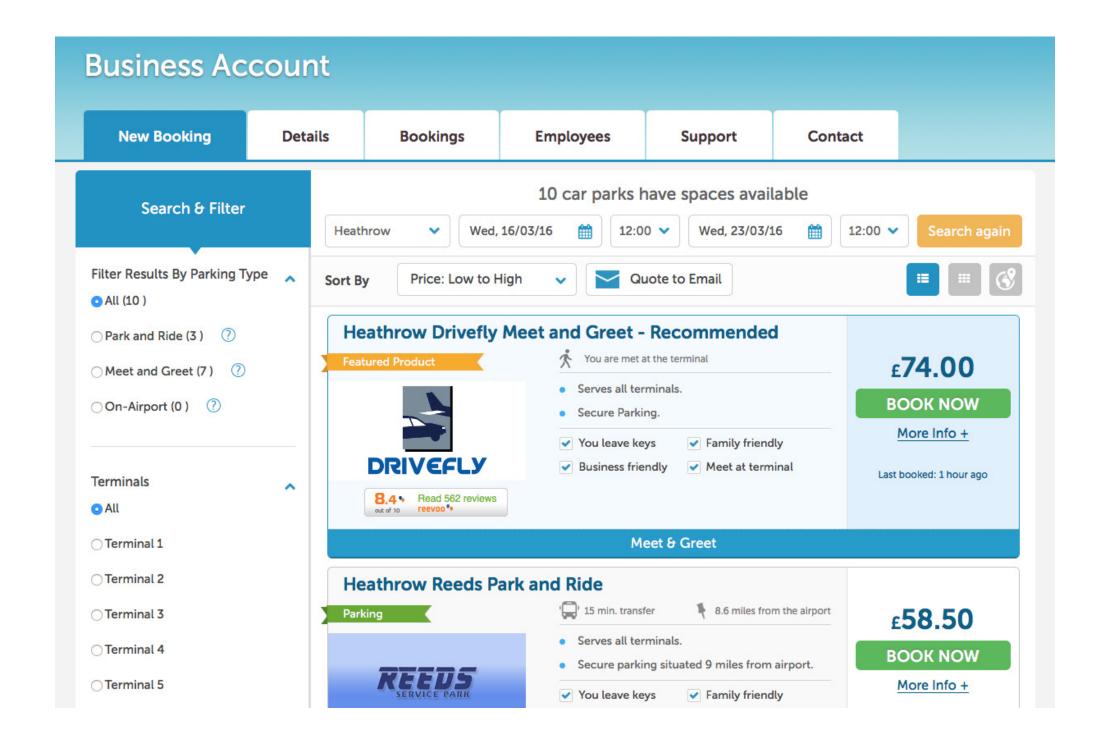
Select the Airport, Dates and Time to search the parking products.



# Booking Process



Select 'Book Now' or click 'More Info' to view more details of the parking. Once you've booked, we will send an email with all the relevant details and information.

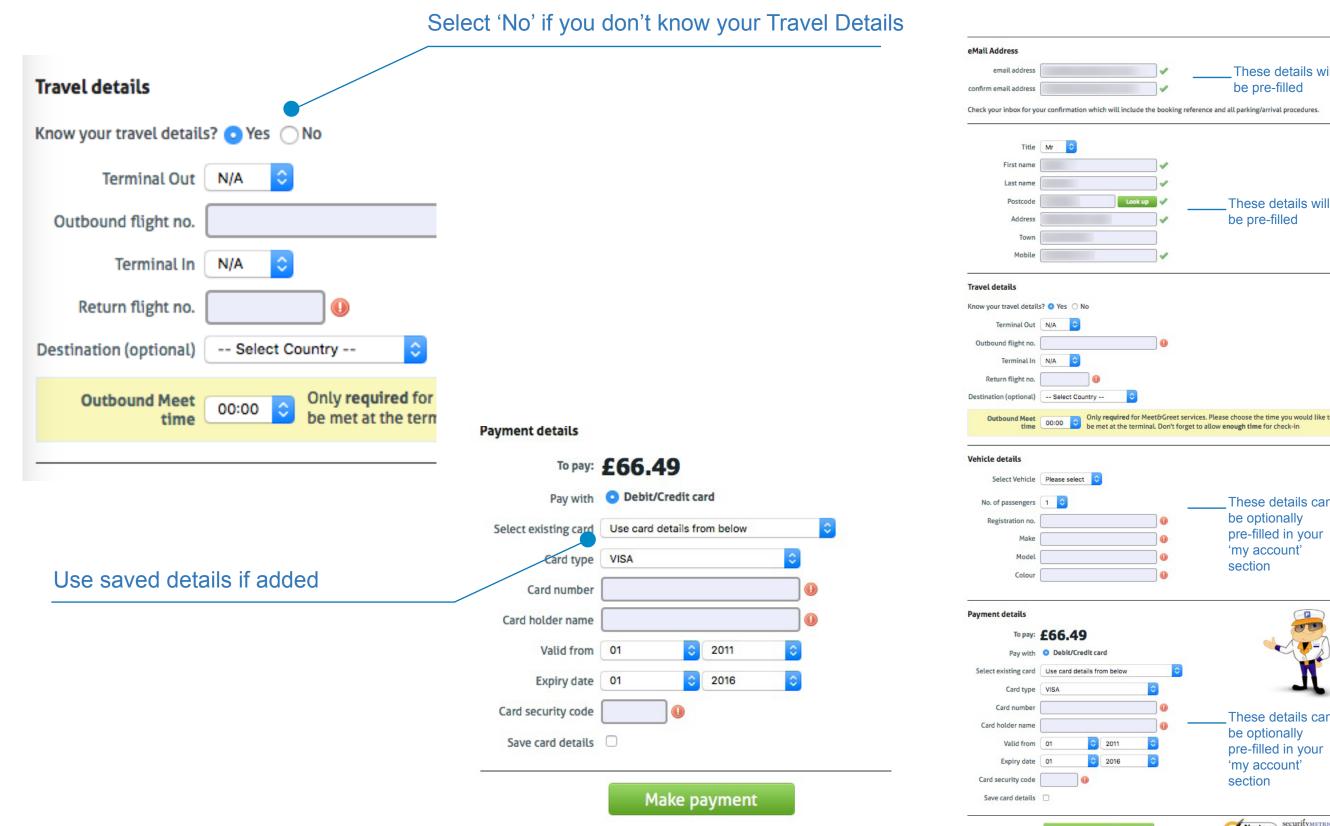


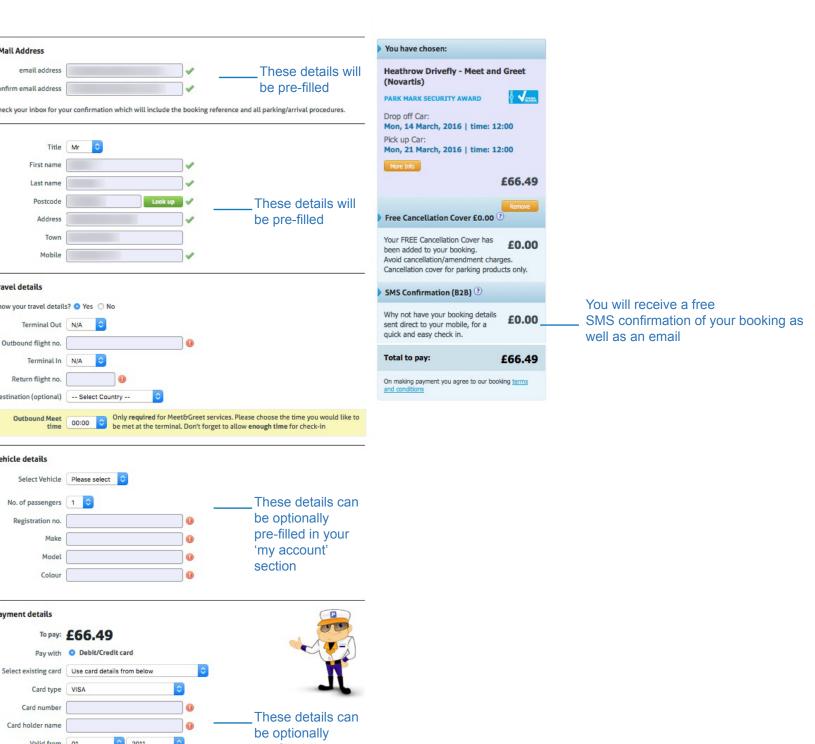


# Booking Process



The last step of the booking process. Fill in your travel details, vehicle details and payment details (you can store your personal details to save time if you wish). Finally make the payment. You will receive a confirmation email soon after.





Our booking system has the highest level of security to protect your

personal information



## Account Management

#### Details

- Personal details
- Add payment card
- Add vehicle details

#### **New Booking**

Select airport, dates and make your booking

#### Contact

 Our dedicated team of advisors are on hand to deal with all your questions. Your enquiry will be automatically directed to a member of our team best equipped to handle your specific question.
 You will find all our contact details in this section.

#### **Bookings**

- View your current bookings/make amendments
- Resend confirmation email
- View previous bookings

#### **Employees**

- Add Employees
- Add Employee Vehicles



### Customer Service



### **Our Promise**

We take airport parking bookings for car parks all over the country and have selected our best products for our Business customers.

We are always grateful for feedback so that we can further improve our service.

Our promise to you (in the unlikely event that you may have an issue with your parking) is that we will always make every effort to find a resolution. If your query is out of office hours (Mon-Fri 9am to 5pm) and you need an urgent response, please contact the car park directly using the details on your confirmation.

If your query is not urgent or is within office hours please contact us directly and we will do everything we can to ensure the very best possible outcome.

### Contact

**Phone**: 0345 4599 250

Email: b2b@skyparksecure.com

### Office Address

SkyParkSecure Ltd SkyPark House 10 Newton Drive Blackpool, Lancashire FY3 8BS

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