

Town of Darien Parking Authority

Monthly Passes for Pay Station Lots

Monthly passes are purchased by calendar month. You may sign up for your first month’s pass by submitting the following form and \$65 cash or check payment to the Town of Darien Parking Authority, 2 Renshaw Road, Darien, CT 06820. It must be **received** no later than the last **business** day of the month to be effective for the following month. After the first month, you will be able to renew through the mPay2Park app. Should you ever not renew with the mPay2Park app, you will need to submit this form again to sign up for a new monthly pass.

Monthly passes are for use in the pay station lots. However, after 9:30 am, you may park in the permit lots.

Please be sure to read instructions on the second page of this application!

First Name _____ Plate # _____

Last Name _____ Cell # _____

E-mail address _____

- I have an mPay2Park account.
- I understand I need to be able to receive e-mails from mpay2park.com
- I understand that this is a pass to park for a calendar month in the pay station lots.
- I understand this I cannot use this pass to park in the permit lots before 9:30 am.
- I understand that if I do not renew through the mPay2Park app, I will need to submit this form again.

Signature _____ Date _____

Town of Darien Use Only

Date Received _____ Effective Date for Pass _____

User Instructions on Contract Passes

User responsibilities-

Step 1 approving Contract Pass

- You will receive an email with a link that will bring you to the Contract pass that you were registered for. (If you are not logged in, the link will have you log in first and then you need to go back to click on the link the 2nd time to review pass).
- Once logged in, the link will bring you to a summary of the contract pass for your review. If you agree with the pass you need to click on confirm. This will enable the pass for your use.
- If you want to reject the pass, you need to click on Reject and fill out a box with the reason you are rejecting it.
- This reject box will be sent to the admin of mPay2Park and the Town of Darien Parking Authority.
- Once you approve the pass, it will be active to be used in the app.

Step 2 Using Contract Pass – note you must follow these steps each day you use the contract to park

- Open App and Sign in
- Click on Passes & Permits
- Click on the Contract Pass you want to use.
- Zone is Pay by Plate, leave blank and click on Start Now.

To add or change a plate number on your monthly permit during the month

1. Open the mPay app and sign in
2. Go to Settings
3. Go to Profile
4. Click on green “Add license plate” button to add a new license plate #