

The image features a white logo consisting of two upward-pointing chevrons above the word "metropolis" in a lowercase, sans-serif font. The background is a photograph of a city skyline at dusk or dawn, with several skyscrapers and a parking lot in the foreground. The sky is a mix of blue and orange, with some clouds. The parking lot has several light poles and some blue signs.

# ↑↑ metropolis

**Metropolis Onboarding**

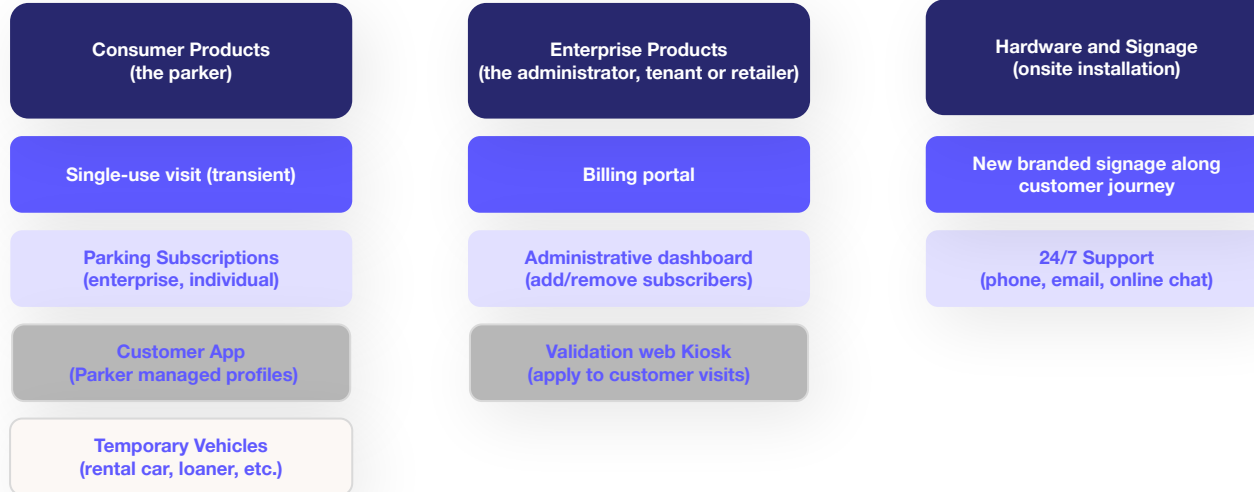
**AvidXchange Music Factory, NC**

# Meeting Objectives

- Introduction to Metropolis Technology
- Enterprise Subscriptions
- Parker Experience
- Validations
- Q&A



# Products Metropolis will deliver:



# Tenant Onboarding

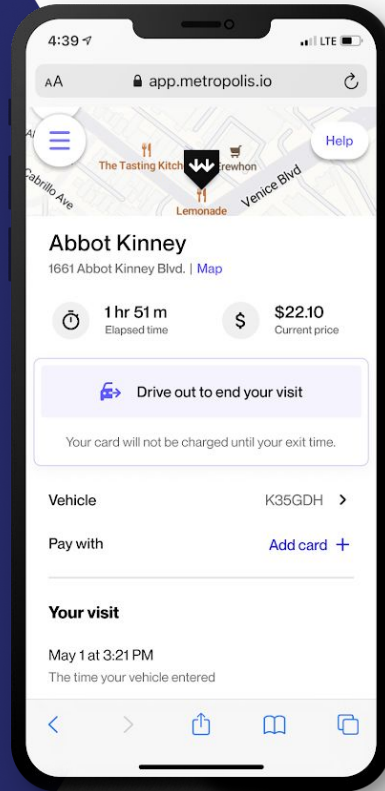


# Monthly subscribers

*Tenants (month-to-month)*



# Metropolis App\*

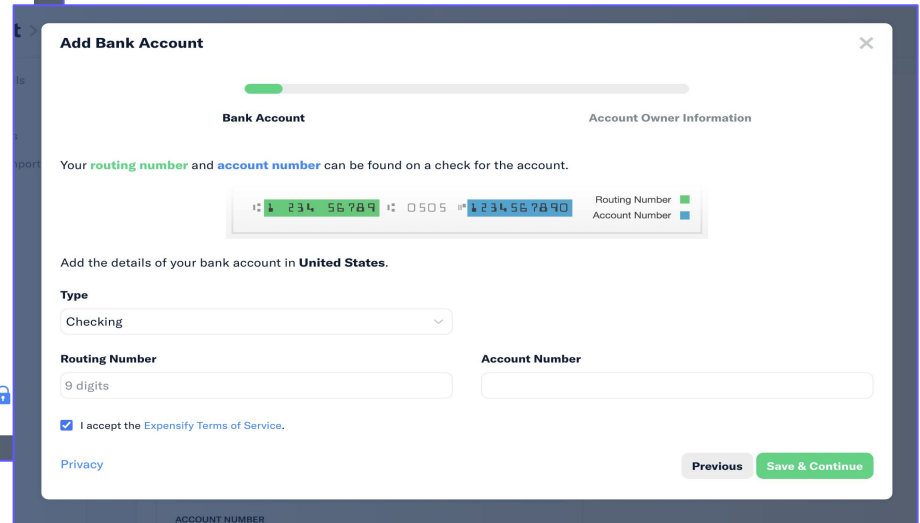
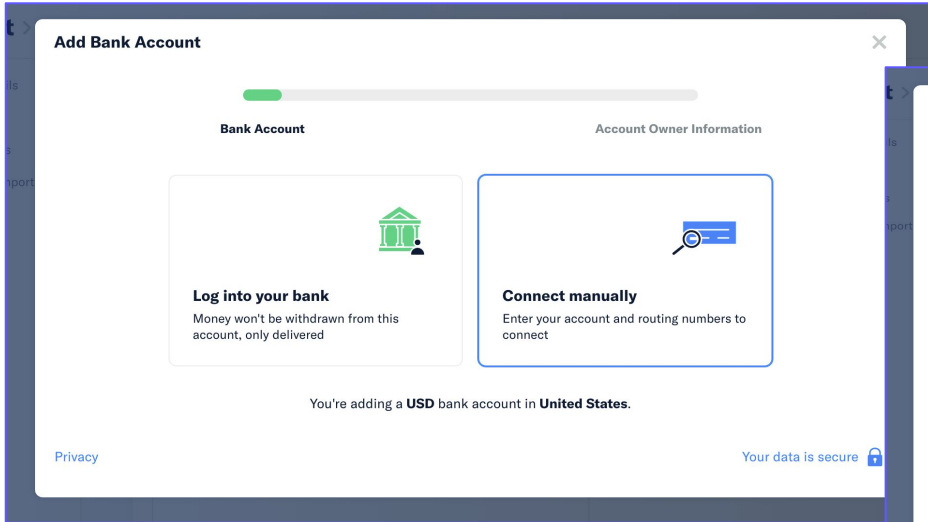


- 1 Vehicles and accounts linked to specific subscriptions and locations
- 2 In and out privileges for registered subscribers
- 3 Dedicated account management and 24/7 support

\*Not a Requirement of Any User

# Parking Permit Management Process

The Metropolis team creates digital subscriptions on the back end according to existing lease agreements between each tenant. Tenant admins are then given access to their account and required to link a payment source:



# Enterprise Portal

Enterprise clients receive electronic statements, and company administrators can manage subscriptions, validations, and payment details within the Metropolis administrative application.

The screenshot shows a web browser window with the URL `portal.metropolis.io/dashboard`. The page features a blue header with the Metropolis logo. Below the header, the user's account information is displayed: **Pritchard Church**, 1117 South Blvd., with a **Switch Account** button. A navigation menu on the left includes **Dashboard** (selected), **Subscriptions**, **Billing**, and **Account history**. At the bottom of the page, there are links for **Support** and **Logout**. The main content area displays a summary of the account, including a redacted name, address (1117 South Blvd.), and contact information (Alex Ruth). It also shows a redacted amount due and a **View Invoice** button.



# Enterprise admins will access a feature called “Invite Members” in their billing portal:

The screenshot displays the Metropolis billing portal interface. On the left is a dark sidebar with the Metropolis logo and navigation options: Dashboard, Subscriptions, Billing, Support, and Logout. The main content area is titled 'Subscription Details' and shows account information for 'Jennifer Test Co.', including billing rate (\$0.00), member capacity (5-10), and redemption code (EEF7BATU). It also lists the company address and parking location (0 11th Lot). Below this is a 'Members' section with a table header (Last Name, First Name, Phone, Email, Lic. Plate, Added At) and an 'Invite Members' button highlighted by a red box. A 'Manage' button is also visible. The table currently contains no data.



Admins paste in email addresses of all individuals allocated to the subscription, which will then send an automated invitation:

The screenshot displays the Metropolis admin interface. On the left is a dark sidebar with the Metropolis logo and navigation links: Dashboard, Subscriptions, Billing, Support, and Logout. The main content area shows 'Subscription Details' for 'Jennifer Test Co.' with a 'Send Invites' button. A modal window titled 'Jennifer Test Co. Invite Members' is open, containing instructions and a text input field with four email addresses: jennifer@metropolis.io, owen@metropolis.io, porter@metropolis.io, and nathan@metropo. A 'Send Invites' button is at the bottom right of the modal.

**Subscription Details**

Billing Rate \$0.00 Min 5 Max 10 Redemption Code EEF7BATU  
Ex. Member Member Capacity

**Jennifer Test Co.**

**Invite Members**

Invite members to your parking account via email. Once they sign up for Metropolis and register their vehicle using their invite link, they'll be added to your subscription plan for immediate parking privileges.

**Enter Emails Below**

jennifer@metropolis.io x owen@metropolis.io x porter@metropolis.io x nathan@metropo

**Send Invites**

You currently have no pending invitations



The parker will see an email inviting them to join Metropolis and become a member of their parking subscription. It will also inform them that they must sign up and register their vehicle before entering the lot or that they will be subject to enforcement.



Confidential and Proprietary 2024

[Metropolis.io](https://metropolis.io)

Jennifer Test Co. has invited you to join Metropolis Inbox x @Me x  

no-reply@billing.metropolis.io  
to me 

2:55 PM (7 minutes ago)   

 metropolis

### Join Jennifer Test Co. on Metropolis

Welcome to Metropolis! Jennifer Test Co. has invited you to join their parking subscription as a subscriber. This grants you covered parking access to 0 11th Lot.

To avoid getting ticketed, please register your vehicle before entering the lot to secure your parking space.

[Claim Parking](#)

Have a question? Get [support](#).

Thanks!  
-The Metropolis Team



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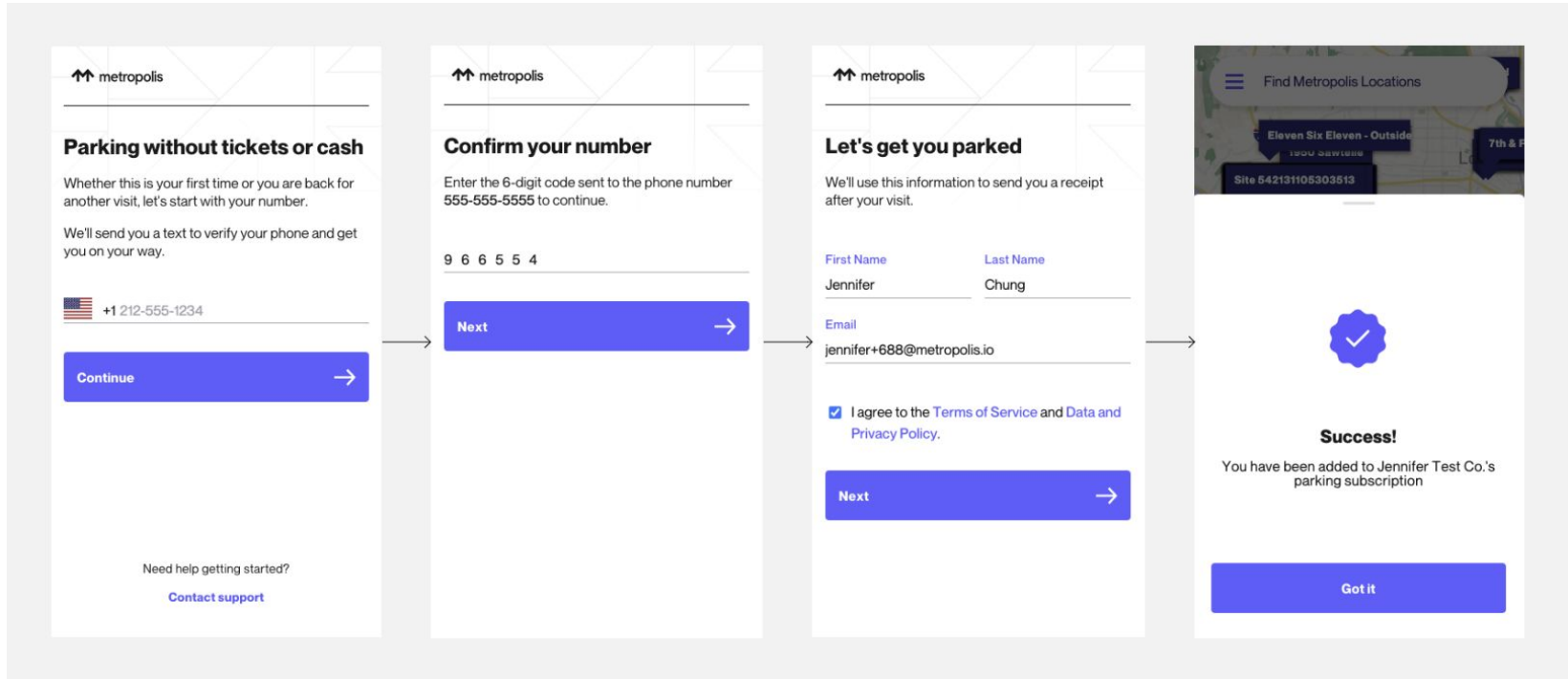
[Privacy Policy](#)

The link in the email contains a unique token that directs the invited user to the Metropolis app which will connect them to the subscription plan. Their sign-up flow will depend on the category they're in before clicking the Accept Invitation link:

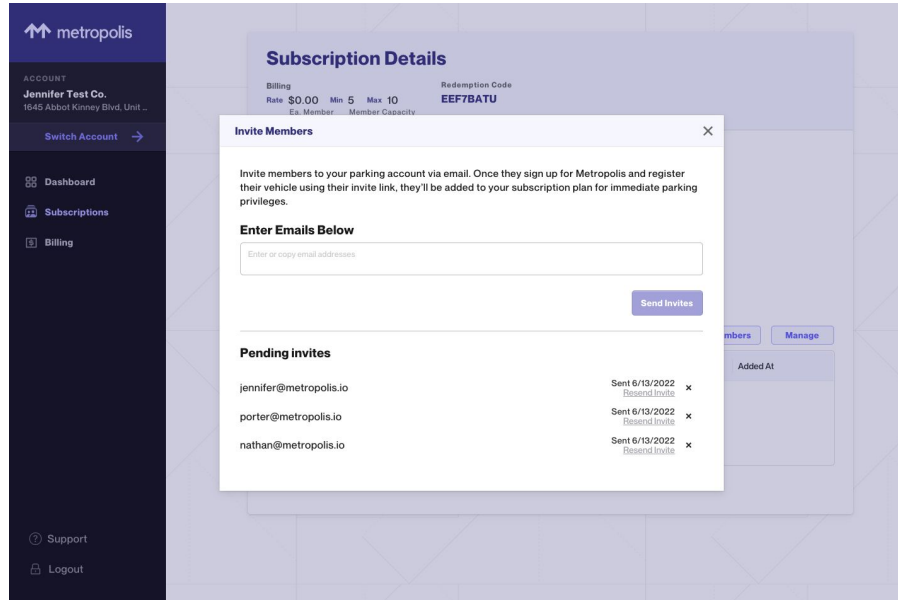
new user	user inputs their <b>phone number, email address, vehicle LP and LP state</b> → user is attached to the subscription plan
existing Metropolis user, not logged in	user logs in via phone number → user is attached to the subscription plan
existing Metropolis user, logged in	user is attached to the subscription plan



# Example sign-up flow for a new user joining an enterprise subscription:



An admin can view all of their open, pending invitations\*. If a user needs an invite resent to them, the admin can trigger the resend. They can also cancel an invite which will then invalidate the link sent.



*\*Invitations are valid for 30 days; if an invitation has expired, the admin can resend it, restarting the 30-day counter.*



A successfully-onboarded member will be removed from the Invite Members list and become visible in the Subscriber Roster immediately after the user has accepted the invitation.

### Subscription Details

**Billing**  
Rate \$0.00 Min 5 Max 10  
Ea. Member Member Capacity

**Redemption Code**  
EEF7BATU

**Jennifer Test Co.**  
1645 Abbot Kinney Blvd, Unit 322  
Venice, CA 90291

**Parking Location**

**0 11th Lot**  
0 11th Avenue South  
Nashville, TN 37203

**Members** Invite Members Manage

Last Name	First Name	Phone	Email	Lic. Plate	Added At
Chung	Jennifer	+18888888818	jennifer@metropolis.io	P27650	6/13/2022

< 1 >



# Individuals can add temporary vehicles to their account and designate which date the vehicle should be removed

4:16

AA app-staging.metropolis.io

Lic. Plate: ABC1234Z, Plate State: Alabama

Make: \_\_\_\_\_, Model: \_\_\_\_\_

Year: \_\_\_\_\_

Color: \_\_\_\_\_

Preferences

This is a rental or temporary vehicle

Return Date: Sun, Aug 8, 2021 1:00 PM

**Add vehicle**

4:16

AA app-staging.metropolis.io

Lic. Plate: ABC1234Z, Plate State: Alabama

Make: \_\_\_\_\_, Model: \_\_\_\_\_

Year: \_\_\_\_\_

**Remove vehicle on**  
Sat, Aug 7 at 1:00 PM

Fri, Aug 6			
Sat, Aug 7	12		AM
Sun, Aug 8	1	00	PM
Mon, Aug 9	2	05	
Tue, Aug 10	3	10	

The license plate will be automatically removed from your account at the specified time. You can edit and update this at any time.

**Cancel** **Set**

4:16

AA app-staging.metropolis.io

**Vehicle added.**

8CWA047  
Honda Civic

ABC123ZZ **Rental**  
Until Aug 4, 2021

ABC1234Z **Rental**  
Until Aug 8, 2021

**Add Vehicle**

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# Visitors

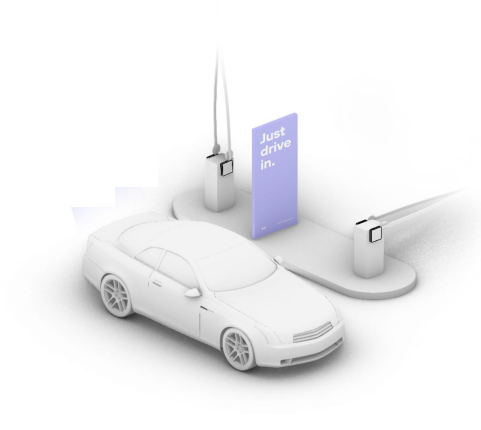
*First time visitors, registered visitors, and non-registered visitors*



# Visitors First Time Parking Experience



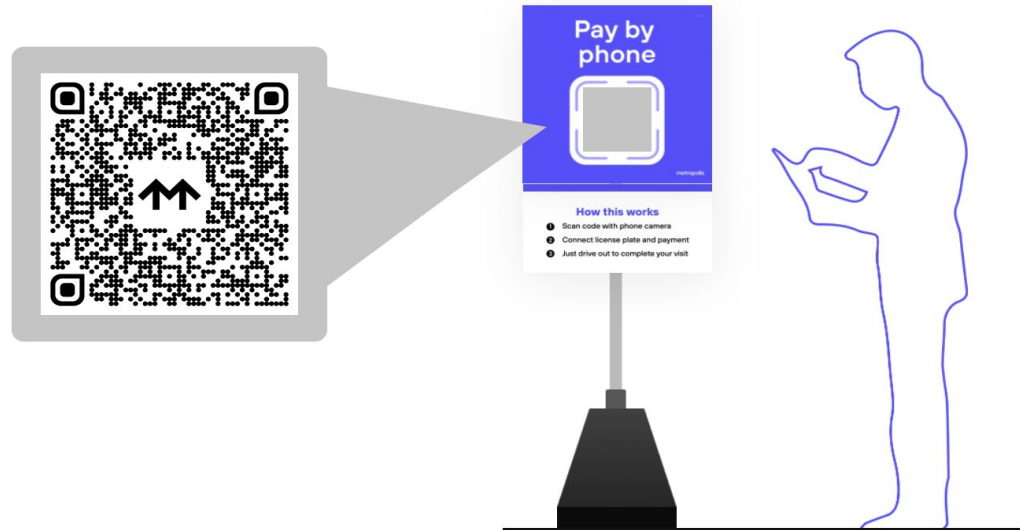
- 1 Sign Up**  
*Scan the QR code upon parking vehicle to create a profile and start a visit.*



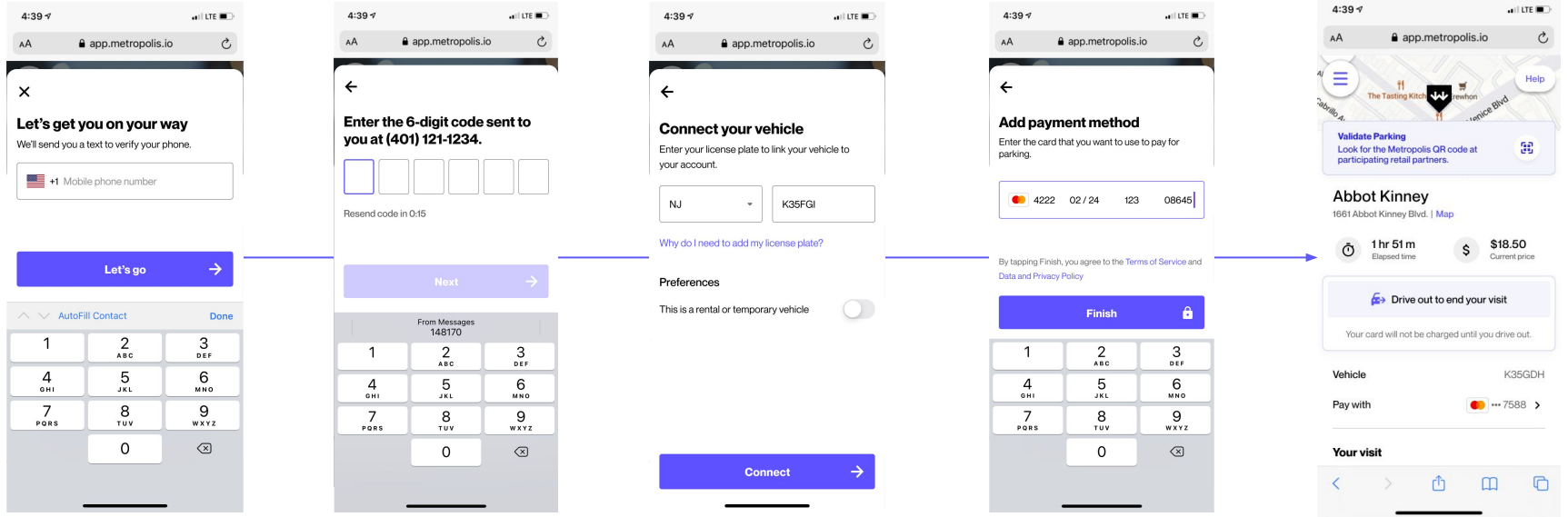
- 2 Drive Out**  
*Payment is processed automatically at the end of their visit. Receipt is sent via text/email to the parker.*



# Visitors register by scanning a QR code found on physical signage throughout the locations or by visiting a url on a mobile device



# New Visitor Sign-up flow (30-60 seconds depending on the visitor)



# Validations

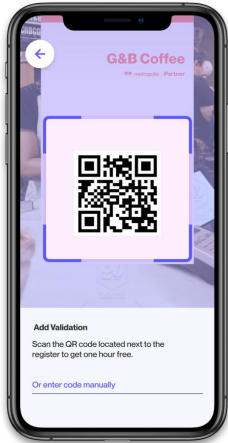


# Digital Validations

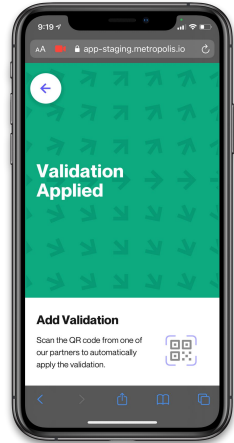
Validations are digital and can be easily customized by tenant.

## Visitors can apply validations directly

Visitors / clients may validate parking at participating tenants by simply scanning the QR code that Metropolis provides to each tenant; customers must be given access to the QR code by the tenant in order to apply the validation.



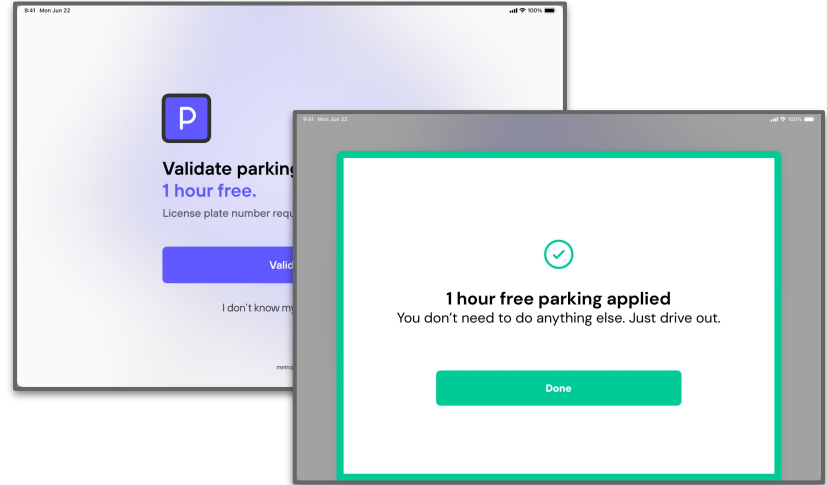
Validate your visit



Validation success

## or the tenant can add the validation for them

The tenant can also validate a customer's license plate on the back end via a web portal.



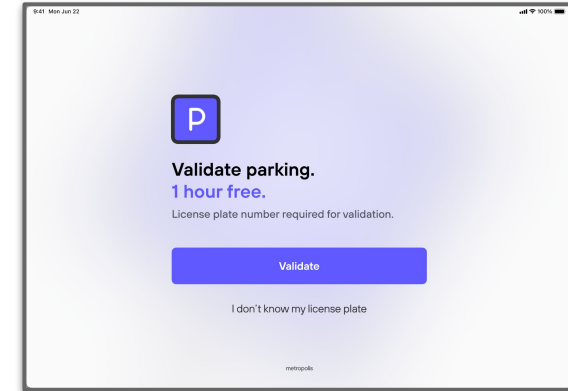
Web Portal for Participating Tenants

# Validations Onboarding Checklist

- ✓ **Options:** Educate tenant on validation options (QR code, Short Code, Validation Kiosk)
- ✓ **Recommendation:** Decide on best validation option and implementation strategy.
- ✓ **Configuration:** Metropolis team sets up validation account.
- ✓ **Billing:** Electronic invoicing with billing based on usage. Metropolis will review the first month's bill with the tenant.
- ✓ **Point of Contact:** Exchange contact info with tenant to have a direct point of contact with Metropolis team should any questions or issues arise.
- ✓ **Monitoring:** Metropolis team to monitor usage and follow up



QR Code



Web Portal / Kiosk

# Frequently Asked Questions

## **When does the new system go live?**

-April 24<sup>th</sup>

## **How will our visitors park?**

-Metropolis technology will charge daily visitors based on the duration of their visit. Visitors will drive in, start their visit, and drive out before the time end.

## **Will the rates change?**

-No, all rates will remain the same

## **What if I want to pay for my client's parking?**

-Validations options are available upon request.

## **How do we apply a validation?**

-Step 1. The parker begins visit in the parking lot.

-Step 2. The parker can validate their visit with the Validation QR code or tenants can validate using the Web Kiosk.

## **How will the system know my employees?**

-Employees will need to claim their parking subscription through their parking invitation link.

## **Will the hours of operations change for the parking lots?**

-No. The parking lot hours of operations will remain the same.

## **Who do I contact if there is a problem or questions?**

-Metropolis offers 24/7 phone and email support. To contact support, parkers can check the helpful tools through the Metropolis App.

## **Will I need to download an App to park with Metropolis?**

-No. For the best experience, scan any of our QR codes to visit our web friendly app.



 metropolis

