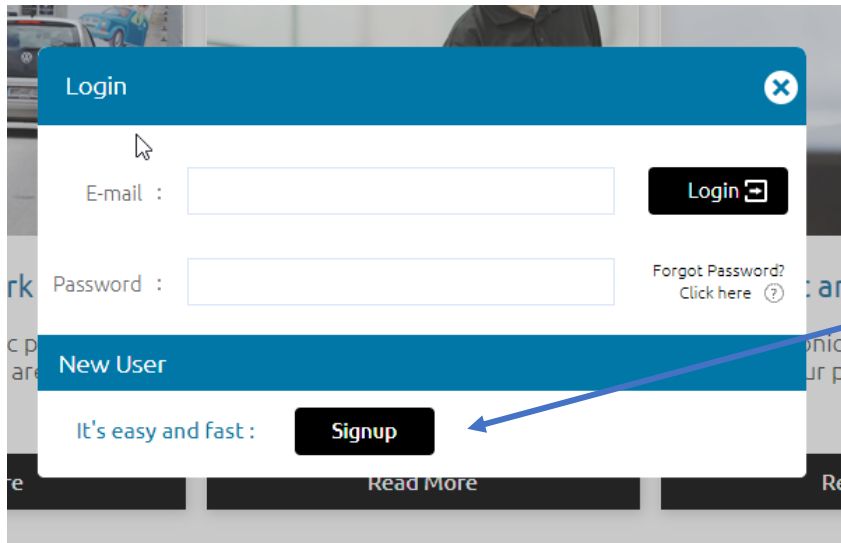


MITCP – Guide

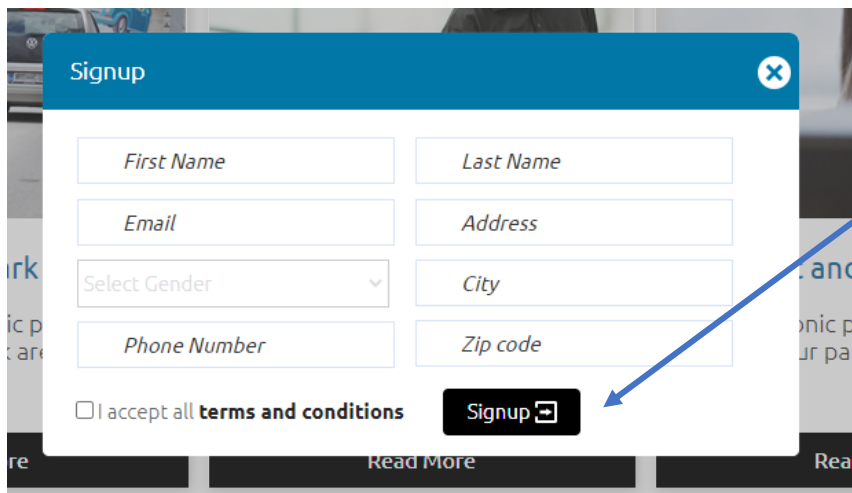
This guide illustrates how our electronic licenses are created via www.mitcp.dk



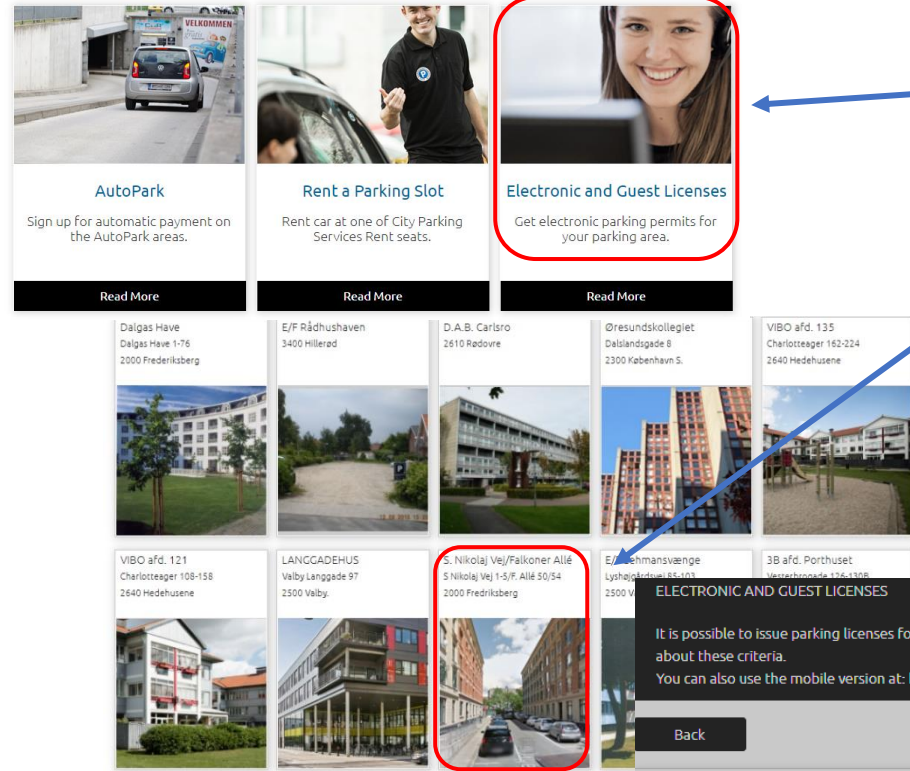
The screenshot shows a 'Login' modal window with a blue header and a close button. It contains two input fields: 'E-mail' and 'Password'. A 'Login' button is positioned to the right of the 'E-mail' field. Below the 'Password' field, there is a link for 'Forgot Password? Click here'. A 'New User' section is visible below the password field, featuring the text 'It's easy and fast:' and a 'Signup' button. A blue arrow points from the 'Signup' button in this modal to the 'Signup' button in the modal shown in the next screenshot.

Login:

- 1) Go to <https://www.mitcp.dk/index.php>
- 2) Choose Login/Signup
- 3) Choose "Signup"
- 4) Fill out name, address, email and phone number
- 5) Check "I accept all terms and conditions"
- 6) Finish with "Signup"

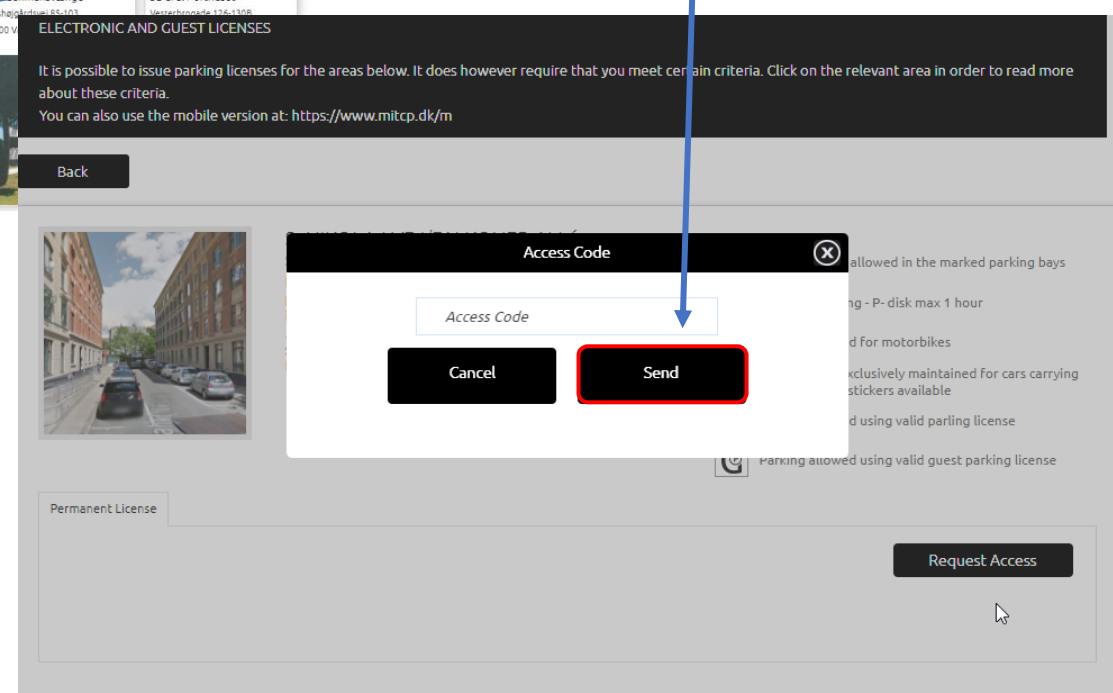


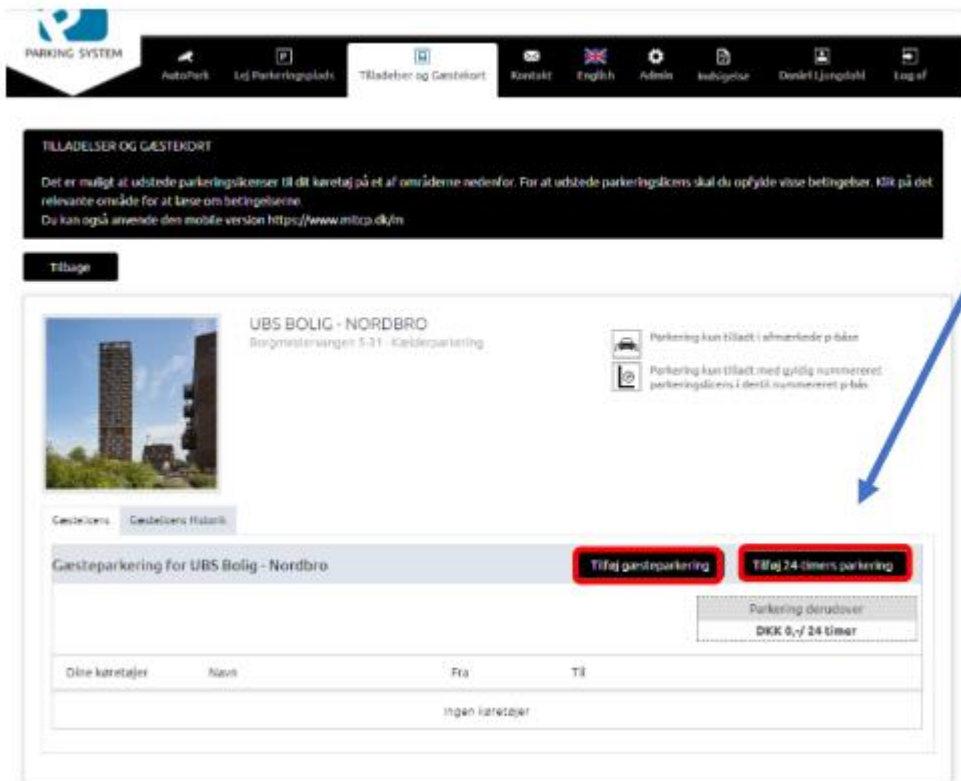
The screenshot shows a 'Signup' modal window with a blue header and a close button. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Address', 'Select Gender' (a dropdown menu), 'City', 'Phone Number', and 'Zip code'. At the bottom left, there is a checkbox labeled 'I accept all terms and conditions'. A 'Signup' button is located at the bottom right. A blue arrow points from the 'Signup' button in this modal to the 'Signup' button in the modal shown in the previous screenshot.



Issuance of parking licenses

- 1) Once you have received an email from our system with one so-called "P-code" you have been created to be able to issue parking licenses in a parking area. Remember to check the spam filter if you have not received anything.
- 2) Log in with the user you created and select the button **"Permits and guest license"**
- 3) Then tap the area on the list that you have been granted access to issue licenses on.
- 4) Then tap the area and press the button **"Request Access"**
- 5) Then a window opens where you can enter the sent p-code and press the **"Send"** button.





6) You can now issue parking licenses on the area. You do that by pressing the black buttons inside the area, depending on whether you need to issue a parking license for a permanent vehicle or to a guest's vehicle.

7) Then fill in the fields and press the button "Issue license / guest card" and the vehicle has now been issued one parking license. The durability of the license is predetermined by the property and you can see the length once the vehicle is set up.

