

## Process for staff who pay for car parking through automatic salary deductions

Wilson Parking have contracted **UbiPark** to install and manage the QR code scanners and the transition to implementing Licence Plate Technology (LPR). The emails you will receive regarding finalising accounts for parking and accessing your unique QR code will come from **UbiPark**.

The website platform that UbiPark uses for parking accounts and accessing QR codes is called **MediPark**.

### Your First Email

- You will receive an email from **UbiPark** with the heading **Invitation for Parking at Sydney Adventist Hospital**
- This email will ask you to complete the registration of your account by setting up a password. Click the link and you will be taken to the website platform [www.ipg.ubipark.com](http://www.ipg.ubipark.com)

**MEDIPARK** LOGIN

**CONFIRM INVITATION**  
Set your password.  
Set your password to access Car Park (All)

Email s\*\*\*\*\*m\*\*\*\*\*@sah.org.au

Password

Confirm Password

I accept the [Terms and Conditions](#)

**SET PASSWORD**

**MEDIPARK** INTERNATIONAL PARKING GROUP SITE TERMS

EMAIL sah.hospital@wilsonparking.com.au Privacy Policy  
WEBSITE ipg.ubipark.com Terms of Use

- Once you add and confirm your password and accept the Terms and Conditions, select Set Password. You will then be taken to your account dashboard.

**MEDIPARK** DASHBOARD MY ACCOUNT ▾

**DASHBOARD**

Welcome Sharlene,

You have not registered a credit card **ADD CREDIT CARD**

Current Wallet Balance \$0.00

**Permits** **PURCHASE NOW**

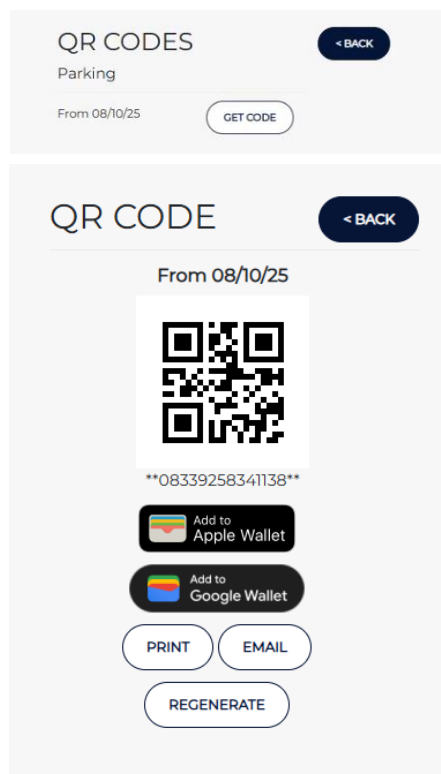
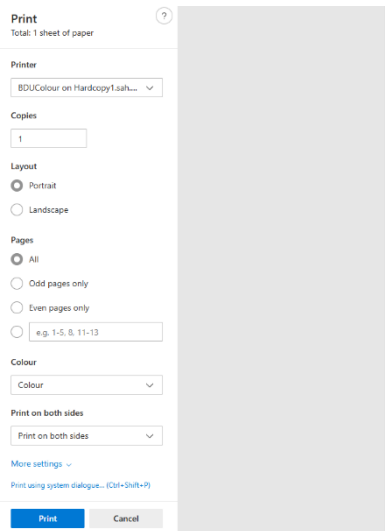
**QR Code** **VIEW**

**Manual Top-Up** **ADD**

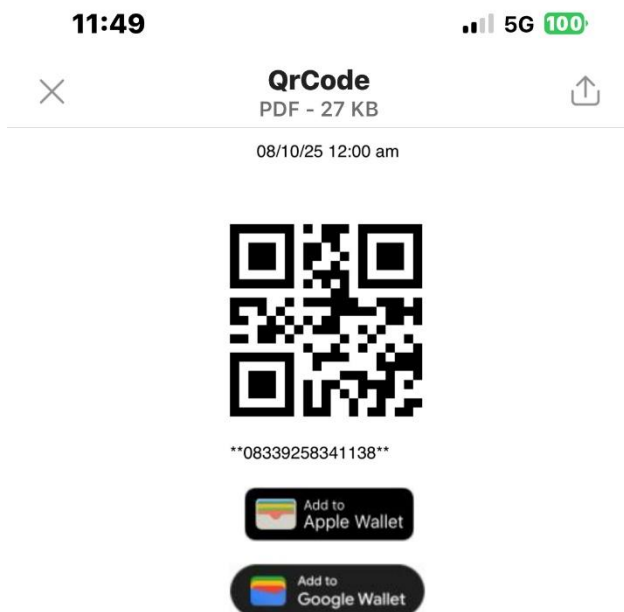
**Auto Top-Up** **MANAGE**

- **Select View in the QR Code box.** You do not need to use any of the other boxes at this time. In future, you can add your vehicles under the My Account feature in preparation for LPR technology but for now you just need your unique QR code.

- **Select Get Code** on this screen, and your unique QR code will be displayed as shown as below.
- You now have option to print your QR code or add it to your digital wallet.
- If you select **Print** your QR code will appear as below.

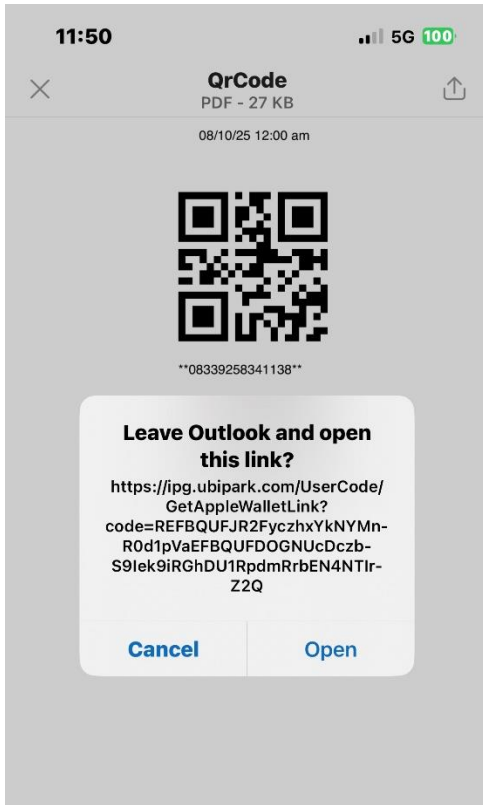


- You can print and then fold or cut your page to a suitable size to use from your car. Do not attempt to alter or increase the size of the QR code – this size is set as ideal for the QR code scanners.
- If you do not have access to a printer, SAH and/or Wilson Parking will be able to assist. Contact [enquiries@sah.org.au](mailto:enquiries@sah.org.au) for more information if you require assistance.
- To add the QR code to a digital wallet you may need to forward this code to another email address to enable access on your phone. Select **Email** under the code and you will see this option pop up on screen.



- Enter your email address and click **OK**
- Open the email in the relevant email application on your phone and then open the PDF attachment.
- You will see the screen on the right. Select the relevant option to add to your digital wallet.

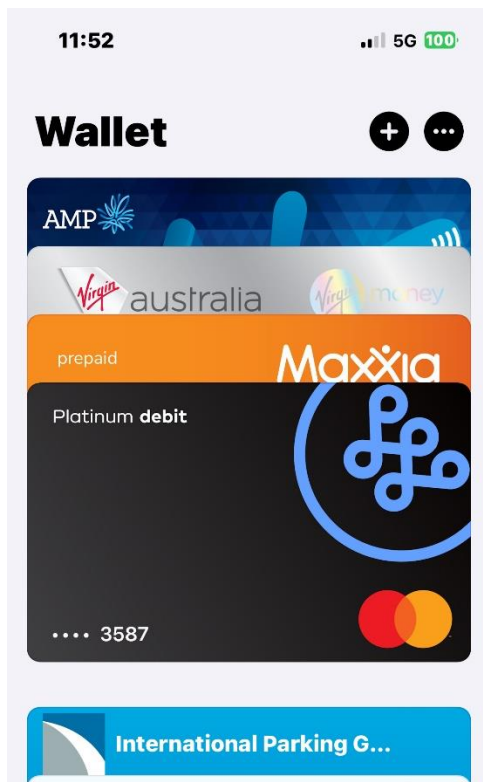
- You will then see the following message:



- Tap **Open** and you will be taken to this screen:



- This link will then close. Navigate to your Wallet on your phone and you will see the QR code now appears.



- Select the QR code in your wallet and it will appear as shown below.



**You are now ready to begin using your QR code to access the carpark instead of swiping your Staff ID card.**

### **Using the QR Code on your phone**

- Best practice when using your QR code on your phone via your digital wallet:
  - Have the QR code open before you arrive at the boom gate
  - Make sure your screen brightness is at a reasonable level
  - Hold your phone 10-15cm from the scanner, and hold it still
  - There will be a 3 second delay before the boom gate opens
- Under NSW road rules, mobile phones are allowed to be held and used without turning a car off when being used to scan a barcode / QR code to gain access to a car park or another road. This means that staff will not be breaking road rules when using phones to enter and exit the carpark.
- However, you must ensure your phone is stored in a hands-free device or not touched and you observe the road rules once you exit the hospital campus at the lights.

### **Using a printed QR code**

- If you print the QR code, print to the scale provided – don't enlarge or shrink it.
  - Do not swipe the QR code where you used to swipe your staff ID card
  - Do not put the QR code in a plastic sleeve; reflection of the plastic may affect how easily the code is able to be scanned
  - Hold the printed QR code 10-15cm from the scanner, and hold it still
  - There will be a 3 second delay before the boom gate opens

### **New QR Code Scanner:**



If you experience technical issues at the gate when scanning, please push the Intercom button in the first instance.

If you have any issues with accessing your account, getting or using your QR code, email [san.hospital@wilsonparking.com.au](mailto:san.hospital@wilsonparking.com.au)