



# Parking Reservation User Manual

**WAYLEADR**

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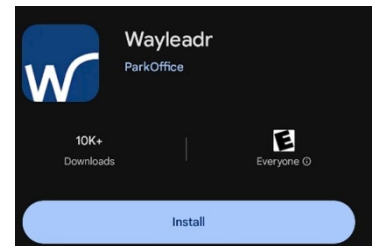
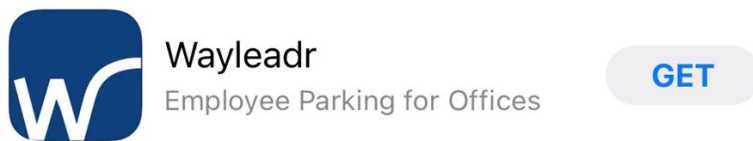
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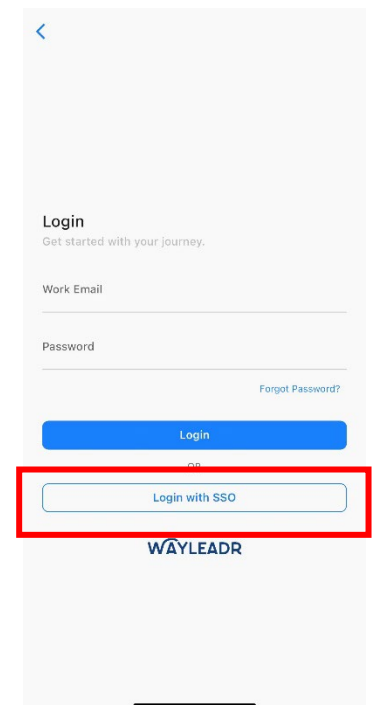
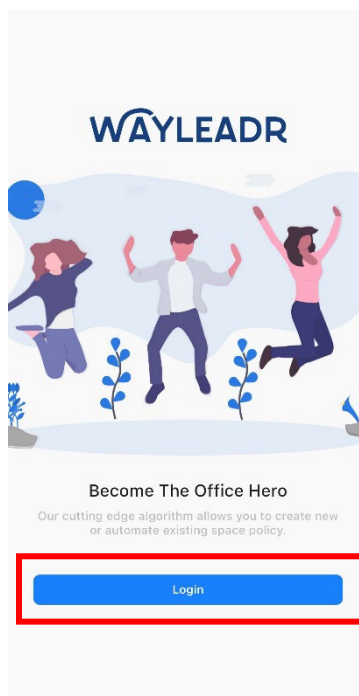
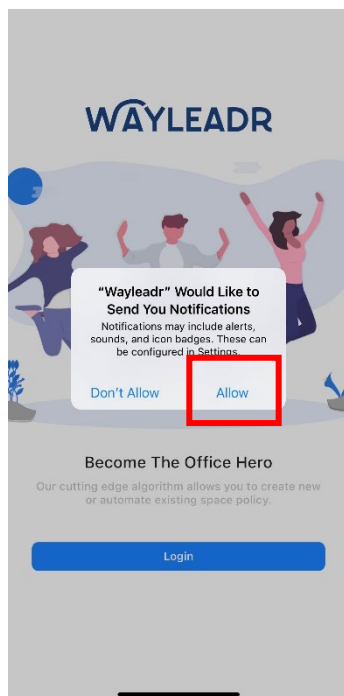
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## Mobile Application Account Setup

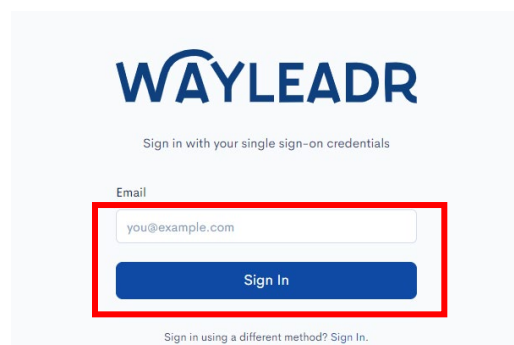
1. Download Wayleadr in the [App Store](#) or [Google Play Store](#).



2. Once downloaded, open the app, **allow** it to send you notifications, and select **Login**. On the following screen, select **Login with SSO**.



3. You will be directed to your browser, where you will be prompted to enter an email. Enter your **state-issued email address** in the email field and select **Sign In**.
  - a. Note: **Courts & Legislature** should login with <IAMusername>@wisconsin.gov & IAM username.



4. You will be redirected to the State of Wisconsin Microsoft Login and asked to **enter your state-issued email address and password**. Wayleadr will use SSO to create your user account.

The first screenshot shows the 'Sign in' page with the email field 'first.last@wisconsin.gov' and the 'Next' button highlighted. The second screenshot shows the 'Enter password' page with the password field and the 'Sign in' button highlighted. The third screenshot shows a confirmation screen with the text 'Trying to sign you in'.

5. You will be asked if you would like to open the page in Wayleadr and select **open**.

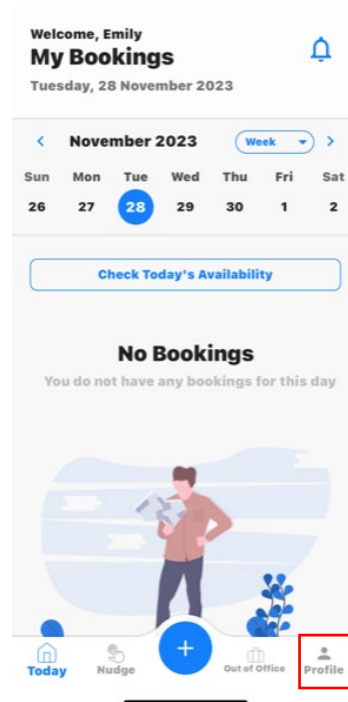
The screenshot shows a mobile app interface. At the top, it says 'Authentication complete'. Below that, there is a 'Our website uses cookies' notice. At the bottom, there is a dialog box asking 'Open this page in "Wayleadr"?' with 'Cancel' and 'Open' buttons. The 'Open' button is highlighted.

6. Once you are logged in you will be presented with the following screen. Your account is now created, and you can use SSO to log in to Wayleadr via the web or app going forward.

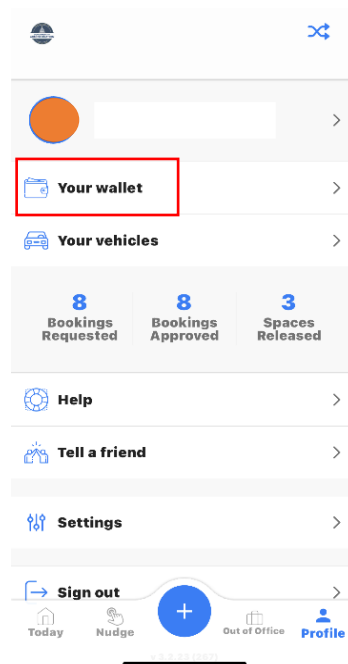
The screenshot shows the 'My Bookings' screen in the Wayleadr app. The screen displays the date 'Wednesday, 29 November 2023' and a calendar for November 2023. Below the calendar, there is a 'Check Today's Availability' button. The main content area states 'No Bookings' and 'You do not have any bookings for this day'. At the bottom, there is a navigation bar with icons for 'Today', 'Nudge', a central '+' button, 'Call or Office', and 'Profile'.

## How to Add Funds to Your Mobile Wayleadr Wallet

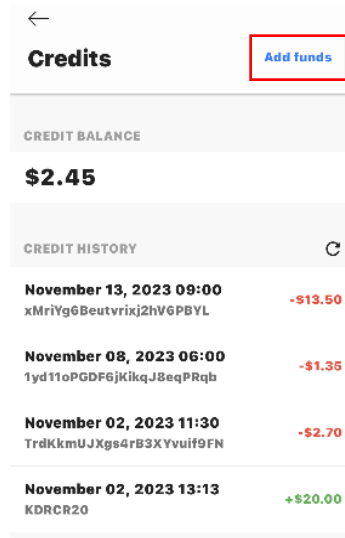
1. After downloading Wayleadr via the App or Google Play Store and logging into the application using SSO you will be presented with the My Bookings screen. Select the **profile** button at the bottom right of the screen.



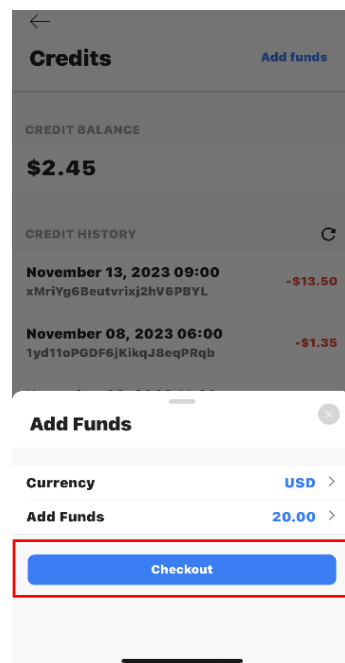
2. On the profile screen, select **Your Wallet**.



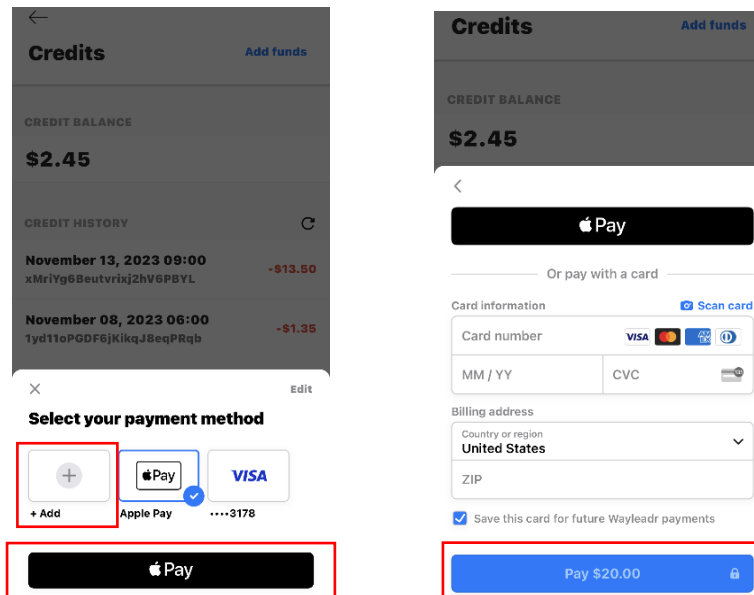
3. On the Credit screen, you can see all your wallet transactions and your current balance. Select **Add funds**.



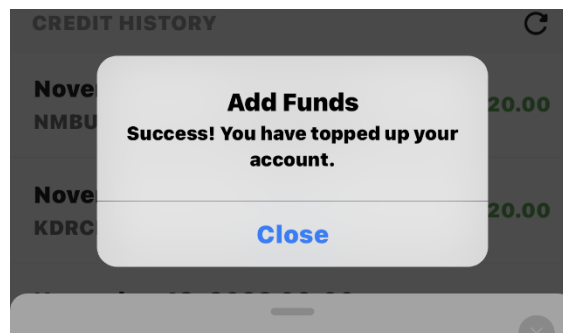
4. Add funds options will show up at the bottom of your screen. Your currency should default to USD. Edit the amount of **funds** you wish to add (\$20 minimum) and select **Checkout**.



5. On the next popup you will **select your payment method**. If you already have a card setup you can select it and select **Pay**.
- If you need to add a card to your wallet, select **Add**.
  - Enter your card and billing information. Select **Pay**.

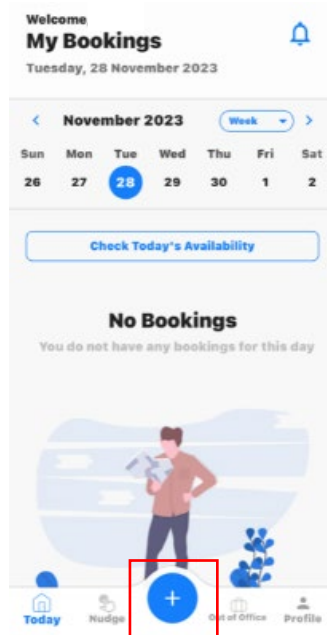


6. You will receive a Success! message and the funds will now show in Your Wallet.

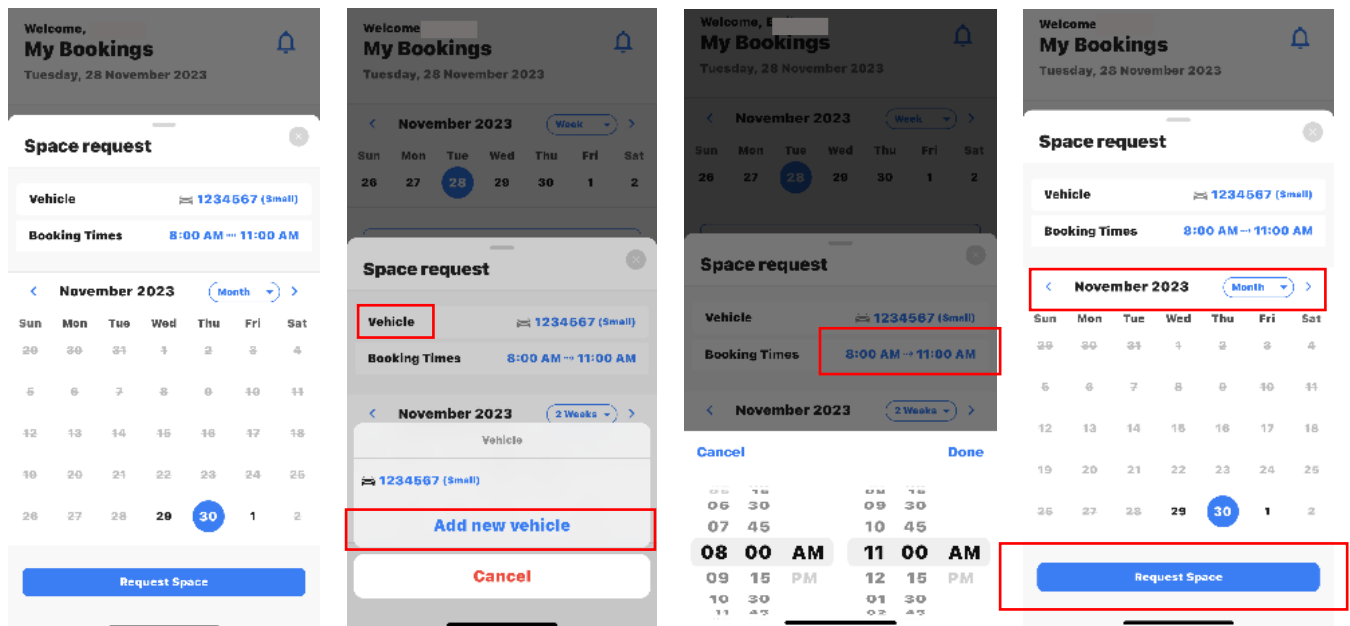


## Reserving a Space for the Future via Mobile Application

1. On the My Booking screen, select the “+” sign in the middle of the bottom of the screen.

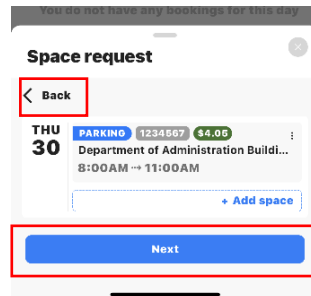


2. You will be presented with the Space Request popup. Here you can edit your **vehicle** information (or add a new vehicle if necessary) and edit your **booking time** and **date** by selecting each option. Once all your preferences have been entered, select **Request Space**.

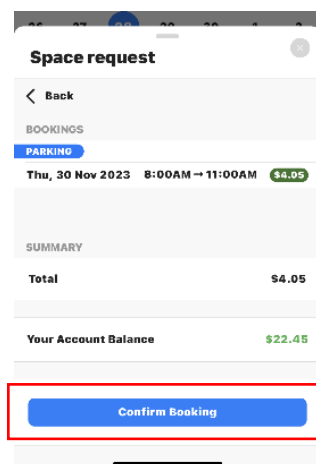




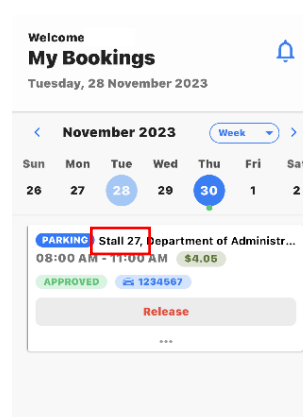
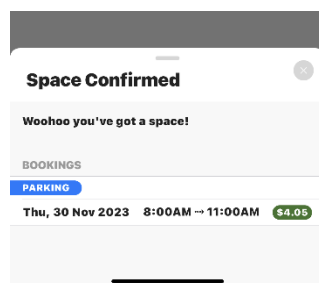
3. The next screen will show your booking request. Your zone (building) will be listed here (*shown as Department of Administration Building in example below*). Be sure to click on this card to modify the zone to your building. Look over the details to confirm everything is correct. If it's not, select the **Back** button or click on the card to edit details. If it is correct, select **Next**. *The Administration, Tommy G. Thompson, GEF 1 and Risser buildings all require badge access to enter. Be sure you have badge access to the building before you make your Wayleadr reservation. Users will not be given access to buildings other than their assigned headquarters.*



4. The following screen will show all booking details including the total for the time requested and your account balance. If you have sufficient funds, select **Confirm Booking**. *If you do not have sufficient funds in your wallet, you will be presented with an error message and you will need to add funds.*

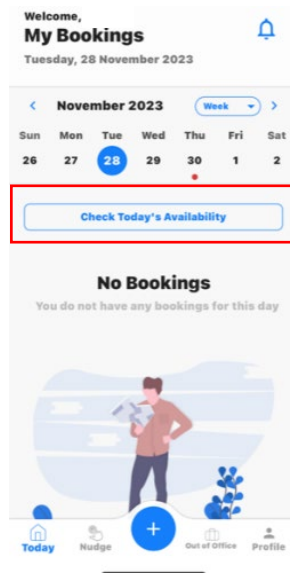


5. You will receive a **Space Confirmed** message and your booking, along with the **assigned stall number**, will show up on your My Bookings screen.

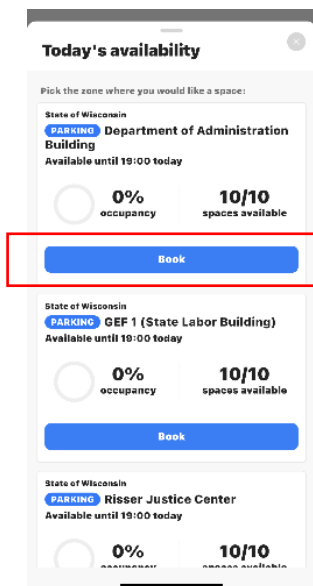


## Booking a Space for Today via Mobile Application

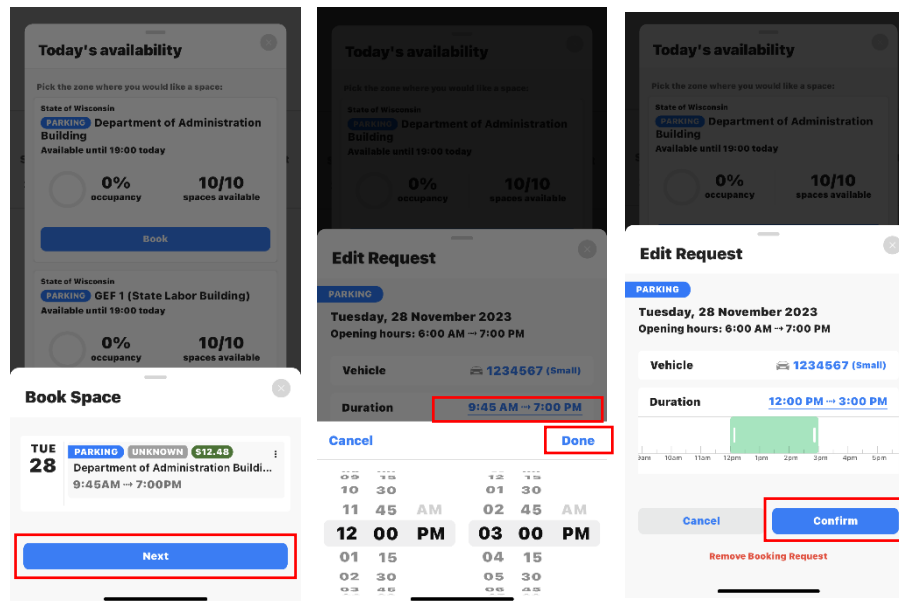
1. On the My Booking screen, ensure that today's date is selected. Select **Check Today's Availability**.



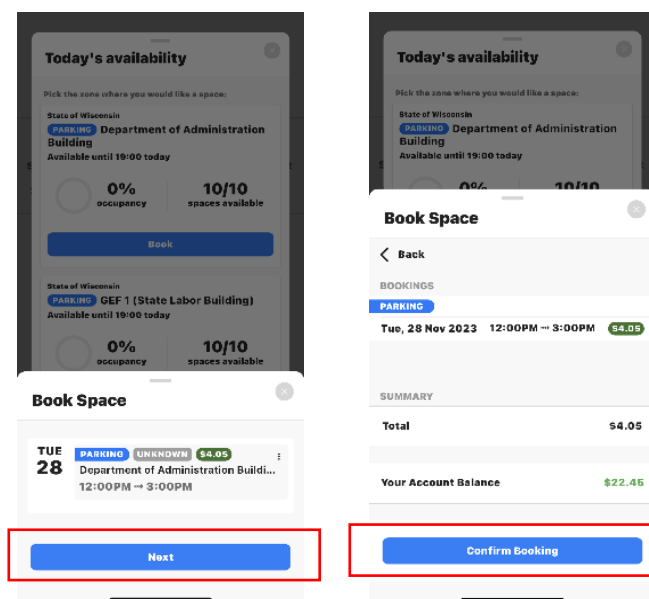
2. You will be presented with a popup that will show you the current occupancy and availability at your building. If there is availability, you may select **Book**.



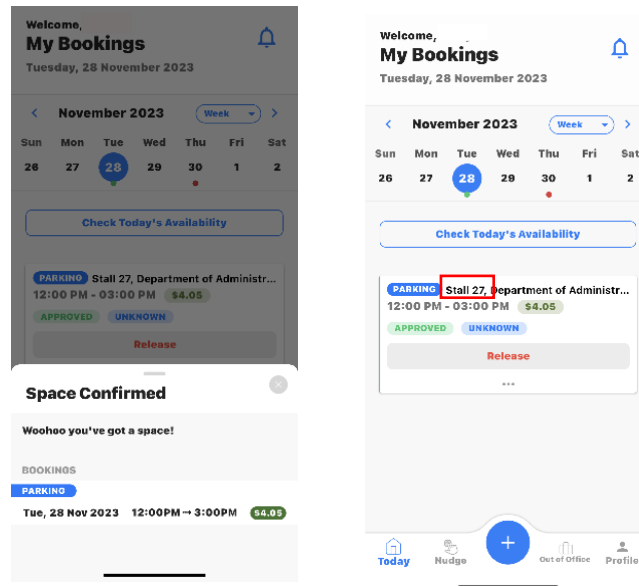
3. The next screen will show your booking request. Note that it will automatically book your space from the current time to the end of the day. To **edit the time of your booking select the time shown** and you will be able to edit the timeframe. Once your times are selected select **Done**. Review the details of your request and if everything is correct, select **Confirm**.



4. The details of your booking will be shown again in the summary. If all is correct, select **Next**. Your booking will be shown again along with the total cost and your account balance. If you have sufficient funds, you may select **Confirm Booking**. *If you have insufficient funds, you will be presented with an error message and you will need to add funds.*

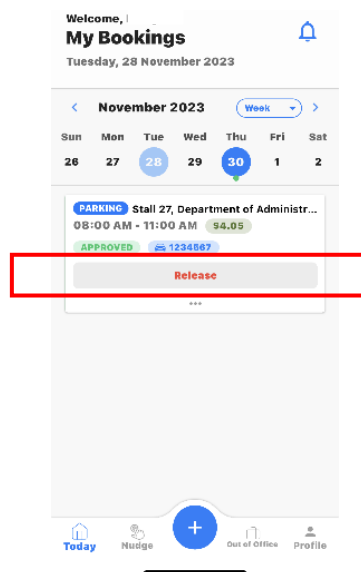


5. You will be presented with a Space Confirmed message and the reservation with the assigned stall number will show up on the My Bookings page.

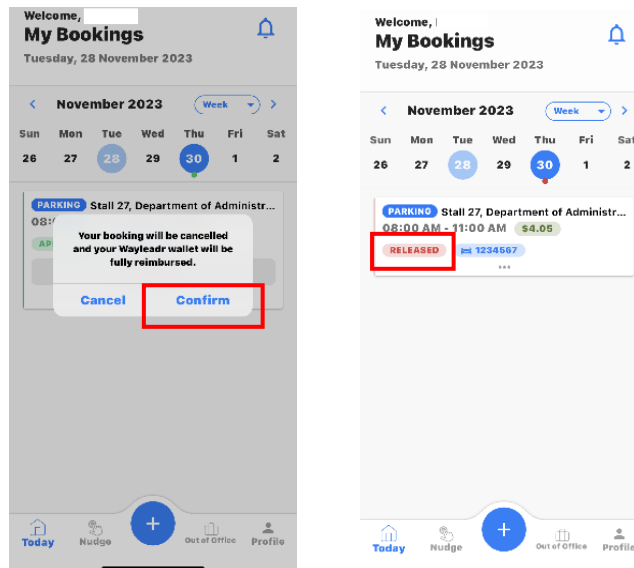


## How to Release a Booking via Mobile Application

1. All your past, future, and present reservations are shown on the **My Bookings** page. Navigate to the booking you wish to release and select **Release**.

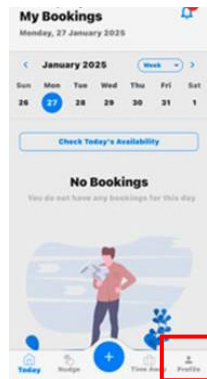


2. You will be presented with a message stating that your booking will be canceled and your Wayleadr wallet will be fully reimbursed. If you wish to proceed with the cancellation, select **Confirm**. The booking is immediately released and will be shown as such on your My Bookings screen.

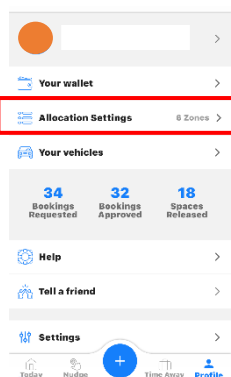


# How to Update your Allocated Zone via Mobile Application

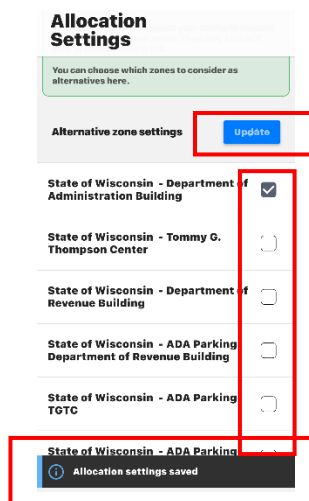
1. Open the Wayleadr app and navigate to **Profile**.



2. Select **Allocation Settings**.

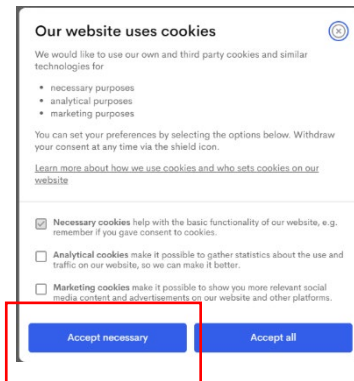


3. **De-select** any zones that are not applicable to you.
  - a. Most users only need to access 1 zone.
  - b. You should only use Wayleadr at your assigned headquarters and/or your Agency Headquarters.
4. Select **Update**
  - a. Your preferences will be saved, and you will receive a success message at the bottom of your screen

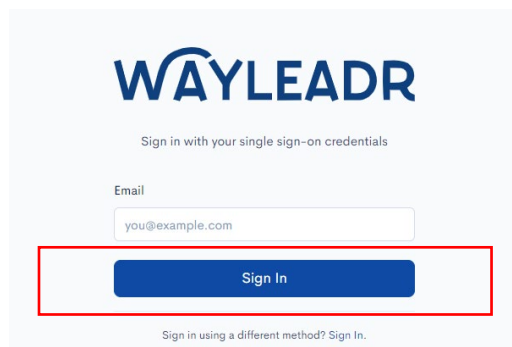


## Web Version Account Setup

1. To login using Single Sign-On (SSO), follow this [link](https://app.wayleadr.com/users/sign_in_sso) or type the following into your browser:  
[https://app.wayleadr.com/users/sign\\_in\\_sso](https://app.wayleadr.com/users/sign_in_sso)
  - a. A prompt regarding cookies will appear, select **Accept Necessary**.



2. Enter your **state-issued email address** in the email field and select **Sign In**
  - a. Note: Courts & Legislature should login with <IAMusername>@wisconsin.gov & IAM username.

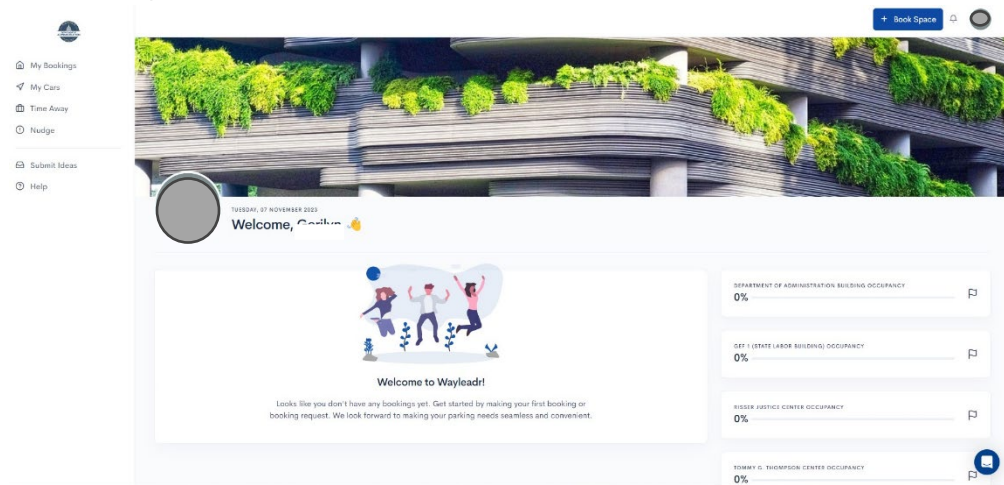


3. Wayleadr will use SSO to create your user account.



- Once you are logged in you will be presented with the following screen. Your account is now created, and you can use SSO to log in to Wayleadr via the web or app going forward.

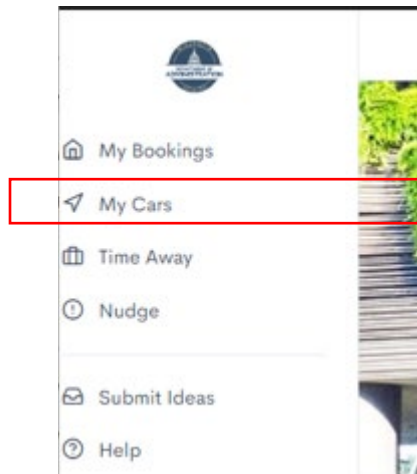
*The first time you log in, you will be presented with a Wayleadr tour. Feel free to select next and follow the quick tour to get a feel for the layout of the website.*





## How to Add Funds to Your Web Version Wayleadr Wallet

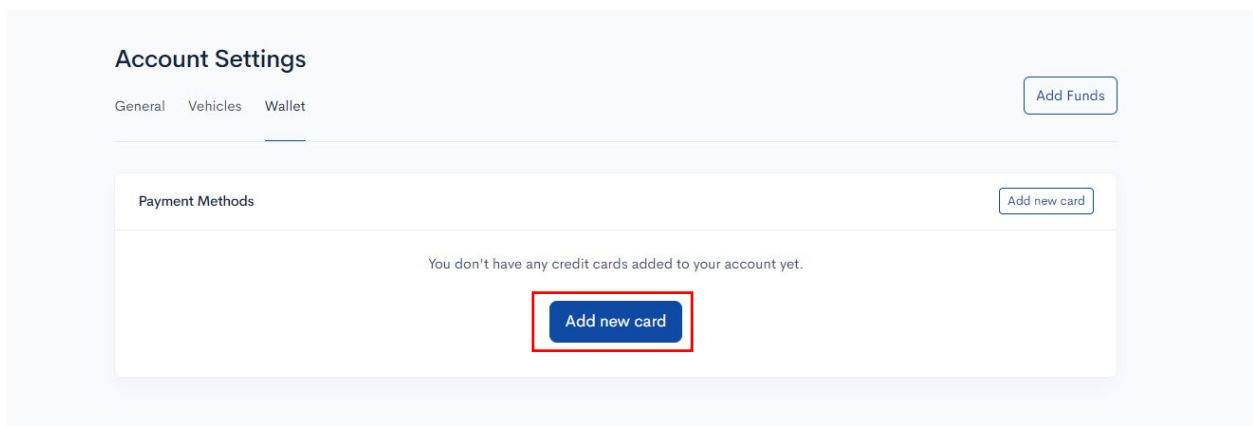
1. After logging in to Wayleadr, navigate to the **My Cars** option on the left side of your screen.



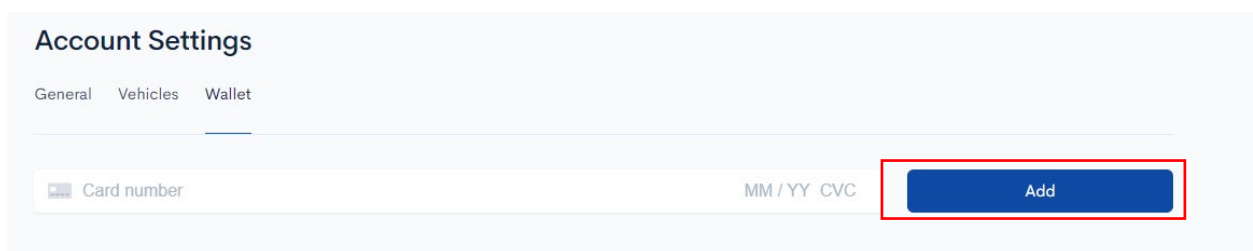
2. Under **Account Settings** select **Wallet**.



3. If this is your **first time** uploading funds to Wayleadr, you will need to add a new card. Select **Add new card**.



- a. Enter your **card number** and select **Add**.



- b. You will be routed back to the Wallet page, where a **Card was Added Successfully** banner should appear at the top of your screen. Here you can add funds immediately by selecting the **currency** (USD \$), **Amount**, and **Payment Method**.
- a. *Note that you must upload a minimum of \$20.00. If a user leaves state employment, any funds remaining in their wallet will be refunded to the original point of payment.*

Card was added successfully.

### Account Settings

General Vehicles Wallet

Currency

USD (\$)

Amount

Choose Custom Amount

Payment Method

..... 3178

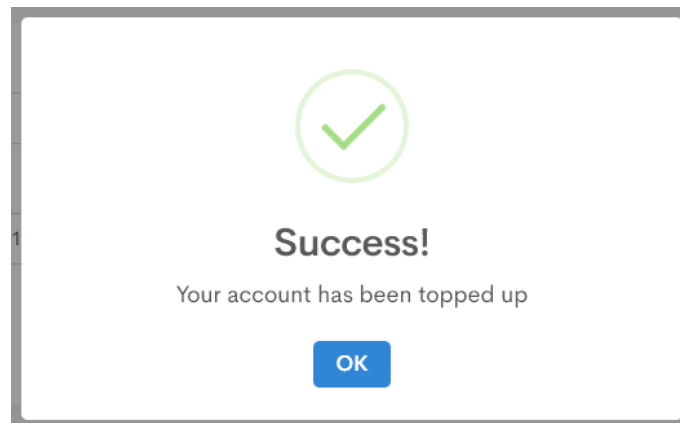
Custom Amount

5.00

[Add new card](#)

**Add Funds**

- c. Select **Add Funds** and you should be presented with a **Success!** message.



4. If you already have a card saved to your wallet, you may add funds by selecting the **Add Funds** option under **Account Settings/Wallet**.

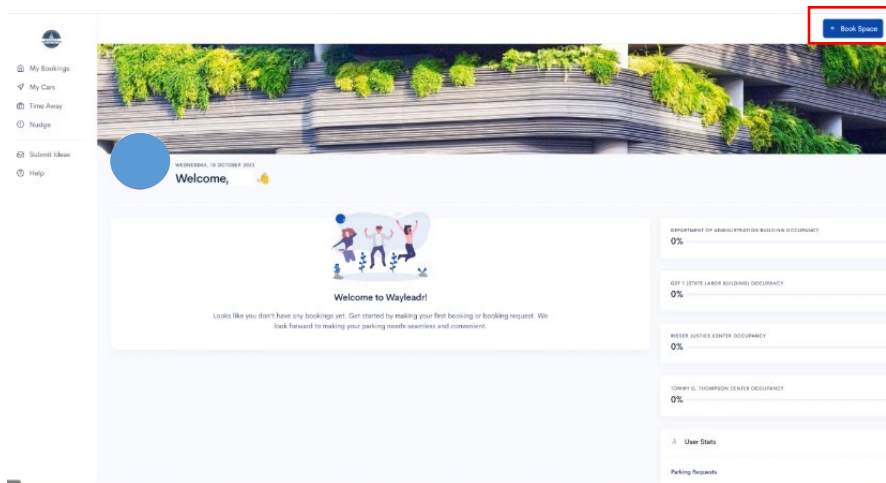
### Account Settings

General Vehicles Wallet

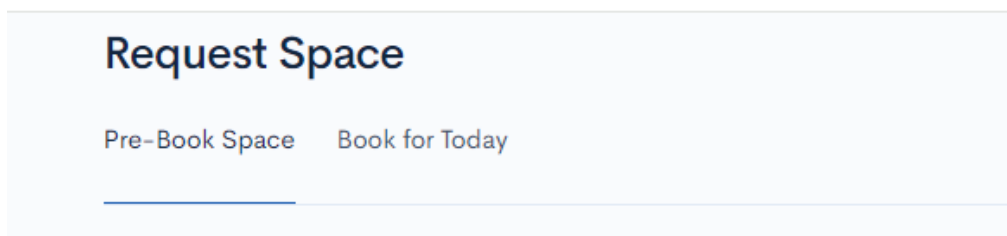
**Add Funds**

## Reserving a Space for the Future Web Version

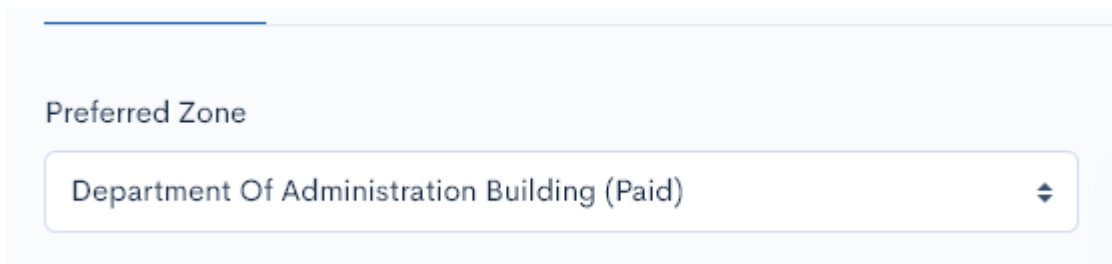
1. Select **+ Book Space** in the top right corner of your home screen.



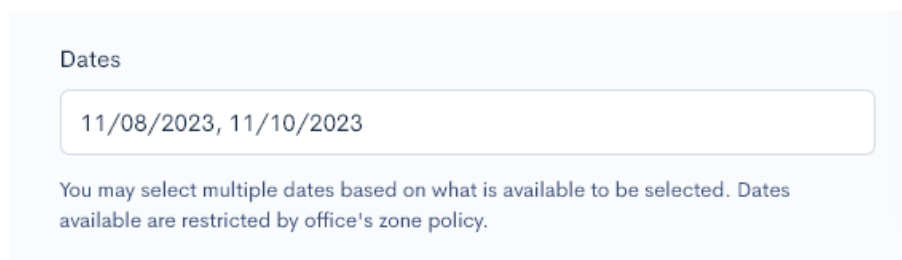
2. You will automatically be under the **Pre-Book Space** option.



3. Select your headquarters as your **Preferred Zone**.
  - a. Note that users will not be given access to facilities other than their assigned headquarters.



4. Select the **date** you wish to park.
  - a. Reservations may be made up to 2 weeks in advance.
  - b. Multiple dates may be selected if you wish to make multiple reservations at once.



5. Select a **start time** and **end time** for your reservation.

- a. Note: times in the app are listed as military time.
- b. Stalls are reservable between the hours of 6:00 AM (0600) and 7:00 PM (1900).
- c. The rate is \$1.35 per hour at the Administration Building
- d. The rate is \$1.50 per hour at the Tommy G. Thompson Center.

Start Time

End Time

06:00

07:00

6. Set up your **vehicle information**. This information is saved to your user profile and helps DOA patrol the reservable stalls as well as analyze the parker's needs. After the user adds this information once, it will automatically populate when the user makes future reservations. Users can also add a new vehicle at any time when booking a reservation.
  - a. Enter the **vehicle plate** number.
  - b. Enter the **fuel source**.
  - c. Enter the **commute** option.

Vehicle Plate

Add A New Vehicle

Vehicle Plate

Fuel source

123456

Unknown

Commute Option

Car

7. If the time and date(s) you have requested are available, that will be indicated by a dollar amount being shown next to your requested date(s), above the Book Space button. This amount will be charged to your Wayleadr wallet once you select **Book Space**. If there is no space available, an unavailable message will appear, and if you already have an existing conflicting reservation, that will be indicated by a message saying you already have a request at that time.

10th Nov	\$1.35
8th Nov	\$1.35
<b>Total</b>	<b>\$2.70</b>


8. If your booking is available, select **Book Space**.

10th Nov	\$1.35
8th Nov	\$1.35
<b>Total</b>	<b>\$2.70</b>


Discover the benefits of using Wayleadr to guarantee your space. If your booking requests are not approved, your credits will be refunded to your Wayleadr account.



[Book Space](#)

- Your request should be automatically **approved**, and you will be routed back to the Home or My Bookings screen. Your new reservation(s) **along with their associated stall numbers** will appear on this screen. Ensure you park only in the stall assigned to you.



THURSDAY, 02 NOVEMBER 2023

Welcome, 

[Add to calendar](#)



10

NOV 2023

06:00 – 07:00


Stall 27, Department

Administration Building, State of Wisconsin

Approved

1234567

\$1.35



(Requested By User)

08

NOV 2023


06:00 – 07:00

Stall 27, Department of Administration Building, State of Wisconsin

Approved

1234567

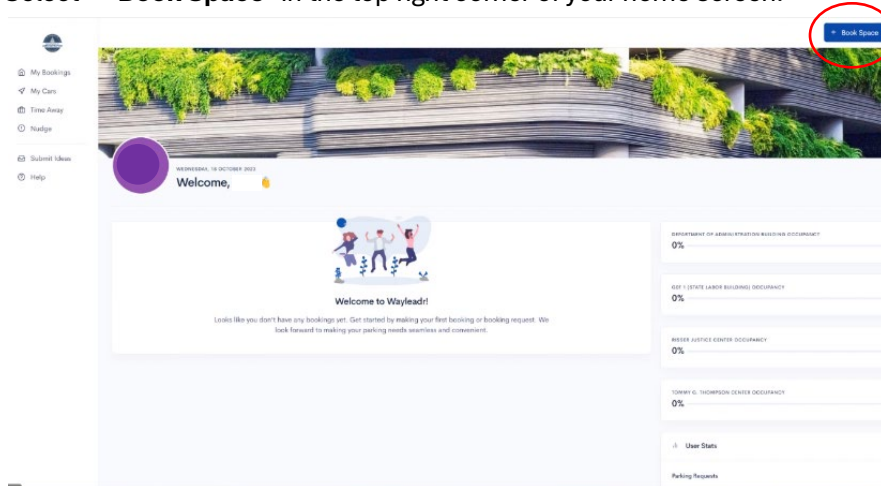
\$1.35



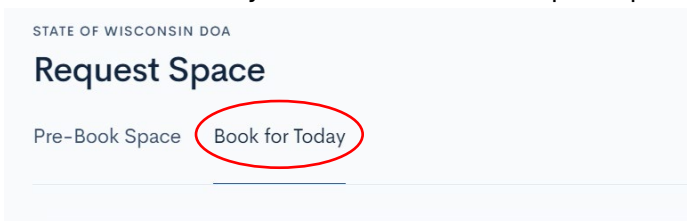
1 (Requested By User)

# Booking a Space for Today Web Version

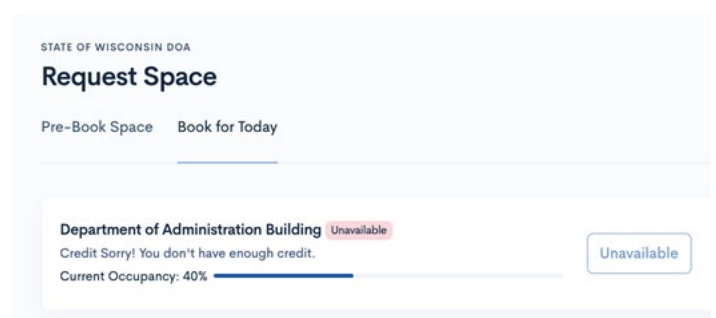
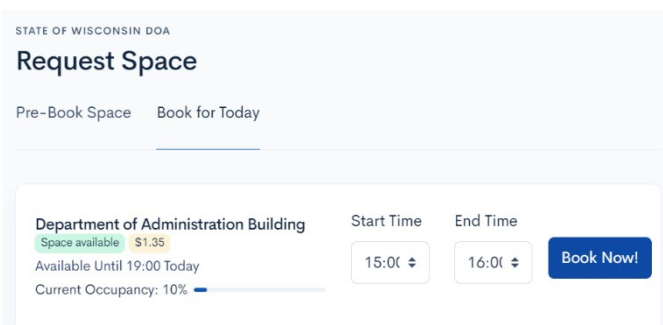
1. Select “+ Book Space” in the top right corner of your home screen.



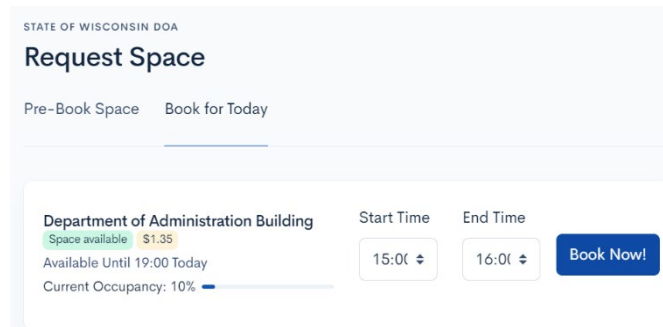
2. You will automatically be under the Pre-Book Space option. Select **Book for Today**.



3. Navigate to your building.
  - a. If a space is available that will be indicated by a green **Space Available** message under the name of the location.
  - b. If there are no spaces available at the location, that will be indicated by a red **Unavailable** message.
  - c. If you lack the funds necessary to reserve a space, you will see a message regarding a **Credit shortage**.



4. If there is a space available, select a **Start Time** and **End Time** for your same-day reservation. Your fee should update according to the timeframe you have selected. Select **Book Now!**



STATE OF WISCONSIN DOA

### Request Space

Pre-Book Space   **Book for Today**

**Department of Administration Building**

Space available   \$1.35

Available Until 19:00 Today

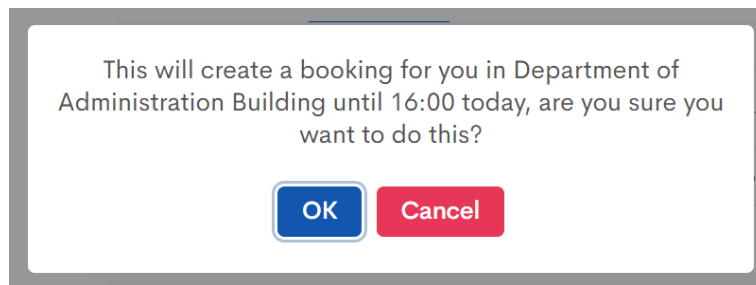
Current Occupancy: 10%

Start Time   End Time

15:00   16:00

**Book Now!**


5. A confirmation message will pop up, showing the details of your requested reservation. If everything looks correct, select **OK**.



This will create a booking for you in Department of Administration Building until 16:00 today, are you sure you want to do this?

**OK**   **Cancel**

6. You will be routed back to the **My Bookings** page where the details of your reservation, including stall number, will be shown.



MONDAY, 18 MARCH 2024

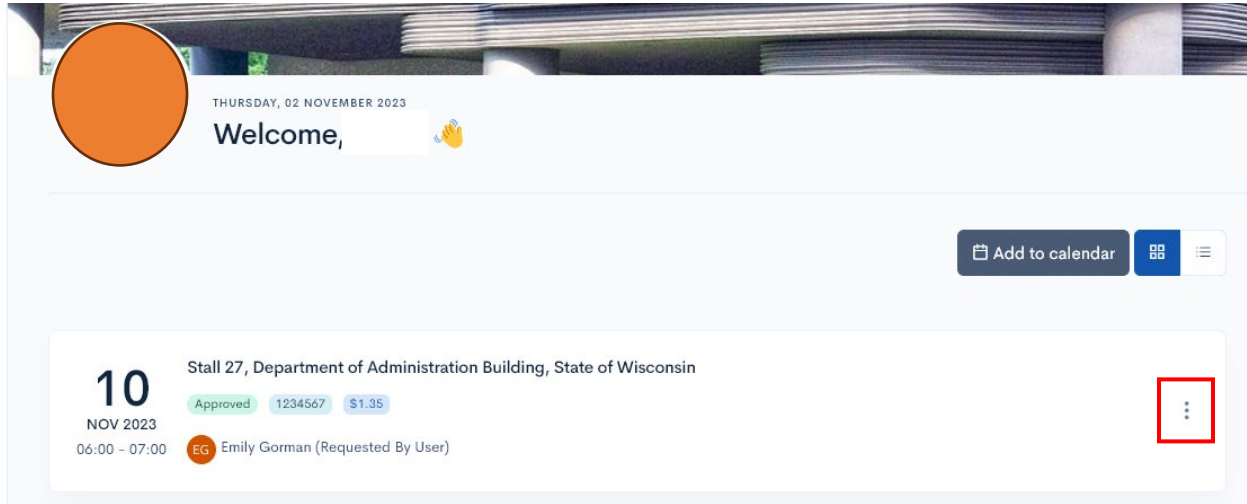
Welcome, [User Name]

**Add to calendar**

DATE	ZONE	STATUS	VEHICLE PLATE	BOOKING COST	NAME	BOOK TYPE
18 MAR 2024	Stall 28, Department of Administration Building, State of Wisconsin	Approved	UNKNOWN	\$1.35	[User Name]	Inst

## How to Release a Booking Web Version

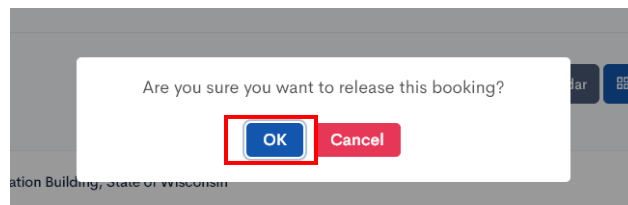
1. All your past, future, and present reservations are shown on the **My Bookings** page. Navigate to the booking you wish to release and select the **More Menu (3 dots)** to the right of the booking.



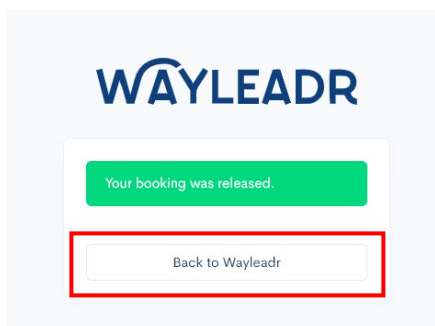
2. Select **Cancel & Refund**.



3. A prompt asking if you are sure that you want to release the booking will be presented. Select **OK**.



4. You should be presented with a successful release message, and you can navigate back to Wayleadr where your booking will still be shown but will be listed as **Cancelled**. The funds will be returned to your wallet.



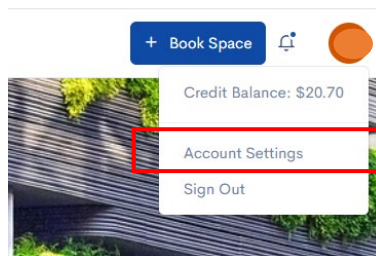


## How to Update your Allocated Zone Web Version

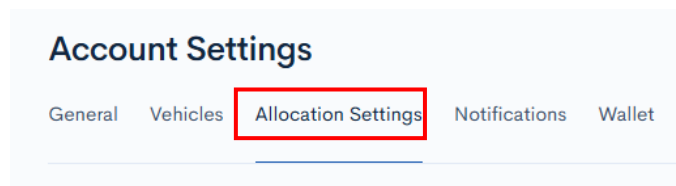
1. On the Wayleadr home page, **select your initials** in the upper right corner.



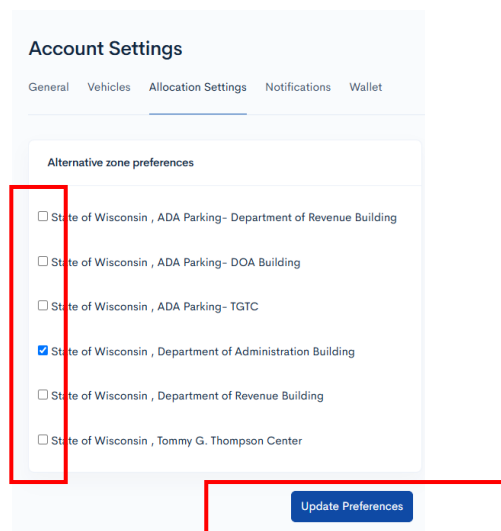
2. Select **Account Settings**.



3. Select **Allocation Settings**.



4. **De-select** any zones that are not applicable to you.
  - a. Most users only need to access 1 zone.
  - b. You should only use Wayleadr at your assigned headquarters and/or your Agency Headquarters.
5. Select **Update Preferences**.
  - a. Your preferences will be saved, and you will receive a success message at the bottom of your screen.



**1. Will Wayleadr do away with the current parking waitlist?**

- a. No. The Wayleadr application is only for daily/hourly parking. Regular parking/ stall share subscriptions will still be available for those working in the office 1 day or more per week, and waitlists will remain unaffected.

**2. Will we be able to use our pre-tax parking accounts? Is Wayleadr going to be an approved vendor that won't require additional documentation when using pre-tax money from a parking account?**

- a. Yes. The employee will need to be able to provide proof of payment/receipt to Optum for the expense.

**3. Is your wallet charged to your card when you make the reservation, or do you have to place money in the account beforehand?**

- a. The application requires the use of a "wallet" which the user would preload with funds (\$20 minimum) for use within the app. You can check stall availability before uploading funds to your wallet. When an employee leaves DOA, any funds remaining in their wallet will be refunded to the original point of payment.

**4. Will there be a handicap stall with space for a vehicle with a lift?**

- a. No, none of the daily/hourly stalls are designated as handicap accessible.

**5. Does the app have waitlist capability?**

- a. No.

**6. Are advance reservations needed, or can I book on the day I need the stall?**

- a. You can instantly book a stall by clicking on "Check Today's Availability" in the mobile app or on the web. If a stall is available, click on "Book", edit the time frame, and confirm your booking.
- b. Hourly same-day reservations are currently not supported by the Web version of Wayleadr. If a user makes a same-day reservation via the web, they will automatically be booked from the time of booking to the end of the day (19:00 or 7 PM) and be charged for that entire time. Users are strongly advised to exclusively use the mobile app to make same-day reservations.

**7. How far out in advance can I book a stall?**

- a. You can book up to two weeks in advance.

**8. When do I receive confirmation of my stall?**

- a. Booking is instant. You will only be able to complete a booking if a stall is available. Confirmation is received immediately.

**9. Can I reserve the same stall each time?**

- a. The system will assign a stall at random each time you book.

**10. What is the hourly rate?**

- a. The hourly rate is \$1.35 at the Administration Building.
- b. The hourly rate is \$1.50 at the Tommy G. Thompson Center.

**11. I reserved a stall but when I got there it was occupied. What do I do?**

- a. There is a “nudge” function in the application that you can use to notify someone who is in your spot. This will notify the violating parker and DOA Parking Management and will reassign you to an available stall. If no stall is available, contact DOA Parking Management to be relocated for your reserved time. The spaces will be patrolled and monitored daily. People without reservations or in the wrong stall are subject to citation.

**12. How can I tell if the lot is full?**

- a. The application will indicate if there are no stalls available.

**13. Can I cancel my reservation?**

- a. You may cancel your reservation up to 30 minutes before your booking starts. The full amount will be refunded to your Wayleadr wallet.

**14. Can I park at a building that is not my headquarters?**

- a. Users will not be given access to buildings other than their assigned headquarters.

**15. I am experiencing technical issues with the website or application, who can I contact?**

- a. Wayleadr offers 24/7 Customer Service
  - i. Mobile: On the profile tab, select Help.
  - ii. Web: Select Help at the bottom of the menu on the left side of the screen.

**16. I have other questions that are not answered here, who can I contact?**

- a. DOA Parking Management, [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov), 608-264-9507.