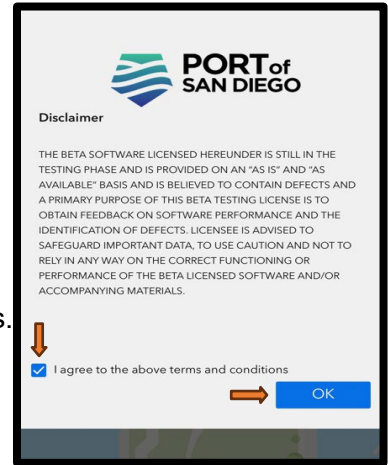# Commercial Vending Checking-in/out Instructions

1) Go to the Settings of your mobile device and turn "on" the Location Services option.

2) Activate the "Allow Location Access While Using the App" option on your mobile device.

3) Go to *Survey123 field link*: https://bit.ly/3FHsOrp , read the disclaimer on the homepage, and agree to the terms and conditions.

4) Scroll to locate your assigned Allotted Space on the map. Once you find your assigned Allotted Space, tap on the Allotted Space until it turns blue.

5) Tap on the Access Form button.
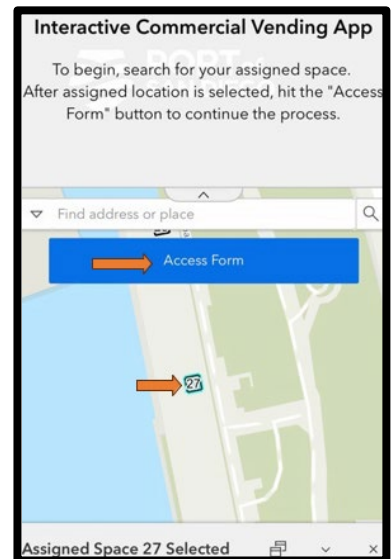
6) Answer the questions accordingly, then verify your location is accurate on the map, and tap the OK button

    .
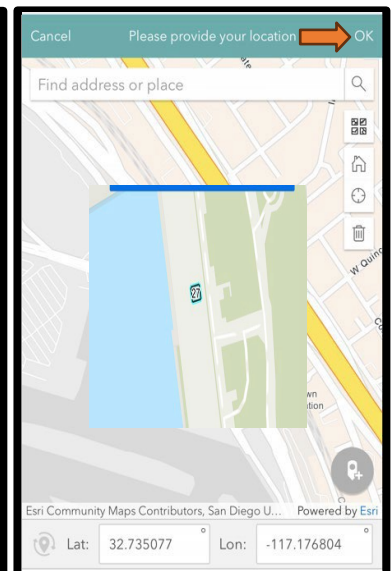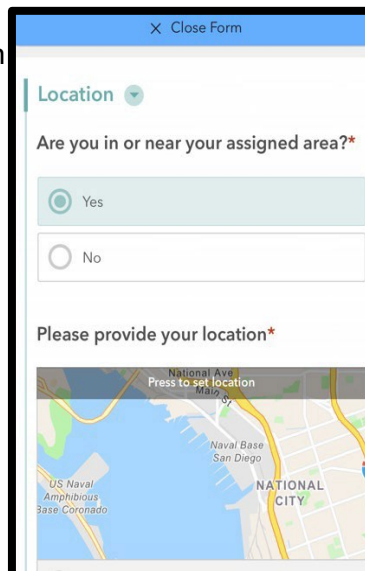
7) Enter Access Code
8) Make sure you see your assigned Allotted Space number on the screen, then enter your unique Validation Code and tap the Submit button.
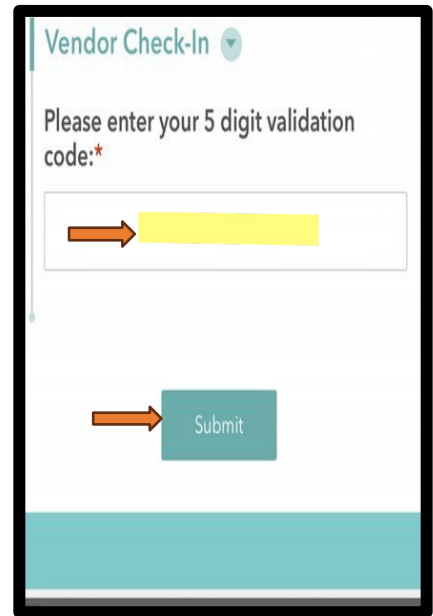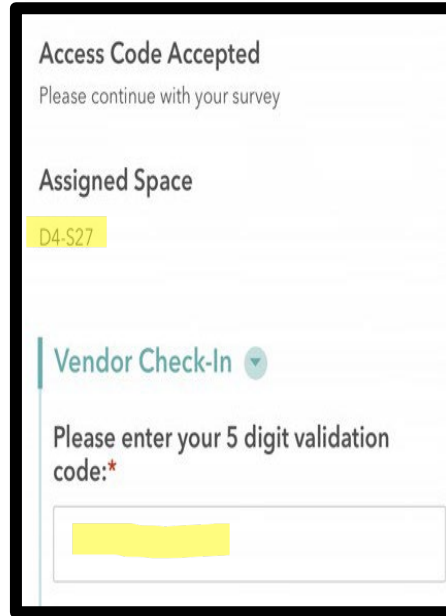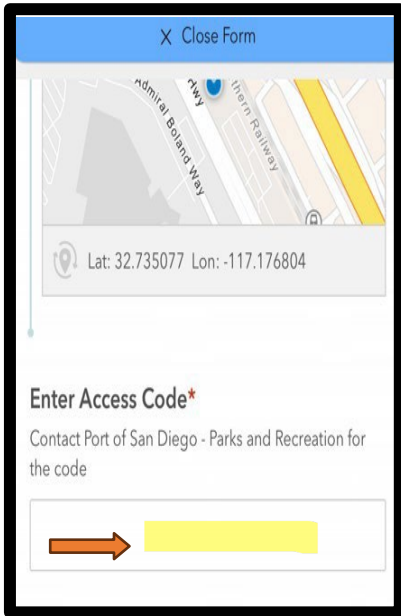

9) Next, your contact information will appear on screen.

- If you are" **beginning**" your workday
  ➢ Select "**Check-in**"

- If you are "**completing**" your workday
  ➢ Select **"Check-out"**

- Tap the Submit button

NOTE: It is important that you select the correct Space Status

![Port of San Diego Experiences logo]
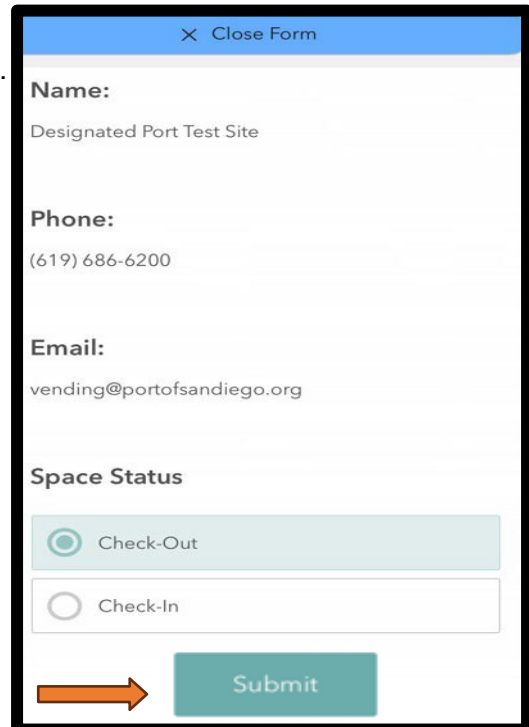
10) You will see the confirmation message below after you have successfully Checked-in/Checked-out. You should also verify you received a confirmation email.
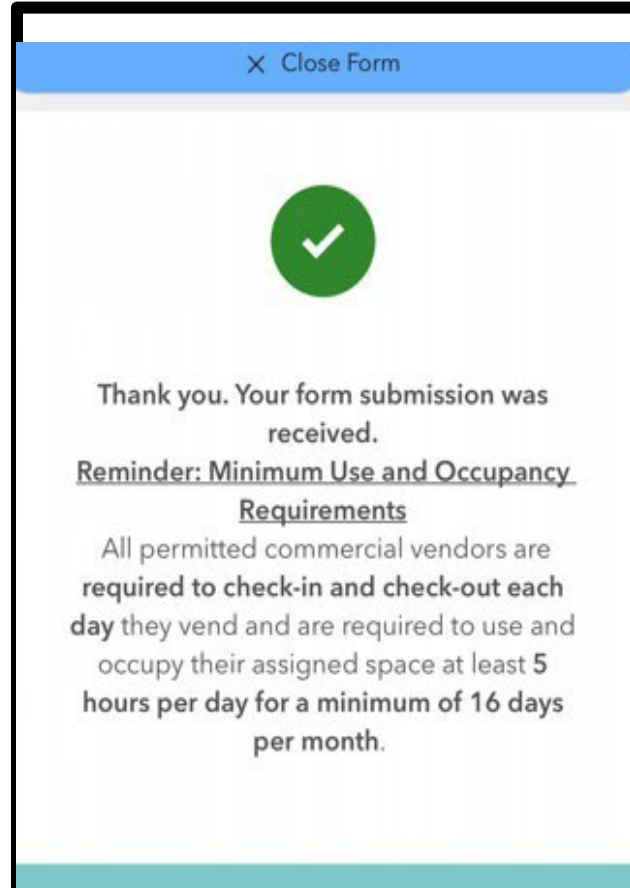
If you have questions or need assistance, contact Parks & Recreation staff at 619.725.6001 or vending@portofsandiego.org. Staff are available Monday-Thursday and every other Friday from 8 a.m. - 5 p.m.