



ParkCOS QuickStart Guide


How to download your ParkCOS Membership Card

Membership cards may be downloaded electronically from your Member Profile.

The Colorado Springs Airport does not supply physical membership cards.

After purchasing or renewing your membership, log into your account on parkcos.clubexpress.com.

- At the top right of the screen, hover over your name and select **Profile**.
- In your **Member Profile** scroll down to **Membership Summary**.
- In **Membership Summary** you'll see this image:

 **Download Membership Card (JPG / PDF)**

- You can select to either download a JPG or PDF version. Click **JPG** or **PDF** at your preference. Your card should automatically download.
 - JPG – can be saved on any mobile device of your choice
 - PDF – can be printed and saved for easy accessibility



Name:

Member #

Joined:

Member Type:

Expires

www.FlyCOS.com





How to utilize your ParkCOS Membership

Long-Term Parking Memberships:

1. Park in the Long-Term parking lot.
2. Upon departing, make sure you leave through a manned booth. The manned booths are to the far left when exiting the lot.
 - a. *Please note that you are not able to utilize your membership via the automated exits.*

You'll need to show the attendant the following:

- Membership Card
- Blue ticket pulled when entering the lot
- Government-issued Identification

Valet Parking Memberships:

1. Park in the Valet drop-off area, which is located on the Departures level. Follow the signage that says, "Valet Drop Off Only."
2. Go inside to the Reimagined Parking booth. This is near the east side ticketing counter.
3. An attendant should be at the counter to check you in.
4. Parking attendants may have to step away from the desk to retrieve a vehicle or assist another guest. If so,
 - a. Never leave your vehicle keys unattended on the counter.
 - b. Call Reimagined Parking at 719-591-1293 for assistance.
5. Upon returning, return to the Reimagined Valet booth to pick up your car and keys.

If you need further assistance or have additional questions, please contact the COS Customer Relations Coordinator, Ivette Rentas.

Ivette Rentas | Customer Relations Coordinator

Phone: 719.550.1913 | Email: ivette.rentas@coloradosprings.gov