

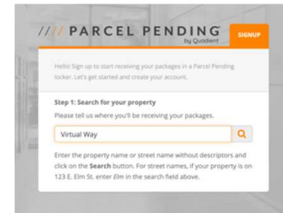


## Registration Guide

**Step 1:** Go to my.parcelpending.com and select “Don’t have an account? Sign up!”



**Step 2:** Enter **Virtual Way** and select the magnifying glass



**Step 3:** Select **Quadreal – Broadway Tech Centre – South** from the drop-down menu

Step 2: Select your property

Quadreal - Broadway Tech Centre - South (Vancouver, BC) ▾

2920 Virtual Way  
Vancouver, BC V5M 4X7

**Step 4:** Enter your contact information: first name, last name, email address, username and password.

Step 3: Enter your contact information

First Name  Last Name

Email

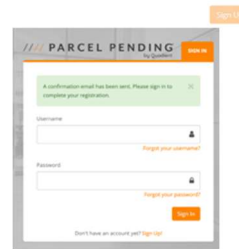
Step 4: Select a username and password for your account

Username

Password  Password Requirements  
 Minimum 7 Characters  
 1 Letter  
 1 Number  
 Not The Username

Confirm Password

**Step 5:** Sign into your account with your new username and password that was set up



**Step 6:** Complete all fields on My Account Information. You will select **Unit 1** from the drop-down menu  
Note: The address will be listed as 2920 Virtual Way

My Account Information

Personal Information  
 Name:    
 Email:   
 Phone:

Contact Information  
 Address:   
 City:   
 State:   
 Zip:

My Property Information  
 Property Address:   
 Unit:

Your Account Details  
 Username:   
 Password:

**Step 7:** Agree to Terms of Use and select **Finish Registration**



When ordering a package online that needs to be delivered to the Parcel Pending Locker System, make sure to add **ATTN: Deliver to Parcel Pending Lockers** in the special delivery notes and on the delivery address