

MAX Parking Manual

November 2022





The Matrix App Exchange for your parking needs

Use the MAX portal to reserve parking spots at the Matrix Innovation Center facilities for yourself and your guest(s).

1. Access the MAX portal

Go to <https://matrixic.bisner.com/>

2. Log in to your account

Use your email address and password.

If you forgot your password, you can reset it via

<https://matrixic.bisner.com/login/forgetpassword>.

No account yet

Ask your office manager to add an account for you in MAX or reach out to the Matrix Coordinator via support@matrixic.nl.

3. Manage your vehicles

Go to your profile via <https://matrixic.bisner.com/account/profile> or by clicking on your avatar in the right top corner and select "My vehicles". Make sure to add your license plate number in order for your vehicle to be recognised. You can add multiple vehicles, if applicable.



4. Reserve a parking spot

Go to “Parking” and select whether you want to make a reservation for yourself or your guest(s). Please note that not all members have the user rights to reserve parking for the guest parking lot.

For yourself

Select the desired date, time and location to reserve your spot. Upon arrival, you'll get automatic access with your license plate(s). Make sure your license plate is registered in your MAX account via <https://matrixic.bisner.com/account/profile>.

If you have multiple license plates linked to your account, the scanner at the gate will automatically recognise this and grant you access for your reservation.

For your guest(s)

Select the desired date and time to reserve their spot at P4. The number of spots you can book for guests depends on the parking credits assigned to your company, with a maximum of four spots per time slot per company.

When booking parking spots for guests, make sure to fill in their details. They'll receive a confirmation by email with the reservation details and QR code to use at the gate.



5. Reserve your meeting room and guests parking spots in one

Easily add guest parking reservations to your meeting room booking. Go to “Meeting Rooms” and make a room reservation for your meeting followed by your guest parking spot reservations.