

# Retrieving Packages from Parcel Pending Lockers

Type in the Access Code or Scan Bar Code

(Using the email or text notification sent to the resident)

**STEP 01:** Resident will receive a unique numeric access code via email or text based on their notification preferences.

**STEP 02:** Tap anywhere on the screen, then Press the PICKUP button. Or Scan your barcode to start.

**STEP 03:** Enter the code directly on the screen or keypad, or scan the bar code received in your notification.

**STEP 04:** The locker door will open, and you can remove your package.

