



# WageWorks Instructions

Center City Green  
350 E 6th Street  
Charlotte, NC 28202

**When you sign up for Wage Works, please use the following information:**

**Payee:** Center City Green Parking Deck  
**Payee Address:** 300 South Tryon Street, STE 200  
Charlotte, NC 28202

**Account Number:** Full Name of Parker

**Monthly Amount:** \$120.00

**Facility Location:** 350 East 6th Street

(Key Card Number, Invoice Number and License Plate Number are not required)

Parkers should select "Invoiced" as their payment method when creating an account on-line through Zephire (<https://spectrum.mgzephire.com/parkerportal/paymentsnew.aspx>).

**If you sign up for WageWorks by the 10th of the month**, your parking payment will be paid by WageWorks the following month. (Ex: If you sign up by January 10th, WageWorks will start paying in February. To start parking in January, you will have to make a credit card payment through the Zephire website for the January invoice.)

**If you sign up for WageWorks after the 10th of the month**, your parking payment will be paid by WageWorks the second month. (Ex: If you sign up January 11th, WageWorks will start paying in March. To start parking in January or February, you will have to make a credit card payment through the Zephire website for the January/February invoice.)

**To make a one time credit card payment until WageWorks starts**, login to the Zephire website. Please select "Billing History", then "Pay Invoice" to be prompted to enter credit card information.

In order to receive your access card, parker must show proof of WageWorks payment and/or a zero balance with Zephire, the parking management system.

All WageWorks payments will be applied on the first business day of the month.

If you have questions, please contact JT Davis at (704) 716-9876 or [JTDavis@Spectrumcos.com](mailto:JTDavis@Spectrumcos.com).