

PAY STATION OPERATING INSTRUCTIONS

HOW TO USE PAYSTATIONS 10 am - 9 pm Daily

Each pay station has step-by-step instructions to guide the user through the transaction and are as follows:



1. Park your vehicle and note the space number
2. Proceed to pay station
3. Follow the steps that are displayed on the screen.
4. Press Start
5. Enter your 4-digit space number; press **Green Check Mark** to continue.
6. Make payment.
 - a. **Coin**-Deposit coins to increase the parking time. Press **Green Check Mark** to finish time selection and proceed to step 7.
 - b. **Credit Card**- use to **Blue +** to increase or **Blue -** decrease parking time displayed on the screen. Press **Green Check Mark** when done. Insert credit card with stripe facing down and to the right of the card. Remove Credit card when prompted and proceed to step 7.
7. Follow prompts on screen to print receipt or not.
8. Collect your receipt, if you asked for one to be printed, from the cup below and note the expiration time.

IMPORTANT INFORMATION

- You do not need to put your receipt on the dash, printing a receipt is optional.
- To add time you follow the steps above. The time will automatically be extended for the space you provide depending on how much time is purchased. The time will be shown on the screen.

Parking is free and there are no time restrictions for vehicles with an “accessible” handicap parking placard or “accessible” handicap license plate issued by the State.