



Passport

# Paperless Validation with PassportParking

For local merchants New Castle, PA

# Passport Mobile Pay



With the launch of Passport, customers in New Castle will now be able to pay for parking from their mobile phones.

How It Works:

Parking customers can register and pay in any one of two easy methods:



Mobile  
App



Mobile  
Website

After registering, paying for parking is as easy as:



Enter Zone  
Number



Enter  
License  
Plate



Enter  
Amount of  
Time

There are no convenience fees for using the service. Usual parking fees still apply.

# Benefits for Parking Customers



- \$** Skip the Parking Meter

Parking customers no longer have to worry about finding cash for parking or standing in the rain feeding the meter.
- Extend Parking Sessions from Anywhere

There's no need to return to the meter. Parking customers can simply extend their parking session using the app, website, phone or text
- Receive Reminders

Parking customers can elect to receive text message or app notifications before their parking session expires
- Easily Track Parking Expenses & Receipts

Using the PassportParking website, customers can keep track of all their parking transactions and print receipts

# Merchant Validation



New Castle merchants have the opportunity to subsidize parking payments through Passport's electronic validation system to increase awareness of and foot traffic to your business.

## How It Works:

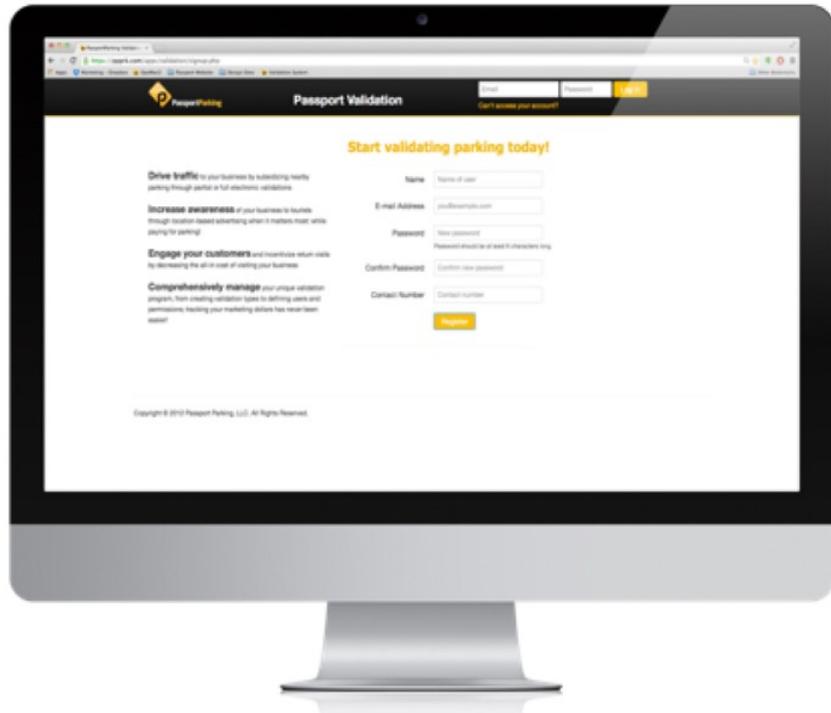
1. Merchants load a balance on the validation account management site
2. Merchants then issue 5-digit validation codes for "up to \$x.xx off of the parking fee" to the customer
3. Customer enters the 5-digit code to receive discount
4. Validation amount then deducted from the merchant account and transferred to the City.



# Account Management

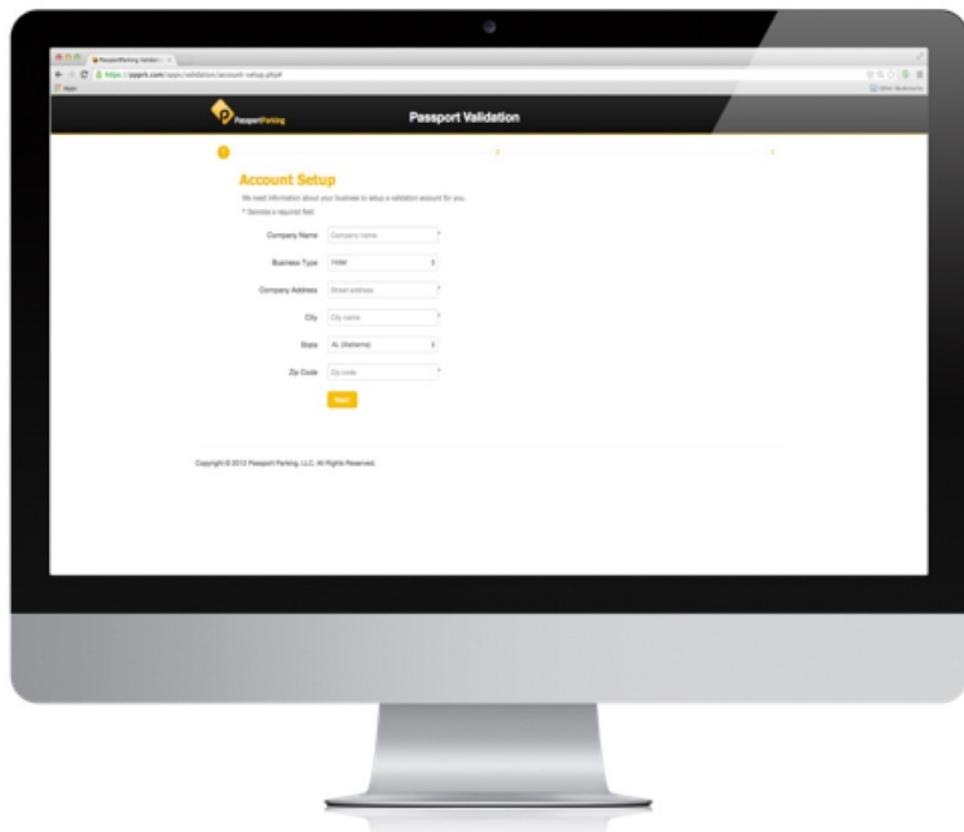


Merchants can sign up and manage their accounts at  
<http://www.passportparking.com/merchants>



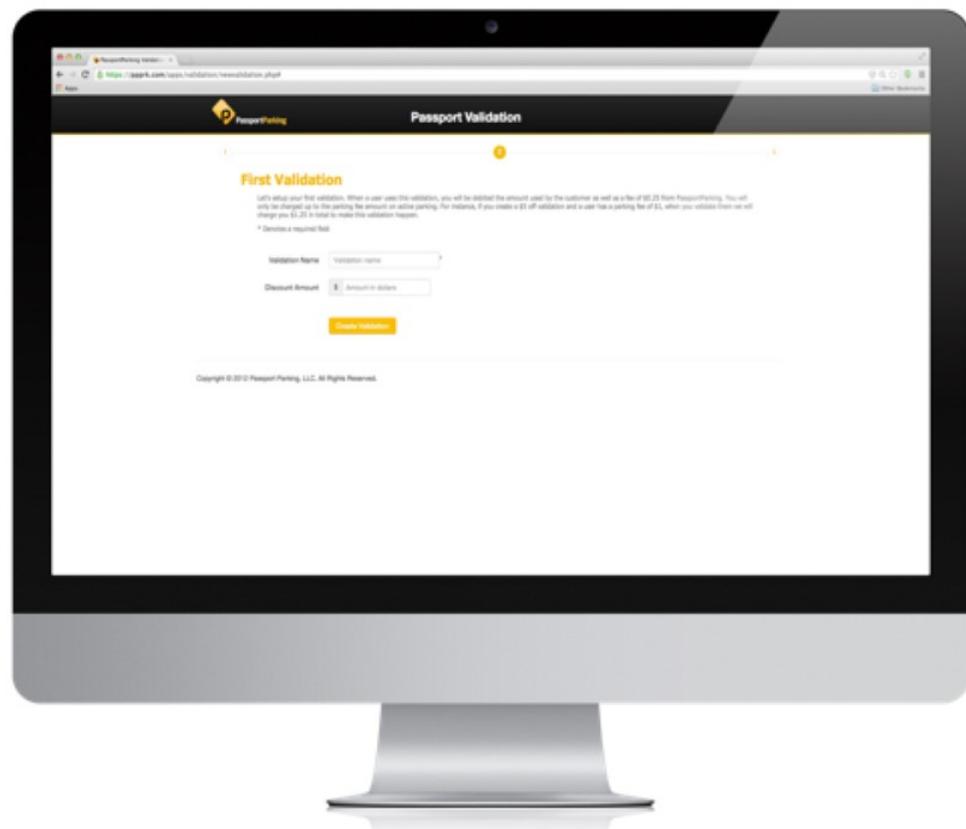
Here, merchants can:

- Load a balance onto the validation system
- Set automatic balance recharges
- Create validation types by name or dollar amount
- Get real-time reporting of validation activity
- Integrate the validation system with merchants' Facebook page



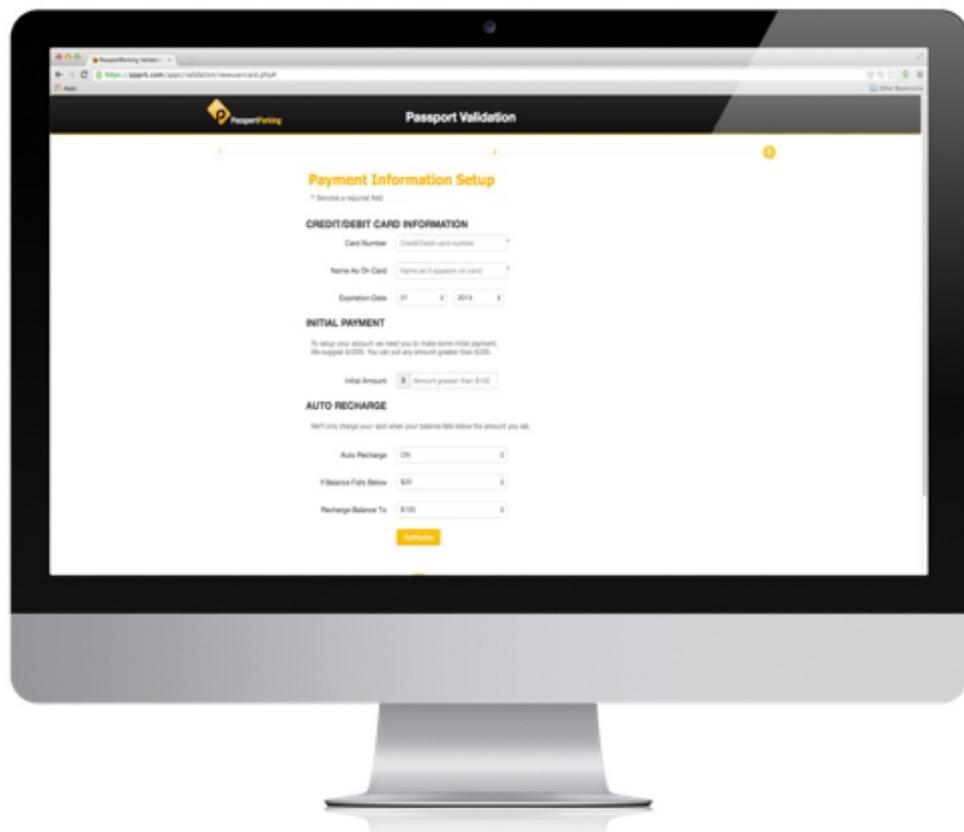
## Step 1: Account Setup

- Enter merchant information
  - Company Name
  - Business Type
  - Company Address



## Step 2: First Validation

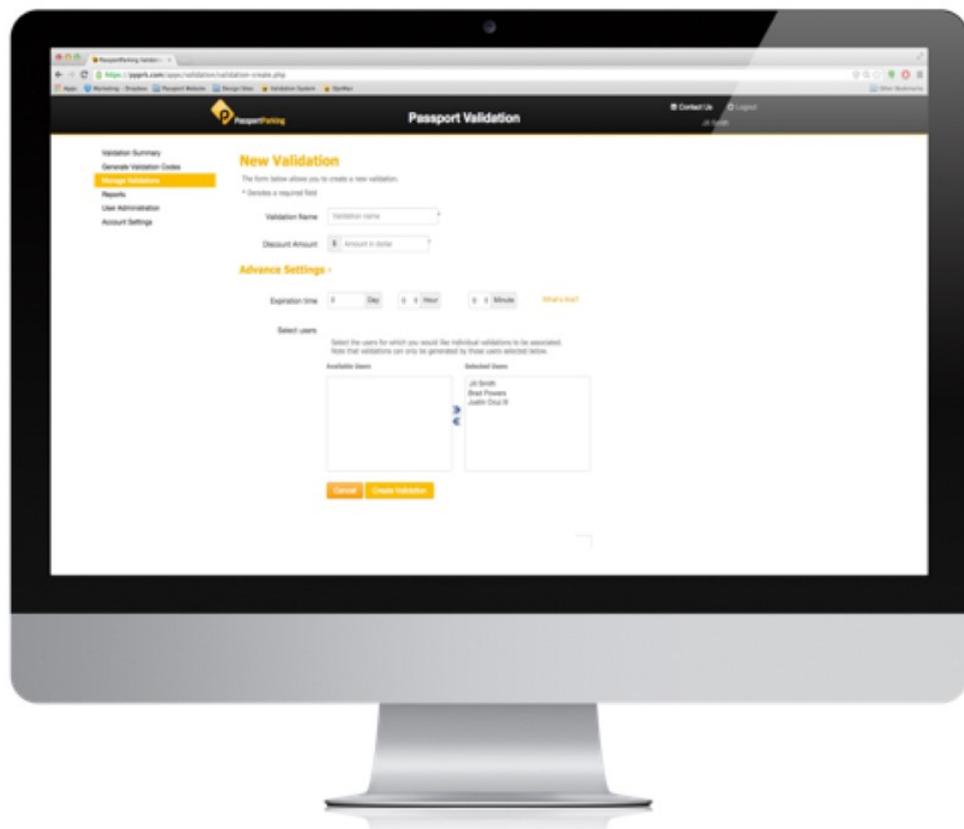
- Set Up First Validation
  - Validation Name
  - Discount Amount



## Step 3: Payment Card Setup

- Enter credit/debit card where validation funds will come from
- Pre-fund the account
- Set auto re-charge
  - When balance falls below a specified limit, card is charged a specified amount

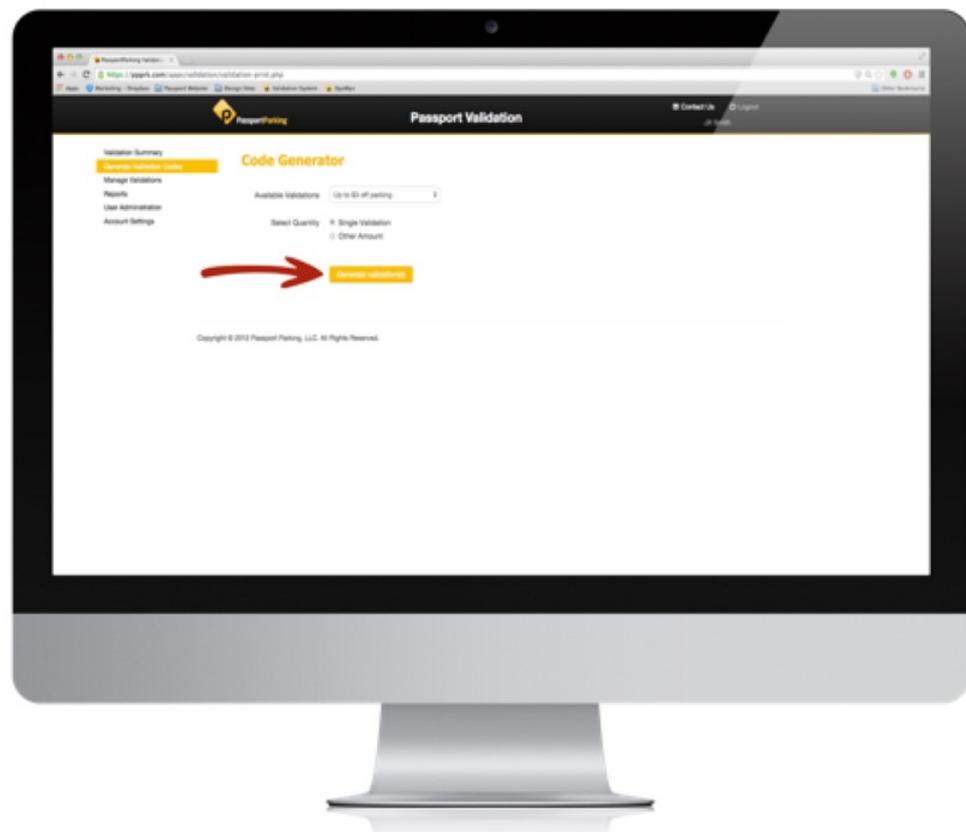
# Creating Validation Types



**Merchants can create new validation types in the “Manage Validations” link in the left hand menu**

- Merchants can customize the amount and expiration dates for each validation type they create
- Merchants can also manage which users are allowed to generate new validation codes from the system

# Generating Codes



**Merchants can generate codes for customers under the “Generate Validation Codes” link in the left hand menu**

- Merchants can choose to generate a single validation code or a specific amount (i.e. 50 validation codes)
- Codes are then exported as a PDF document to the Merchant's computer

# Sample Validation Card



## Validation Code

Enter the following code in the PassportParking App to receive up to \$1.87 Off your parking stay

**#####**

Validated by: Passport

Valid until: Fri, Nov 28th at 10:05AM (Eastern Time)

**Sample Validation Code**

# Have Questions? Contact Us!



**Have questions or comments on the Passport Paperless Validation system?  
Let us know!**

- Phone: (704) 837-8066 – Press 2 for support
- Email: [support@passportparking.com](mailto:support@passportparking.com)