

Merchant Validation



Passport Parking User Guide

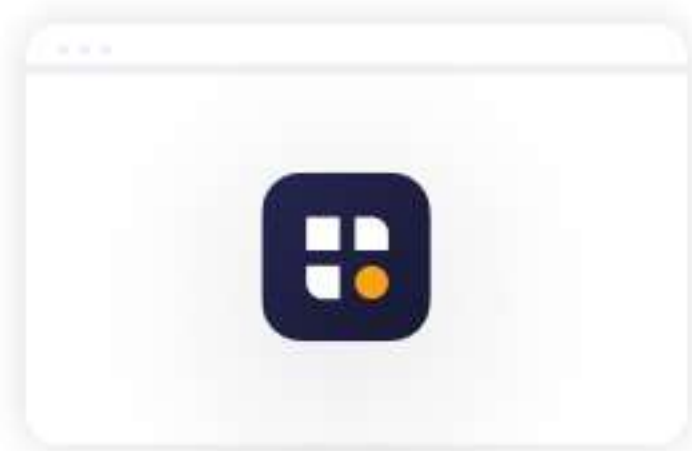
PASSPORT PARKING

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

Parking customers can register and pay for parking through either of these easy methods:



Mobile App
Passport Parking



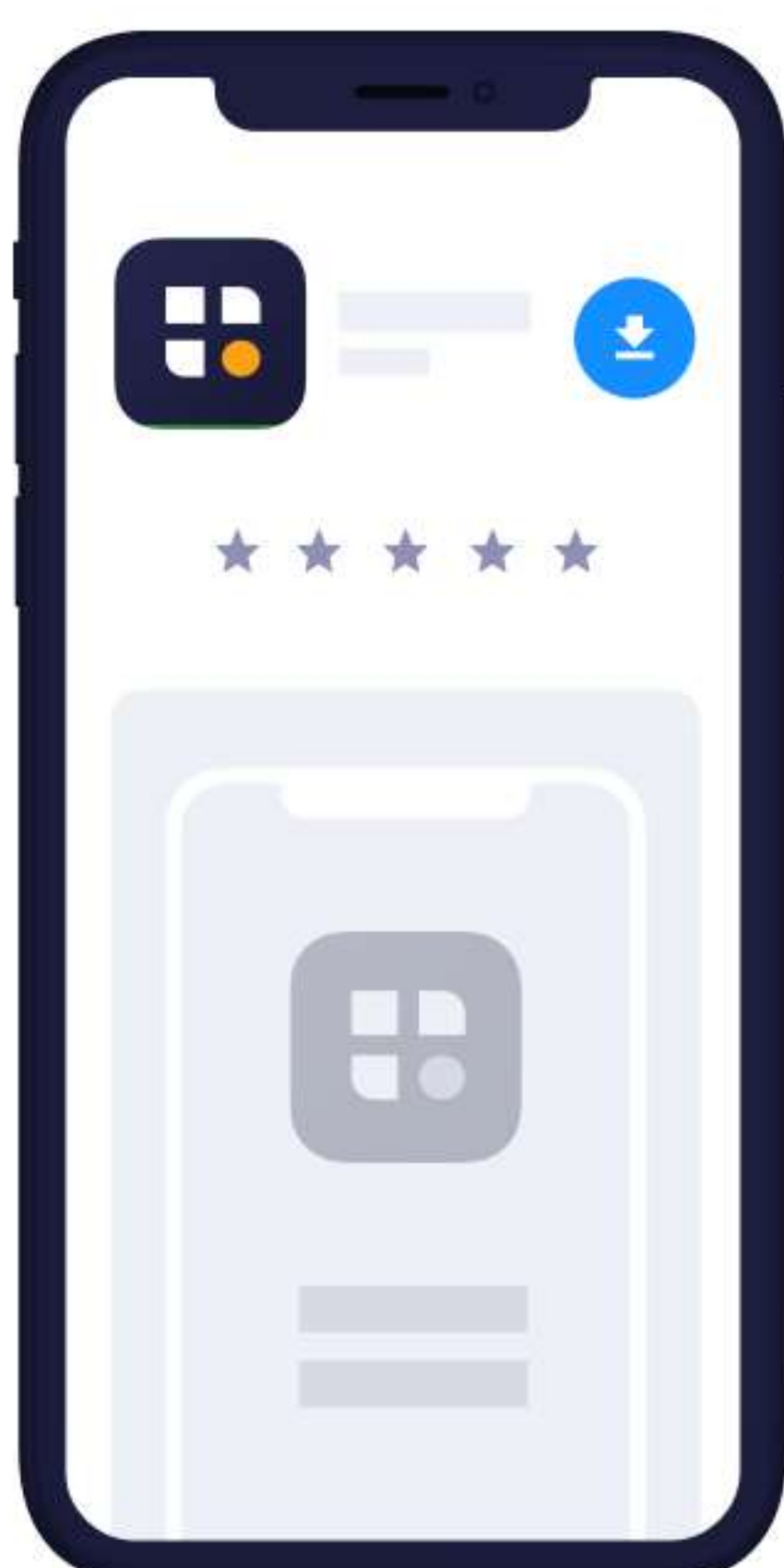
Mobile Website
PassportParking.com



Passport Parking is free to download and easy to use by following these simple steps:

1

Download the Passport Parking app



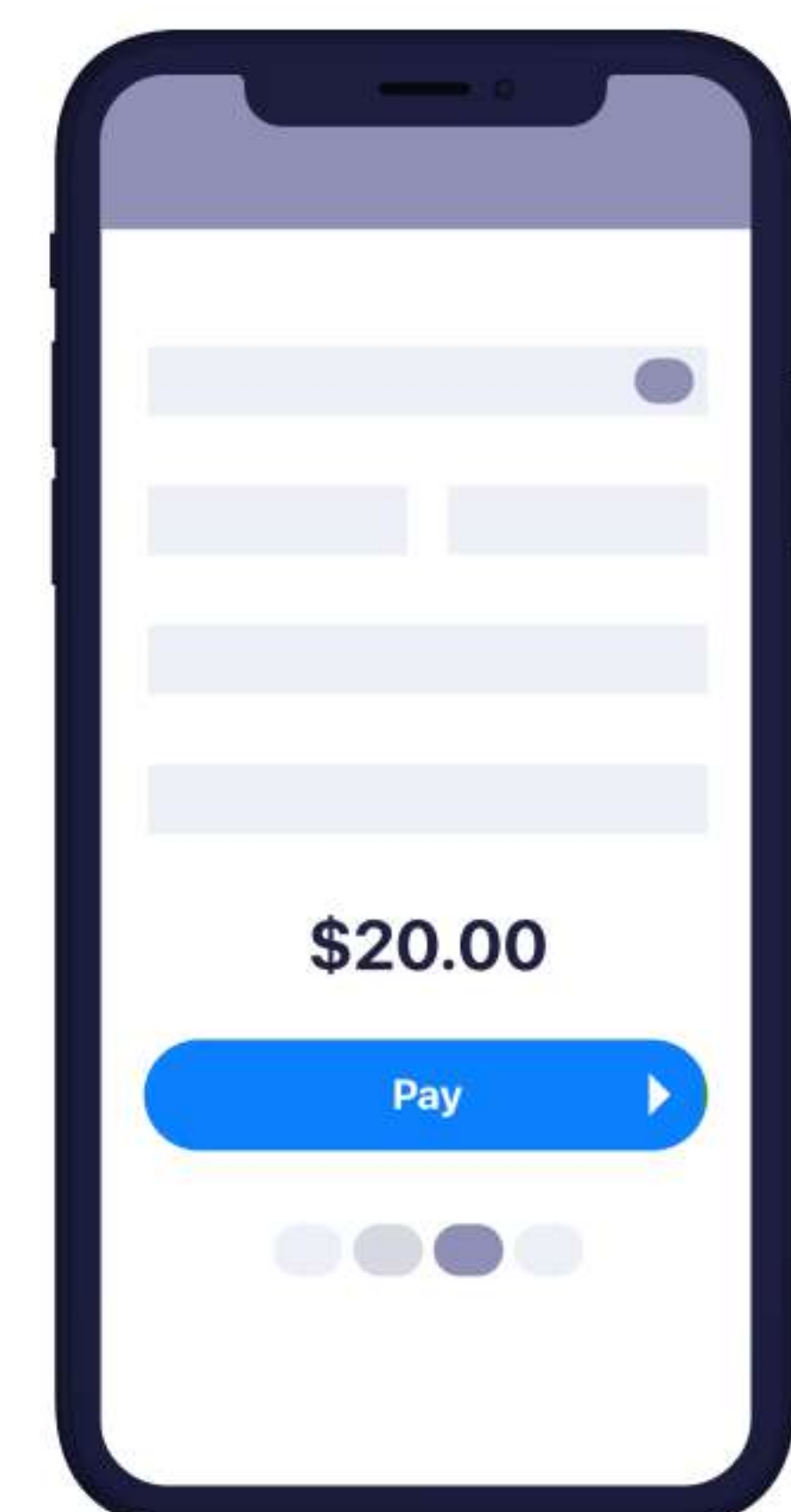
2

Find a sign for Passport Parking



3

Pay from your phone



MERCHANT VALIDATION

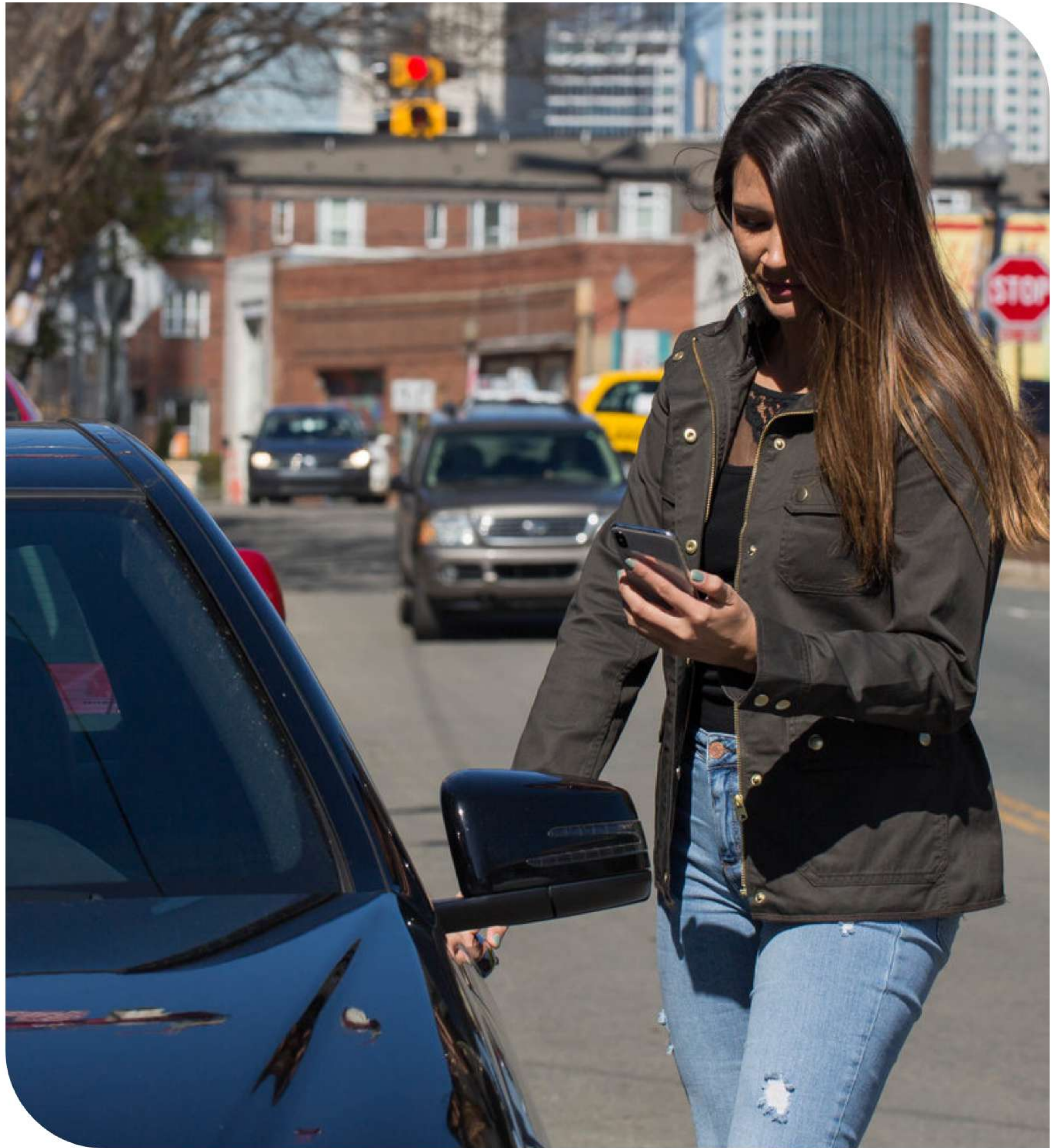
Merchants have the opportunity to subsidize paid parking through Passport's validation system. This promotes awareness of mobile pay for parking.

Merchants can:

- Load a balance onto the validation system
- Set automatic balance recharges
- Create validation types by name and dollar amount
- Get real-time reporting of validation activity

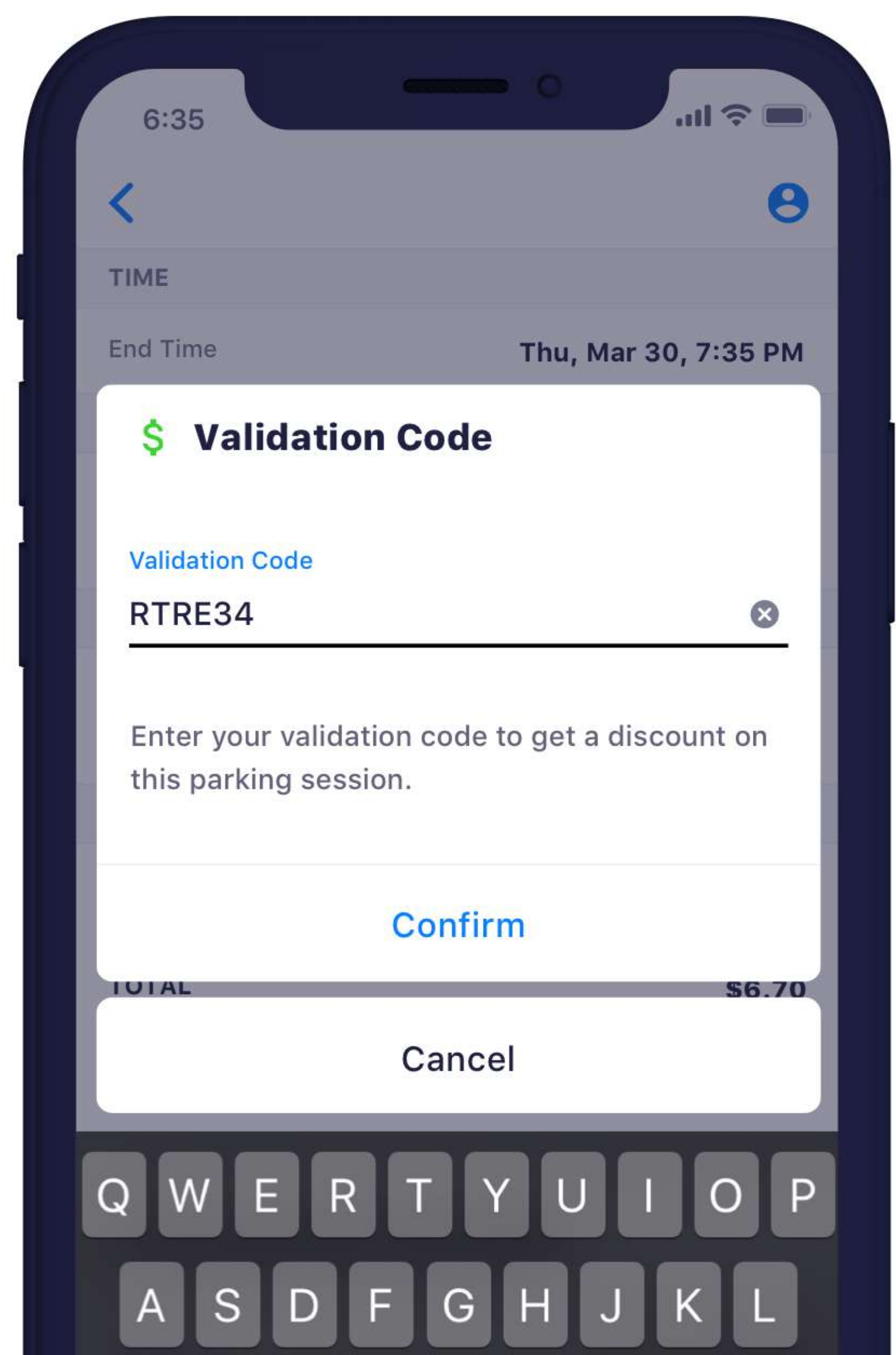
Merchants can sign up and manage their accounts at:

passportinc.com/validation



HOW IT WORKS

1. Merchants load a balance on the validation account management site
2. Merchants create codes for a predetermined amount to allow customers to discount their parking session
3. Customer enters the code to receive discount on their parking session
4. Validation amount is then deducted from the merchant balance and transferred to the parking provider

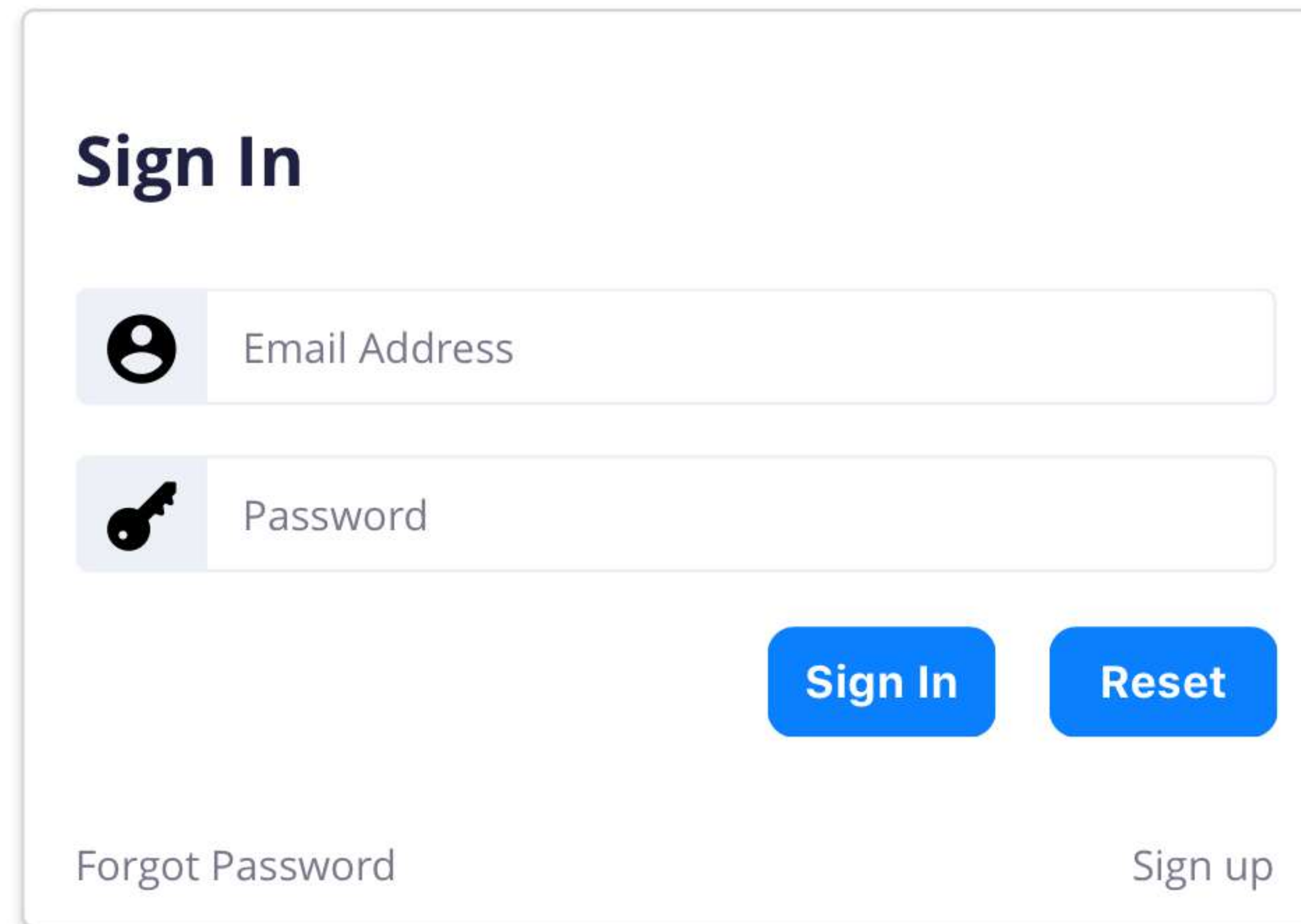


GETTING STARTED

Setting up your merchant validation account is quick and easy!

1. ACCOUNT SET UP

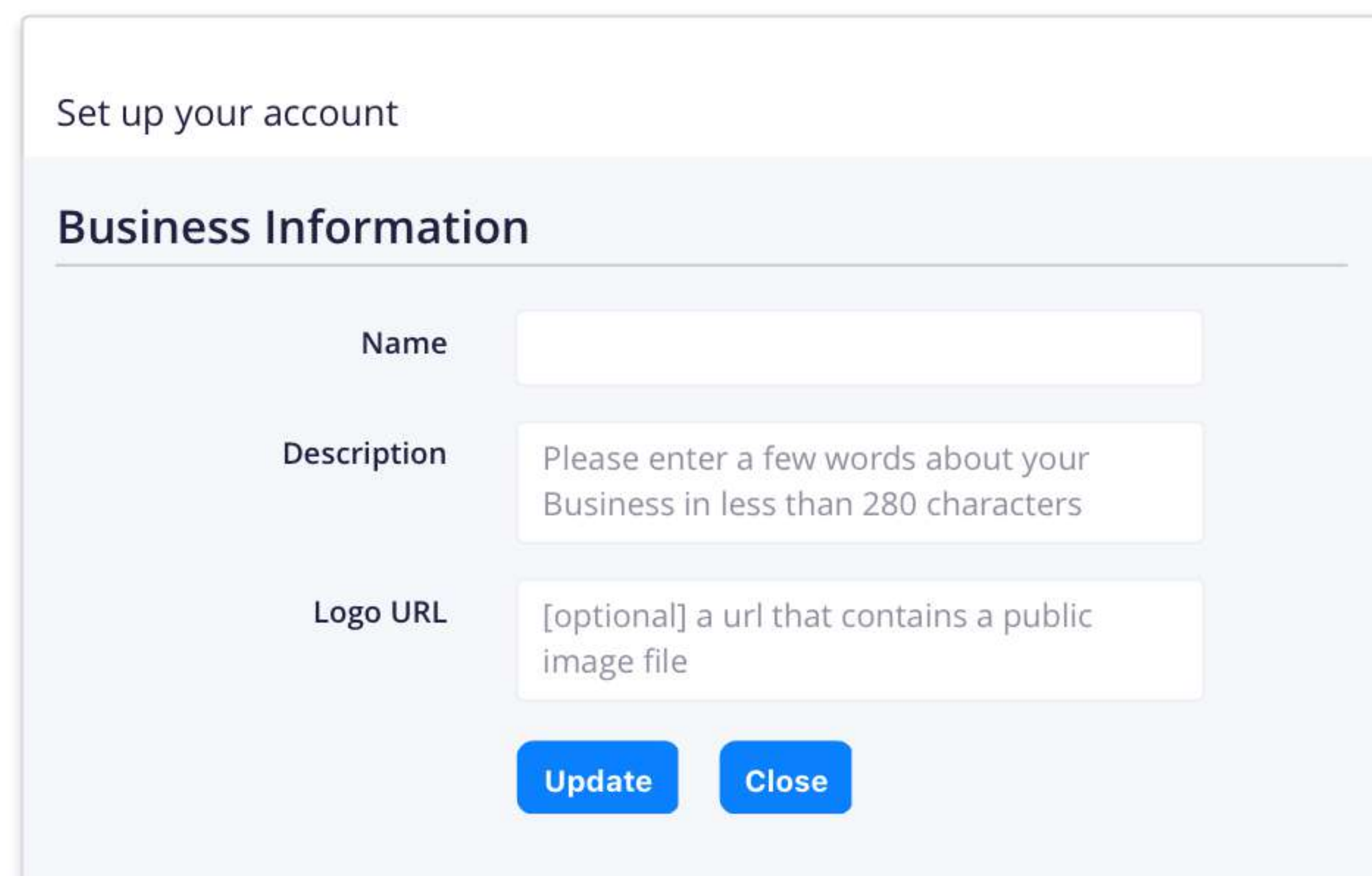
- Go to: **passportinc.com/validation**
- Click **Sign Up**
- Enter merchant information



The screenshot shows a 'Sign In' form with two input fields: 'Email Address' and 'Password'. Below the fields are two blue buttons: 'Sign In' and 'Reset'. At the bottom left, there is a link for 'Forgot Password', and at the bottom right, there is a link for 'Sign up'.

2. BUSINESS INFORMATION

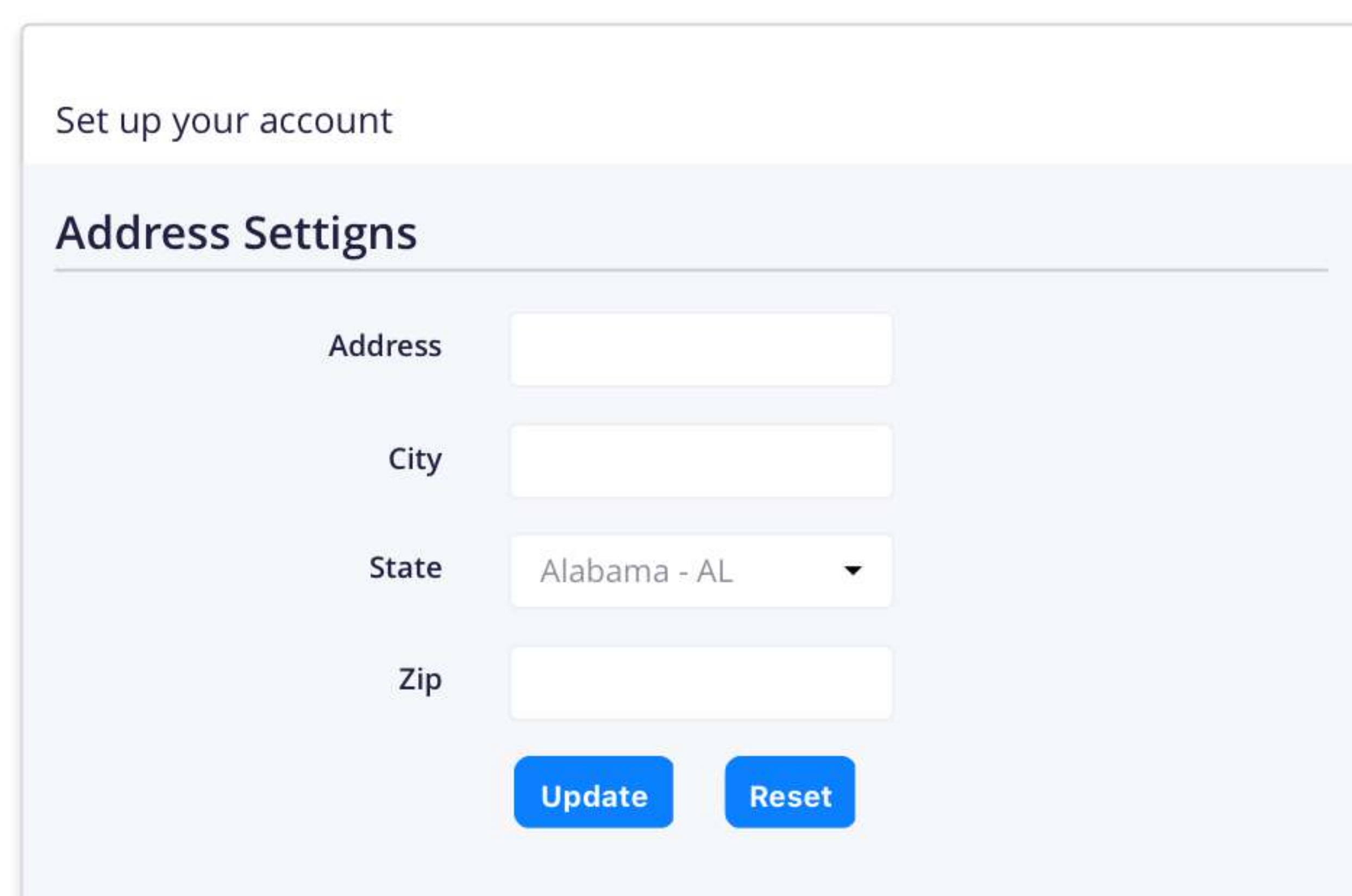
- Enter name and description of the business



The screenshot shows a 'Set up your account' form titled 'Business Information'. It contains three input fields: 'Name', 'Description' (with a note: 'Please enter a few words about your Business in less than 280 characters'), and 'Logo URL' (with a note: '[optional] a url that contains a public image file'). At the bottom are two blue buttons: 'Update' and 'Close'.

3. ADDRESS SETTINGS

- Enter the address of the business



The screenshot shows a 'Set up your account' form titled 'Address Settings'. It contains four input fields: 'Address', 'City', 'State' (a dropdown menu currently showing 'Alabama - AL'), and 'Zip'. At the bottom are two blue buttons: 'Update' and 'Reset'.

4. PAYMENT CARD SET UP

- Enter credit/debit card that will fund the validations

i E.g. \$2 validation code applied to a \$1.65 parking session will only debit the merchant's account \$1.65 rather than the full \$2.

Set up your account

Payment Card Settings

Card Number

Name as on Card

Expiry Date

[Save](#) [Reset](#)

5. FUND ACCOUNT

- Pre-fund the account
Minimum of \$50 required
- Set auto re-charge
When balance falls below a specified limit the card is charged a specified amount

Set up your account

Recharge Account

Deposit Amount

[OK](#) [Reset](#)

6. CREATE VALIDATION TYPE

- From the launch page select **Manage Validations**
- Click **New Validation**

- Validation Summary
- Generate Validation Codes
- Manage Validations**
- Reports
- User Administration
- Account Settings

Validation Management

Select Validation

[New Validation+](#)

[View](#) [Delete](#)

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7. VALIDATION SET UP

- Type validation name
- Indicate discount amount
- Click **Create**
Merchants can customize the amount and expiration dates for each validation type that they create

i Validations should not be labeled as a specified period of time if the merchant is not aware of local parking rates

- Validation Summary
- Generate Validation Codes
- Manage Validations**
- Reports
- User Administration
- Account Settings

New Validation

Validation Name

Discount Amount

Multi Use Validation [What's this?](#)

Stackable [What's this?](#)

Stackable [What's this?](#)

Expires In Days Hours Minutes [What's this?](#)

[Advanced Settings +](#)

[Create](#) [Back](#)

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8. VALIDATION QUANTITY

- The drop-down menu next to **Select Quantity** allows the merchant to choose the number of validations they would like to generate

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Code Generator

Select Validation Please Select Validation

Number of Validations 0

[Generate Validation Code](#)

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9. GENERATE VALIDATION CODE

- After clicking **Generate Validation Code** merchants will see a list of the violation codes that have been generated.
- Selecting **Download as PDF** exports codes onto the Merchants computer (cut to distribute to customers)

i Funds are not exclusively tied to each validation code. So if a customer loses their validation code, that amount isn't lost. The funds go from merchant to operator at time of use.

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Code Generator

Select Validation Passport Parking Lot


Number of Validations 10

[Generate Validation Code](#)

[Download as PDF](#)

S. No	Validation Code
1	LAEISVR
2	CG87ZEL
3	6CKF279
4	FM32S76
5	M2SUHU9
6	MSN9ESX
7	G5D1XHF
8	LCILGNF
9	RHSGN68
10	51HRG4Z


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Discount Code
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

6CKF279


Expires: Never
Courtesy of Acme Parking



Discount Code
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

FM32S76


Expires: Never
Courtesy of Acme Parking



Discount Code
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

LAEISVR


Expires: Never
Courtesy of Acme Parking




Discount Code
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

CG87ZEL

Expires: Never
Courtesy of Acme Parking



Discount Code
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay



Discount Code
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

REPORT MONITORING

- The **Reports** tab on the left side of the screen allows merchants to monitor validation use
- Once **Generate Report** is selected a spreadsheet of the specified credentials will be generated

S. No	Validation Name	Validation Name	Created On	Expires On	Value (\$)	Issued By	Used On	Used at Zone #	Discount (\$)	Cost to Business (\$)
1	Passport Parking Lot	SHWYC1B	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
2	Passport Parking Lot	NIZ8ZRF	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
3	Passport Parking Lot	VSTP937	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
4	Passport Parking Lot	GUVG44H	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
5	Passport Parking Lot	Z88ZARL	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
6	Passport Parking Lot	W2H4L4V	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
7	Passport Parking Lot	EKKEELI	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
8	Passport Parking Lot	FKEG23	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
9	Passport Parking Lot	UHFH75Q	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
10	Passport Parking Lot	8QC23RY	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00

VALIDATION SUMMARY

- Merchants can keep track of recharge account deposits under the **Recent Payments** tab
- Merchants can keep track of used validation codes under the **Transactions Claimed** tab

REFUND POLICY

If merchants decide to no longer offer validation codes, email help@passportinc.com with an excel file that includes the validation codes as well as the fee associated with them and request a refund from the account



passportinc.com