



Paperless Merchant Validation

2017

User Guide

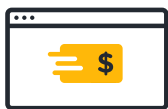
With the launch of Passport,
customers will now be able to
pay for parking from their
mobile phones.

How It Works

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



Mobile App
PassportParking®



Mobile Website
ppprk.com

PassportParking® is free to
download and easy to use by
following these simple steps:

1

Look for signs & decals



2

Download PassportParking®



or visit ppprk.com

3

Enter the following:

Zone Number

Vehicle Info

Length of Stay

and you're parked!



Merchant Validation

Merchants have the opportunity to subsidize paid parking through Passport's validation system. This promotes awareness of using mobile pay for parking and increases foot traffic to local businesses.

Merchants can:

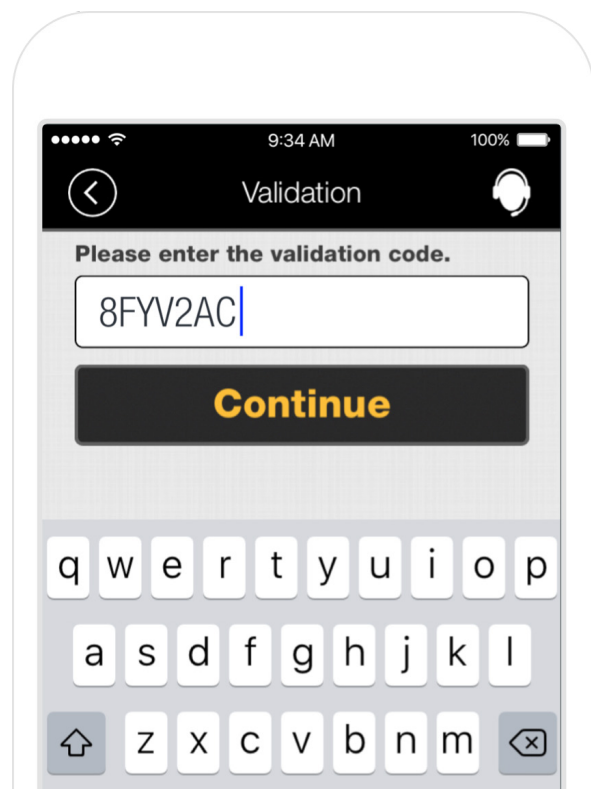
- Load a balance onto the validation system
- Set automatic balance recharges
- Create validation types by name and dollar amount
- Get real-time reporting of validation activity

Merchants can sign up and manage their accounts at:
ppprk.com/apps/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

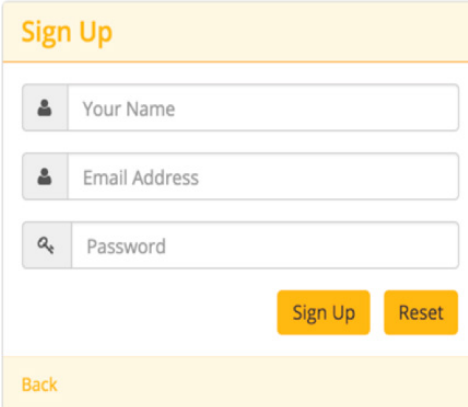


Getting Started

Setting up your merchant validation account is quick and easy!

1. Account Set Up

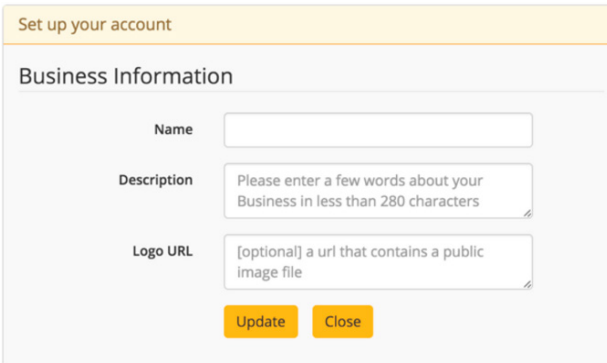
- Go to:
ppprk.com/apps/validation
- Click **Sign Up**
- Enter merchant information



The 'Sign Up' form is a vertical layout with a yellow header bar containing the title 'Sign Up'. Below the header are three input fields, each with a small icon on the left: 'Your Name' (person icon), 'Email Address' (envelope icon), and 'Password' (key icon). To the right of the 'Password' field are two yellow buttons labeled 'Sign Up' and 'Reset'. At the bottom of the form is a yellow bar with a 'Back' link.

2. Business Information

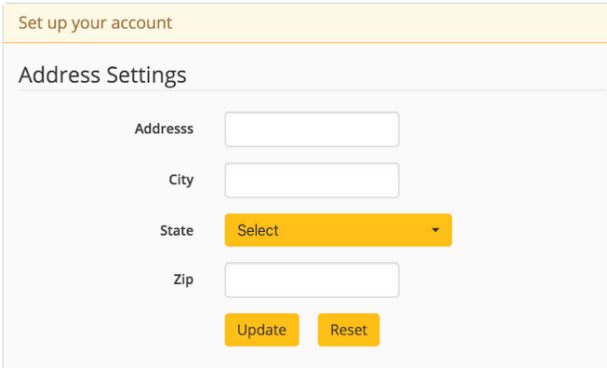
- Enter name and description of the business



The 'Business Information' form is a vertical layout with a yellow header bar containing the title 'Set up your account'. Below the header is a section titled 'Business Information'. It contains three input fields: 'Name' (a single-line text box), 'Description' (a multi-line text box with a placeholder 'Please enter a few words about your Business in less than 280 characters'), and 'Logo URL' (a single-line text box with a placeholder '[optional] a url that contains a public image file'). To the right of the 'Description' and 'Logo URL' fields are two yellow buttons labeled 'Update' and 'Close'.

3. Address Settings

- Enter the address of the business



The 'Address Settings' form is a vertical layout with a yellow header bar containing the title 'Set up your account'. Below the header is a section titled 'Address Settings'. It contains four input fields: 'Address' (a single-line text box), 'City' (a single-line text box), 'State' (a dropdown menu with 'Select' as the selected option), and 'Zip' (a single-line text box). To the right of the 'State' and 'Zip' fields are two yellow buttons labeled 'Update' and 'Reset'.

4. Payment Card Set Up

- Enter credit/debit card that will fund the validations

The screenshot shows a form titled 'Set up your account' with a sub-header 'Payment Card Settings'. It contains three input fields: 'Card Number' with the value '4111-1111-1111-1111', 'Name as on Card' with the value 'Bradley Powers', and 'Expiry Date' with the value '2016-11'. Below these fields are two buttons: 'Save' and 'Reset'.

i Validations that are applied to parking sessions that have a fee of less than the parking amount will be debited the lesser amount of the transaction. E.g. \$2 validation code applied to a \$1.50 parking session will only debit the merchant \$1.50 +fee

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

The screenshot shows a form titled 'Set up your account' with a sub-header 'Recharge Account'. It contains one input field: 'Deposit Amount' with a dollar sign icon and the value '50'. Below this field are two buttons: 'Ok' and 'Reset'.

i All validations incur a \$0.25 fee to the merchant upon use

6. Create Validation Type

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

The screenshot shows a sidebar menu on the left with options: 'Validation Summary', 'Generate Validation Codes', 'Manage Validations' (highlighted), 'Reports', 'User Administration', and 'Account Settings'. The main content area is titled 'Validation Management' and contains a 'Select Validation' dropdown menu with 'Nothing selected' and a 'New Validation+' button. Below the dropdown are 'View' and 'Delete' buttons.

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

The screenshot shows a sidebar menu on the left with options: 'Validation Summary', 'Generate Validation Codes', 'Manage Validations' (highlighted), 'Reports', 'User Administration', and 'Account Settings'. The main content area is titled 'New Validation' and contains two input fields: 'Validation Name' with the value 'Dollar Off' and 'Discount Amount' with a dollar sign icon and the value '1'. Below these fields is a link 'Advanced Settings +' and two buttons: 'Create' and 'Back'. At the bottom, there is a green banner that says 'Create successful'.

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

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

Dollar Off

Select Quantity

Single Validation

Generate Validation Code

9. Generate Validation Code

- After clicking **Generate Violation 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)

Select Validation

Test


Number of Validations

5

Generate Validation Code

Download as PDF

S.No	Validation Code
1	8FYV2AC
2	KYS7FVN
3	QYSY4NY
4	S8212VZ
5	AMLKT32




Discount Code

Enter the following code in your Passport App to receive up to \$0.5 Off your parking stay

8FYV2AC

Expires: 9:45am on Tuesday 11th July 2017

Courtesy of Passport




Discount Code

Enter the following code in your Passport App to receive up to \$0.5 Off your parking stay

KYS7FVN

Expires: 9:45am on Tuesday 11th July 2017

Courtesy of Passport




Discount Code

Enter the following code in your Passport App to receive up to \$0.5 Off your parking stay

QYSY4NY

Expires: 9:45am on Tuesday 11th July 2017

Courtesy of Passport



Discount Code

Enter the following code in your Passport App to receive up to \$0.5 Off your parking stay

S8212VZ

Expires: 9:45am on Tuesday 11th July 2017

Courtesy of Passport

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.

6 | Paperless Merchant Validation

Passport

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

Validation Summary
Generate Validation Codes
Manage Validations
Reports
Account Settings

Reports

Validations

Date Range

Current Day

User

All Users

Zone

All Zones

Filter by

All

Generate Report

Validation Summary
Generate Validation Codes
Manage Validations
Reports
Account Settings

Reports

S.No	Validation Name	Validation Code	Created On	Expires On	Value (\$)	Issued By	Used On	Discount (\$)	Cost to Business (\$)
1	Test	KYS7FVN	Jul 11 2017 09:44 AM	Jul 11 2017 09:45 AM	.50	Jill Smith	Not used	NA	NA
2	Test	S8212VZ	Jul 11 2017 09:44 AM	Jul 11 2017 09:45 AM	.50	Jill Smith	Not used	NA	NA
3	Test	QYSY4NY	Jul 11 2017 09:44 AM	Jul 11 2017 09:45 AM	.50	Jill Smith	Not used	NA	NA
4	Test	AMLKT32	Jul 11 2017 09:44 AM	Jul 11 2017 09:45 AM	.50	Jill Smith	Not used	NA	NA
5	Test	8FYVZAC	Jul 11 2017 09:44 AM	Jul 11 2017 09:45 AM	.50	Jill Smith	Not used	NA	NA

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

Validation Summary
Generate Validation Codes
Manage Validations
Reports
Account Settings

Validation Site Summary

Claimed Transactions

Recent Payments

Transaction Amount (\$)	Date
123.00	May 15 2015 16:50:21
1.00	May 15 2015 12:31:17
50.00	May 10 2013 14:38:02
200.00	Mar 25 2015 12:12:01
21.00	Jun 11 2013 10:38:01

Close

Validation Summary
Generate Validation Codes
Manage Validations
Reports
Account Settings

Validation Site Summary

Transactions Claimed

Validation Code	Parking Fee (\$)	Discount (\$)	Fee (\$)	Date
115115	3.75	2.50	.25	Sep 30 2016 18:13:09
115115	1.25	1.25	.25	Sep 30 2016 14:31:06
8453428	3.05	3.05	.25	Sep 30 2016 11:40:58
6412816	3.05	3.05	.25	Sep 30 2016 11:05:14
5275703	6.05	1.00	.25	Sep 30 2016 10:03:13

Close

Recent Payments

View

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

Passport



www.passportinc.com