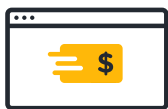# Paperless Merchant Validation

User Guide

Passport

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

PAY FROM YOUR
PHONE
DOWNLOAD
PassportParking®
or go to ppprk.com
ZONE 0000

2

Download PassportParking®

or visit ppprk.com

3

Enter the following:

Zone Number

Vehicle Info

Length of Stay

and you're parked!

Passport

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
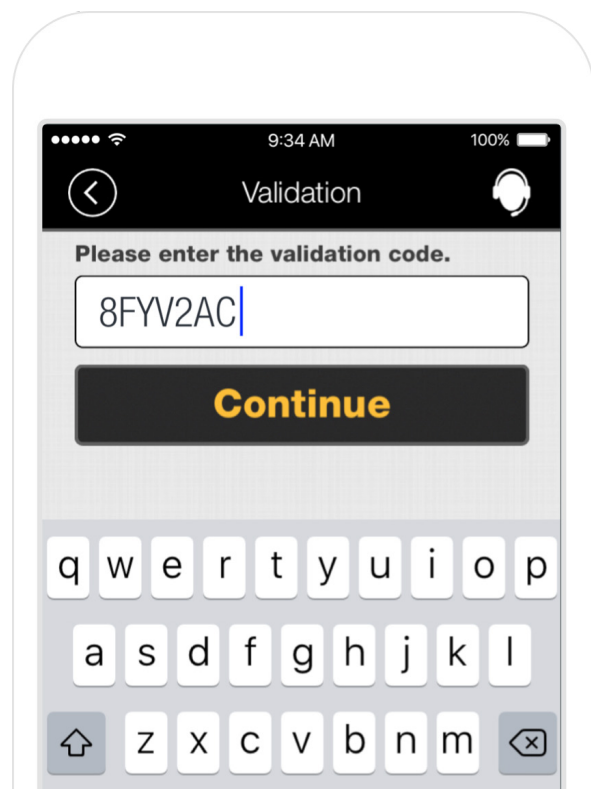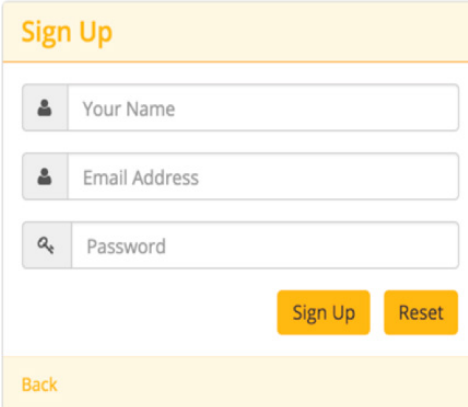
Getting Started

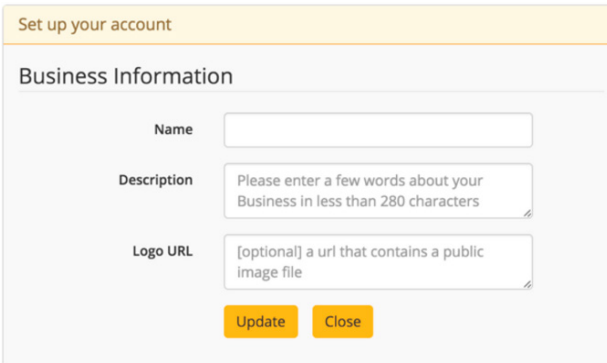Setting up your merchant validation account is quick and easy!

1. Account Set Up

- Go to:

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

Sign Up

👤	Your Name
👤	Email Address
🔑	Password

Sign Up   Reset

Back

2. Business Information
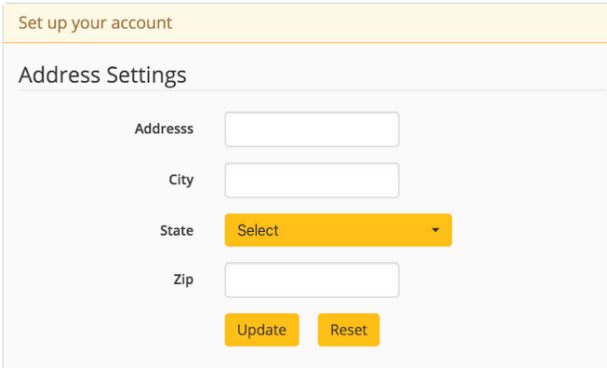
- Enter name and description of the business

Set up your account

Business Information

Name

Description — Please enter a few words about your Business in less than 280 characters

Logo URL — [optional] a url that contains a public image file

Update   Close

3. Address Settings

- Enter the address of the business

Set up your account

Address Settings

Addresss

City

State — Select

Zip

Update   Reset

Passport

4. Payment Card Set Up

- Enter credit/debit card that will fund the validations

Set up your account

Payment Card Settings

Card Number	4111-1111-1111-1111
Name as on Card	Bradley Powers
Expiry Date	2016-11

Save   Reset

ⓘ 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

Set up your account

Recharge Account

Deposit Amount	$ 50

Ok   Reset

ⓘ 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**

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

Validation Management

Select Validation   Nothing selected ▾   New Validation+

View   Delete

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

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

New Validation

Validation Name	Dollar Off
Discount Amount	$ 1

Advanced Settings +

Create   Back

Create successful

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

Passport

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

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)

ⓘ 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.

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

Back

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	8FYV2AC	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

Passport

www.passportinc.com