



## **On-foot Pay Station: How to Use On-foot Pay Station and Frequently Asked Questions**

### **How to use on-foot pay station**

1. Select language (i.e. English).
2. Enter vehicle's license plate.
3. Choose from Purchase Ticket or Add Time.
4. Choose time limit: 30-minutes/1 hour/2 hours/3 hours/4 hours/ daily (5 hours or more).
5. Insert credit card for payment.
6. Take receipt – Note: Receipt does not need to be displayed on vehicle's dashboard.

### **Frequently Asked Questions**

Q: Is there a fee to use the on-foot pay station?

A: There is no member or transaction fee when using an on-foot pay station. The only cost is the hourly parking rate.

Q: What credit cards may be used with PayByPhone?

A: Visa, MasterCard, American Express, and Discover are accepted. The credit card information is encrypted when creating an account in order to keep it secured.

Q: Does the pay station accept cash?

A: No. The pay station does not accept cash or coins.

Q: What is the hourly parking rate?

A: It is .75 cents for 30-minutes/\$1.50 per hour; 5-hours or more converts to all day parking at \$8.

Q: Is there a required minimum of time?

A: Yes, 30-minutes.

Q: Does a receipt from the pay station need to be placed on the vehicle's dashboard?

A: No. Once the vehicle's license plate is entered into the on-foot pay station, the vehicle is automatically registered with the university to avoid a citation being issued.

Q: How can a parking session be extended?

A: To extend a parking session, return to the on-foot pay station and add time. If time needs to be added during M-F from 8:00 a.m. to 4:00 p.m., parker must return to the original on-foot pay station. And, if M-F 4:00 p.m. to 11:00 p.m., and weekends 8:00 a.m. to 11:00 p.m., parker can use any pay station throughout campus to add time.

Q: How do the enforcement officers know if a vehicle paid for parking?

A: Officers electronically scan all vehicle license plates. By using the on-foot pay station, the vehicle's license plate is automatically registered with the University's parking system, which avoids receiving a citation.