



Parking Pay Stations: How to Use and Frequently Asked Questions

How to use Parking Pay Station

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

Frequently Asked Questions

Q: Is there a fee to use the parking pay station?

A: The transaction fee (\$0.35) is included in the parking rate.

Q: What credit cards may be used at the parking pay station?

A: Visa, MasterCard, American Express, and Discover are accepted. The credit card information is encrypted and 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 \$2.50 per hour. 4-hours or more converts to all-day parking at \$11.

Q: Is there a required minimum of time?

A: Yes. Parking charges are based on a 1-hour increment.

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 parking 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: Parking sessions can be extended either via text or at the parking pay station. There's a \$0.25 service fee for extending the parking session via text.

Extend via text: The parker must enter their cell phone number when prompted at the time the original session was bought at the parking pay station to enable the extend via text option. The parker will receive a text message with different options to extend the session within 10 minutes of the text.

Extend at the pay station: The parker must return to the parking pay station and add time. If time needs to be added during M-F from 8:00 a.m. to 4:00 p.m., the parker must return to the original parking pay station. The parker can use any pay station on campus after 4:00 p.m. and at any time during weekends.

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

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