



Paperless Merchant Validation

2017

User Guide

Passport

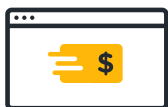
With the launch of Passport, customers will now be able to pay for parking from their mobile phones.

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



2

Download PassportParking®



or visit ppprk.com

3

Enter the following:

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:

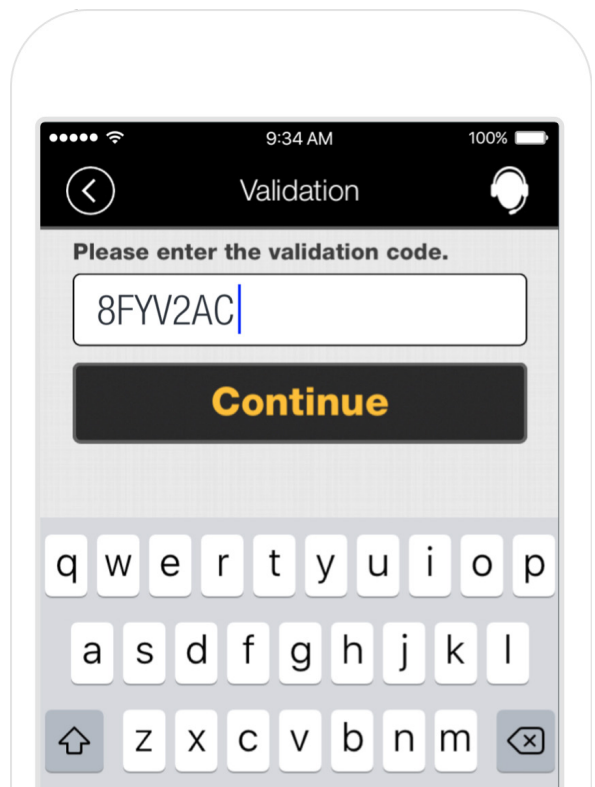
- Load a balance onto the validation system
- Set automatic balance recharges
- Create validation types by name and dollar amount
- Get real-time reporting of validation activity

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

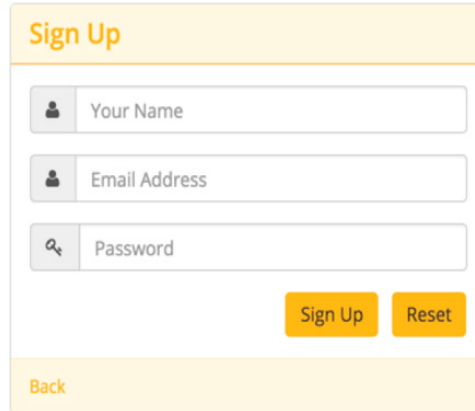


Getting Started

Setting up your merchant validation account is quick and easy!

1. Account Set Up

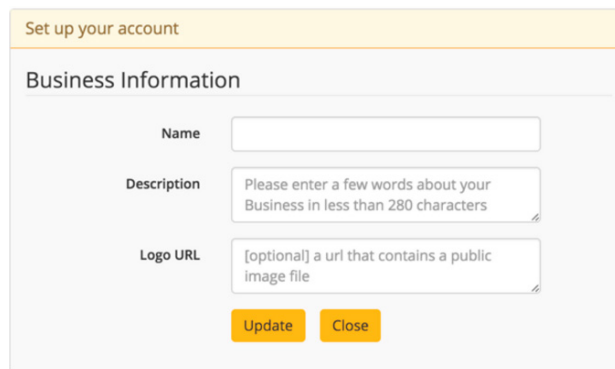
- Go to:
ppprk.com/apps/validation
- Click **Sign Up**
- Enter merchant information



The 'Sign Up' form is a light yellow box with a title bar. It contains three input fields: 'Your Name', 'Email Address', and 'Password'. The 'Password' field has a magnifying glass icon on the left. Below the fields are two orange buttons: 'Sign Up' and 'Reset'. A 'Back' link is located at the bottom left of the form.

2. Business Information

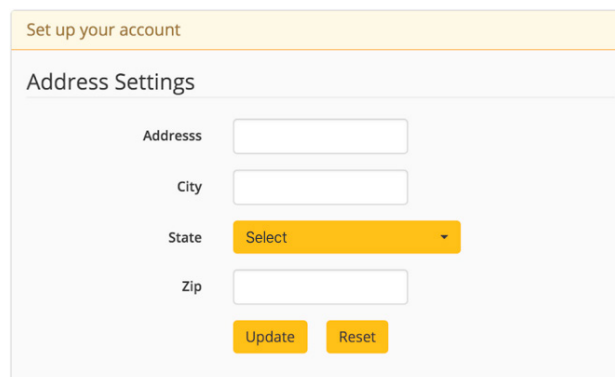
- Enter name and description of the business



The 'Business Information' form is a light gray box with a title bar. It contains three input fields: 'Name', 'Description', and 'Logo URL'. The 'Description' field has a placeholder text: 'Please enter a few words about your Business in less than 280 characters'. The 'Logo URL' field has a placeholder text: '[optional] a url that contains a public image file'. Below the fields are two orange buttons: 'Update' and 'Close'.

3. Address Settings

- Enter the address of the business



The 'Address Settings' form is a light gray box with a title bar. It contains four input fields: 'Address', 'City', 'State', and 'Zip'. The 'State' field is a dropdown menu with 'Select' as the current selection. Below the fields are two orange buttons: '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-section "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 the 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-section "Recharge Account". It contains one input field: "Deposit Amount" with the value "\$ 50". Below the 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", "Reports", "User Administration", and "Account Settings". The main content area is titled "Validation Management" and features a "Select Validation" dropdown menu currently showing "Nothing selected". To the right of the dropdown is 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", "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 the value "\$ 1". Below the fields is a link "Advanced Settings +" and two buttons: "Create" and "Back". A green banner at the bottom of the form area 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.

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	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