

# Merchant Validation User Guide

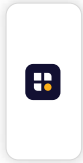


**Passport Parking**

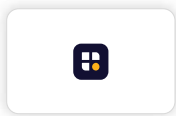
# Passport Parking

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

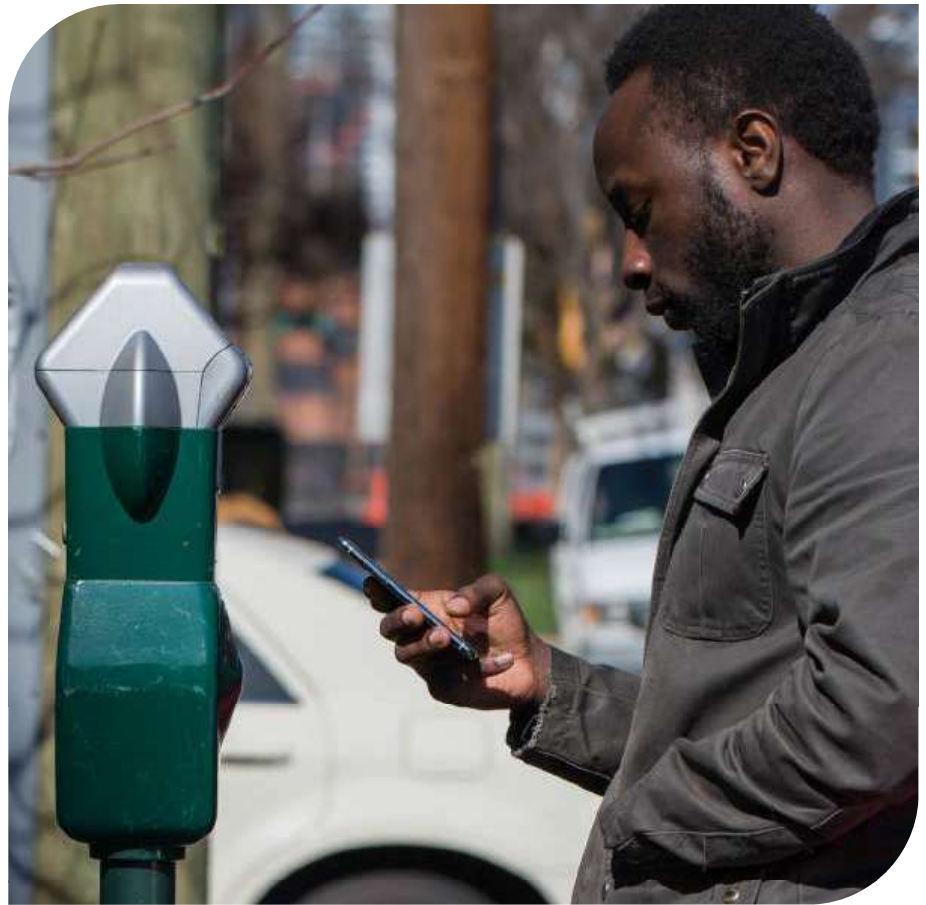
Parking customers can register and pay for parking through either of these easy methods:



**MobileApp**  
Passport Parking



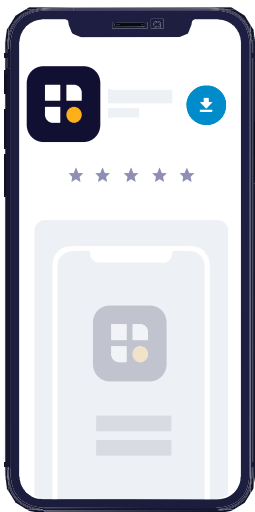
**Mobile Website**  
PassportParking.com



**Passport Parking is free to download and easy to use by following these simple steps:**

1

Download the Passport Parking app



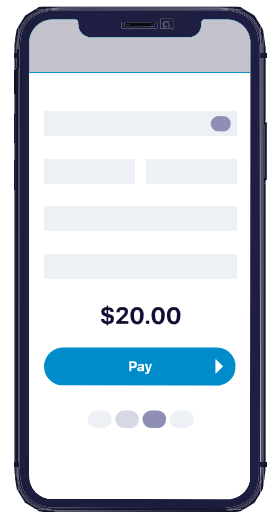
2

Find a sign for Passport Parking



3

Pay from your phone



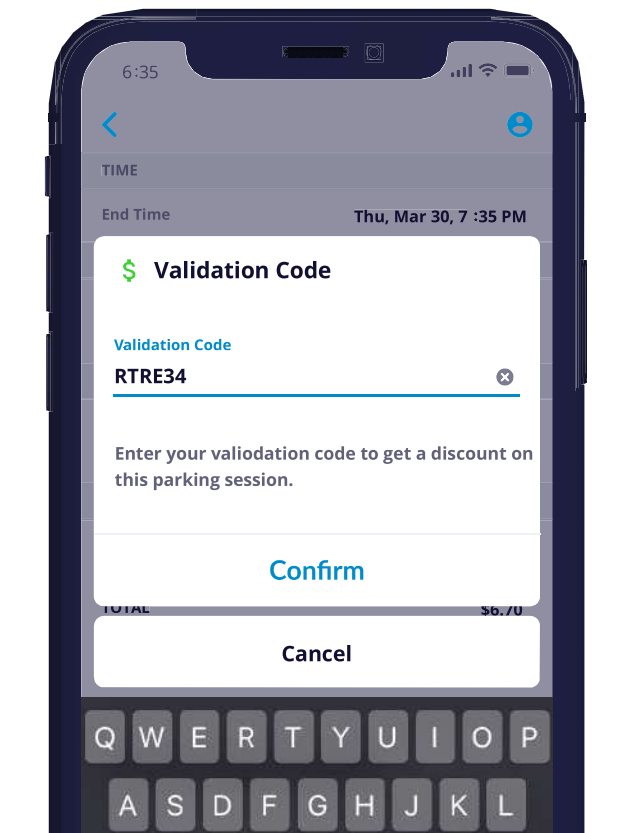
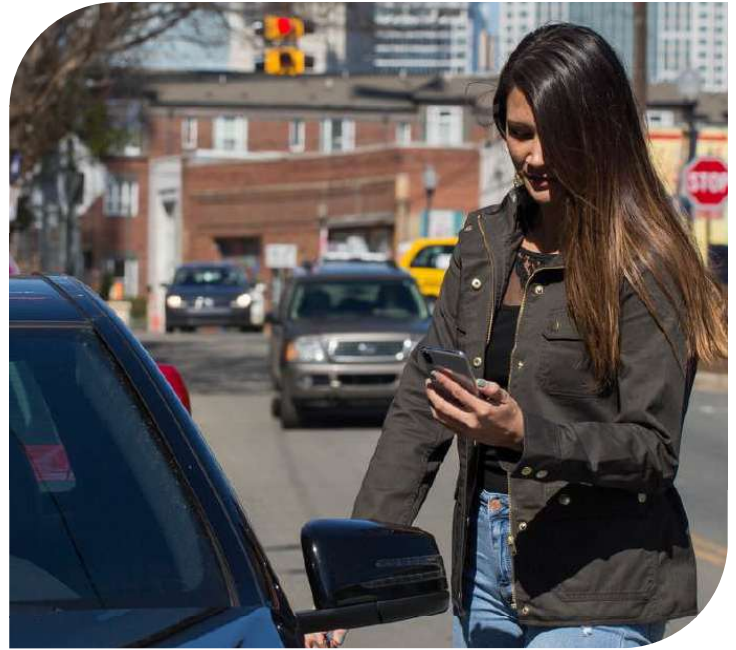
## Merchant Validation

Merchants have the opportunity to subsidize paid parking through Passport's validation system. This promotes awareness of mobile pay for parking.

### 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: [passportinc.com/validation](https://passportinc.com/validation)



## How it Works

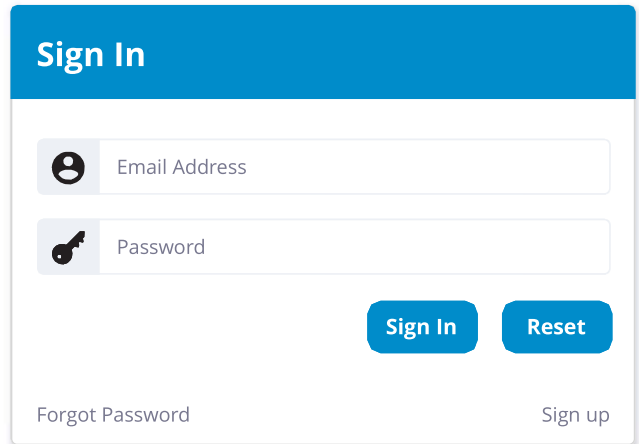
1. Merchants load a balance on the validation account management site
2. Merchants create codes for a predetermined amount to allow customers to discount their parking session
3. Customer enters the code to receive discount on their parking session
4. Validation amount is then deducted from the merchant balance and transferred to the parking provider

# Getting Started

Setting up your merchant validation account is quick and easy!

## 1. Account Set Up

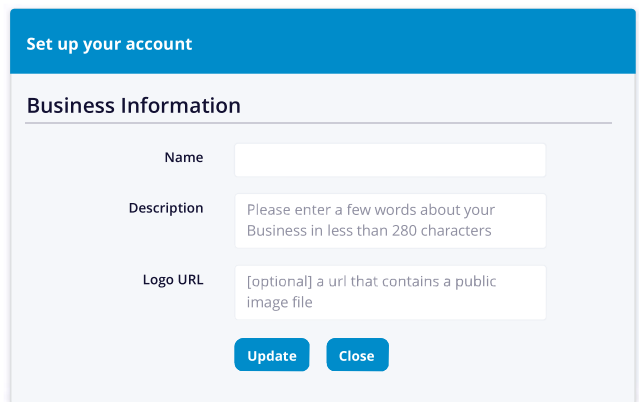
- Go to: [passportinc.com/validation](https://passportinc.com/validation)
- Click **Sign Up**
- Enter merchant information



The screenshot shows a 'Sign In' form with a blue header. It contains two input fields: 'Email Address' with an email icon and 'Password' with a key icon. Below the fields are two blue buttons: 'Sign In' and 'Reset'. At the bottom, there are links for 'Forgot Password' and 'Sign up'.

## 2. Business Information

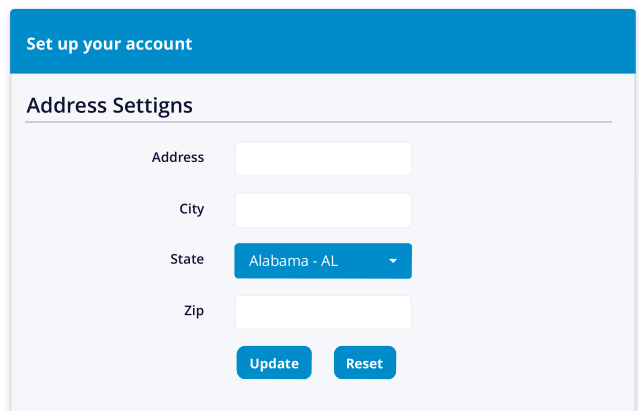
- Enter name and description of the business



The screenshot shows a 'Set up your account' form with a blue header. The section is titled 'Business Information'. It has three input fields: 'Name', 'Description' (with a placeholder: 'Please enter a few words about your Business in less than 280 characters'), and 'Logo URL' (with a placeholder: '[optional] a url that contains a public image file'). At the bottom are two blue buttons: 'Update' and 'Close'.

## 3. Address Settings

- Enter the address of the business



The screenshot shows a 'Set up your account' form with a blue header. The section is titled 'Address Settings'. It has four input fields: 'Address', 'City', 'State' (a dropdown menu currently showing 'Alabama - AL'), and 'Zip'. At the bottom are two blue buttons: 'Update' and 'Reset'.

## 4. Payment Card Set Up

- Enter credit/debit card that will fund the validations
- **i** E.g. \$2 validation code applied to a \$1.65 parking session will only debit the merchant \$1.65 rather than the full \$2

The screenshot shows a form titled "Set up your account" with a sub-section "Payment Card Settings". It contains three input fields: "Card Number", "Name as on Card", and "Expiry Date". Below the fields are two buttons: "Save" and "Reset".

## 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 features a "Deposit Amount" field with a dropdown menu set to "\$50". Below the field are two buttons: "OK" and "Reset".

## 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

The screenshot shows the "Validation Management" interface. It includes a "Select Validation" dropdown menu currently showing "\$1 Off", a "New Validation+" button, and "View" and "Delete" buttons. At the bottom, it displays "© Passport Labs, Inc." and "All Rights Reserved."

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

Validation Summary
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The screenshot shows the "New Validation" form. It includes fields for "Validation Name", "Discount Amount" (with a "\$ Amount in Dollar" placeholder), "Multi Use Validation" (checkbox), "Stackable" (checkbox), and "Expires In" (with a "0" value and "Days", "Hours", "Minutes" dropdowns). There are "Advanced Settings +" and "Create" buttons. At the bottom, it displays "© Passport Labs, Inc." and "All Rights Reserved."

## 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
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**Code Generator**

Select Validation: **\$1 Off**

Number of Validations:

**Generate Validation Code**

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## 9. Generate Validation Code

- After clicking **Generate Validation 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)

**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.

Validation Summary

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

**Code Generator**

Select Validation: **ParkSmartKC Lot**


Number of Validations:

**Generate Validation Code**

Download as PDF


S. No	Validation Code
1	LAEI5VR
2	CG87ZEL
3	6CKF279
4	FM32S76
5	M25UHU9
6	M5N9ESX
7	G5D1XHF
8	LCLGNF
9	RH5GN68
10	51HRG4Z

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**Discount Code**  
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**6CKF279**  
Expires: Never  
Courtesy of Acme Parking




**Discount Code**  
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**FM32S76**  
Expires: Never  
Courtesy of Acme Parking




**Discount Code**  
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**LAEI5VR**  
Expires: Never  
Courtesy of Acme Parking




**Discount Code**  
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**CG87ZEL**  
Expires: Never  
Courtesy of Acme Parking



**Discount Code**  
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay



**Discount Code**  
Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

# 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

S#	Validation ID	Validation Name	Created On	Expires On	Value	Issued By	Used On	Used at Zone #	Discount %	Cost to Business \$1
1	81 DPF	SH9VCFB	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00
2	81 DPF	N2282NF	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00
3	81 DPF	V5TF927	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00
4	81 DPF	61VVG44H	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00
5	81 DPF	Z88246L	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00
6	81 DPF	W0144L4V	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00
7	81 DPF	EX0181J	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00
8	81 DPF	R8E62E	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00
9	81 DPF	UHF479Q	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00
10	81 DPF	BQC238V	Sep 15 2019 01:30 PM	Never	1.00	Steve jobs	Sep 16	0000	1.00	1.00

# 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

# Refund Policy

A merchant can request a refund for their unused balance by emailing [support@passportinc.com](mailto:support@passportinc.com).



[passportinc.com](https://passportinc.com)