

# Merchant Validation



## Passport Parking User Guide

# 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:



**Mobile App**  
Passport Parking



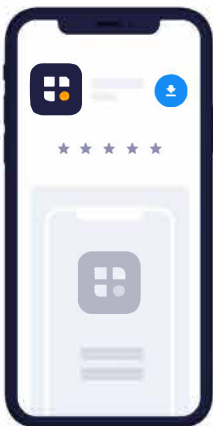
**Mobile Website**  
PassportParking.com



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

1

Download the Passport Parking app



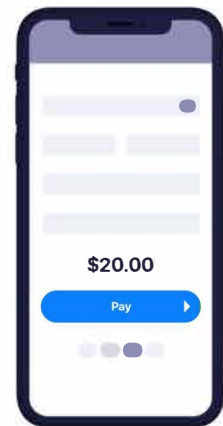
2

Find a sign for Passport Parking



3

Pay from your phone



## MERCHANT VALIDATION

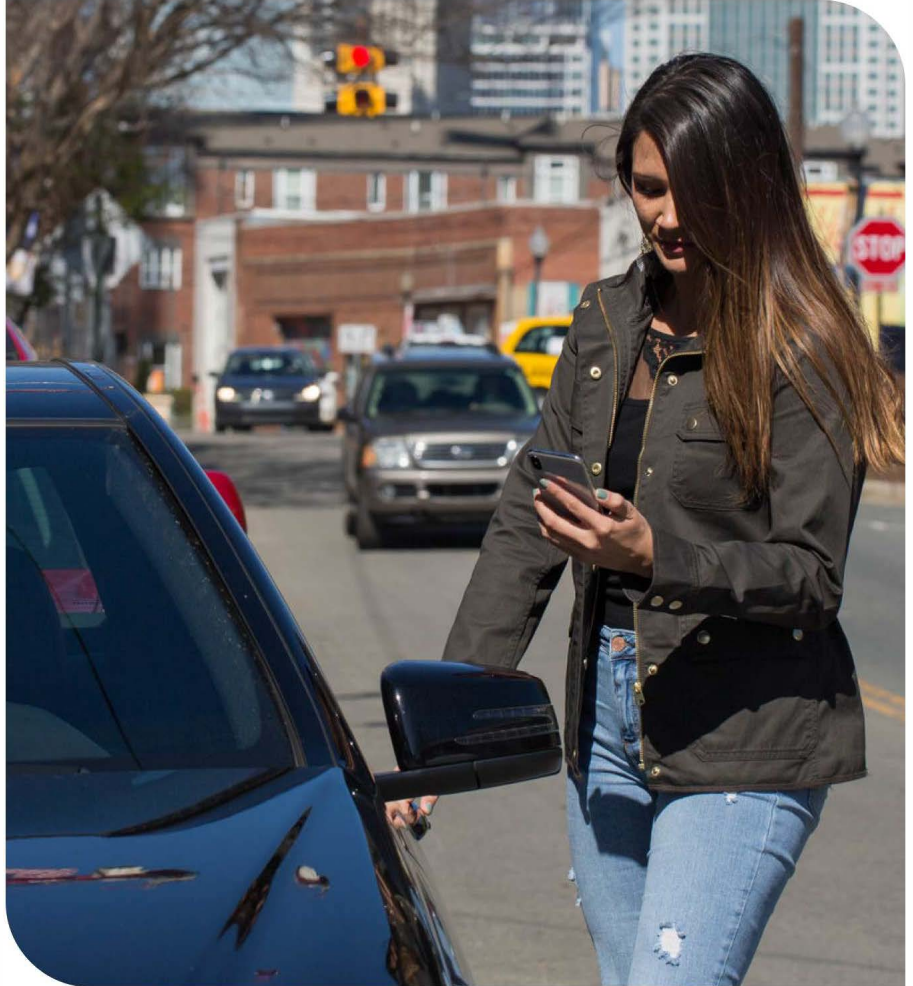
Merchants have the opportunity to subsidize paid parking through Passport's validation system. This promotes awareness of mobile pay for parking.

### 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

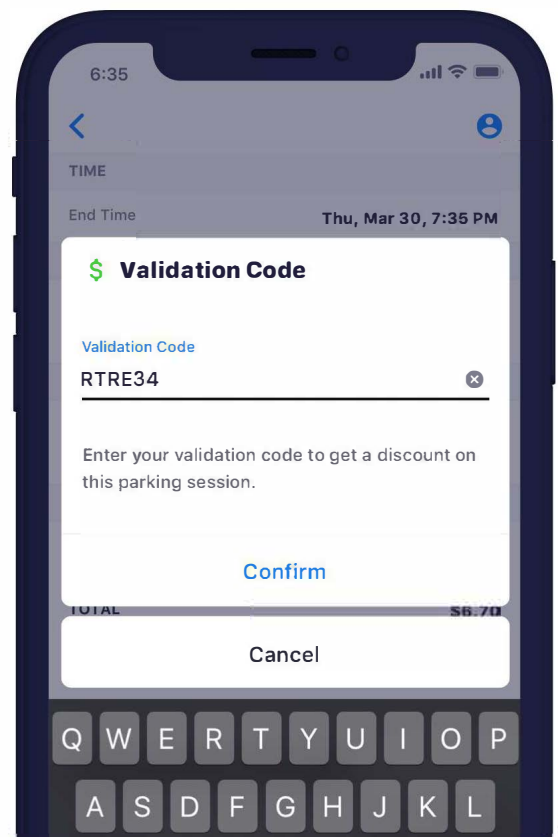
Merchants can sign up and manage their accounts at:

[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

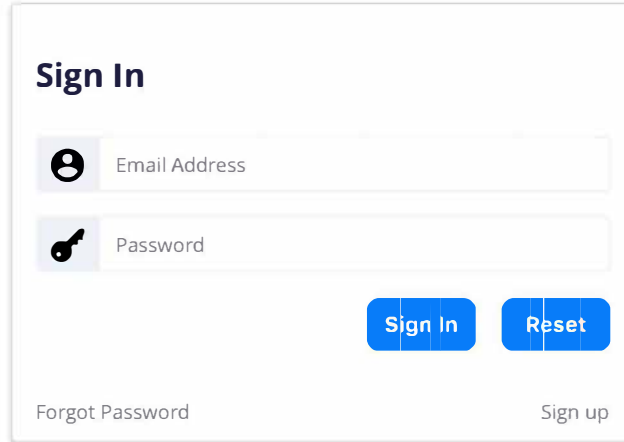


# GETTING STARTED

Setting up your merchant validation account is quick and easy!

## 1. ACCOUNT SET UP

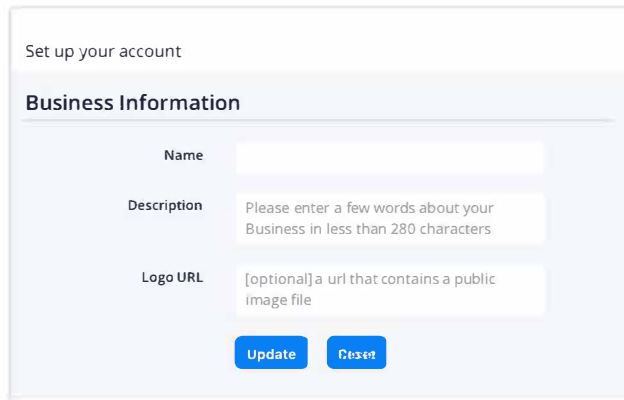
- Go to: **passportinc.com/validation**
- Click **Sign Up**
- Enter merchant information



The screenshot shows a 'Sign In' form with two input fields: 'Email Address' and 'Password'. Below the fields are two blue buttons: 'Sign In' and 'Reset'. At the bottom left, there is a link for 'Forgot Password', and at the bottom right, there is a link for 'Sign up'.

## 2. BUSINESS INFORMATION

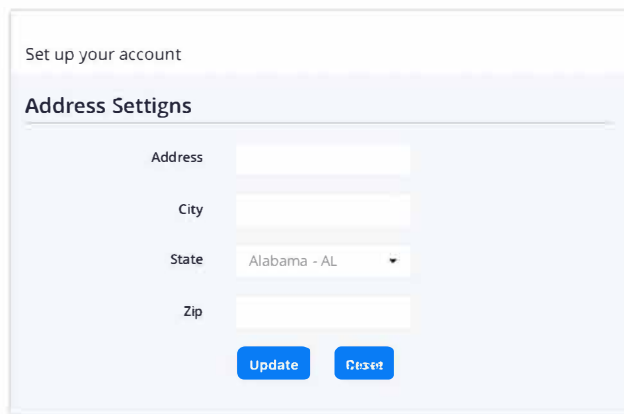
- Enter name and description of the business



The screenshot shows the 'Business Information' section of the account setup page. It includes three input fields: 'Name', 'Description' (with a note: 'Please enter a few words about your Business in less than 280 characters'), and 'Logo URL' (with a note: '[optional] a url that contains a public image file'). At the bottom are 'Update' and 'Reset' buttons.

## 3. ADDRESS SETTINGS

- Enter the address of the business



The screenshot shows the 'Address Settings' section of the account setup page. It includes four input fields: 'Address', 'City', 'State' (a dropdown menu currently showing 'Alabama - AL'), and 'Zip'. At the bottom are 'Update' and 'Reset' buttons.

## 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's account \$1.65 rather than the full \$2.

## 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*

## 6. CREATE VALIDATION TYPE

- From the launch page select **Manage Validations**
- Click **New Validation**

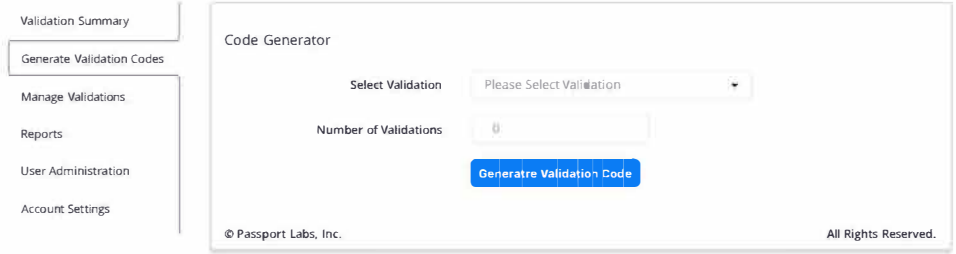
## 7. VALIDATION SET UP

- 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

## 8. VALIDATION QUANTITY

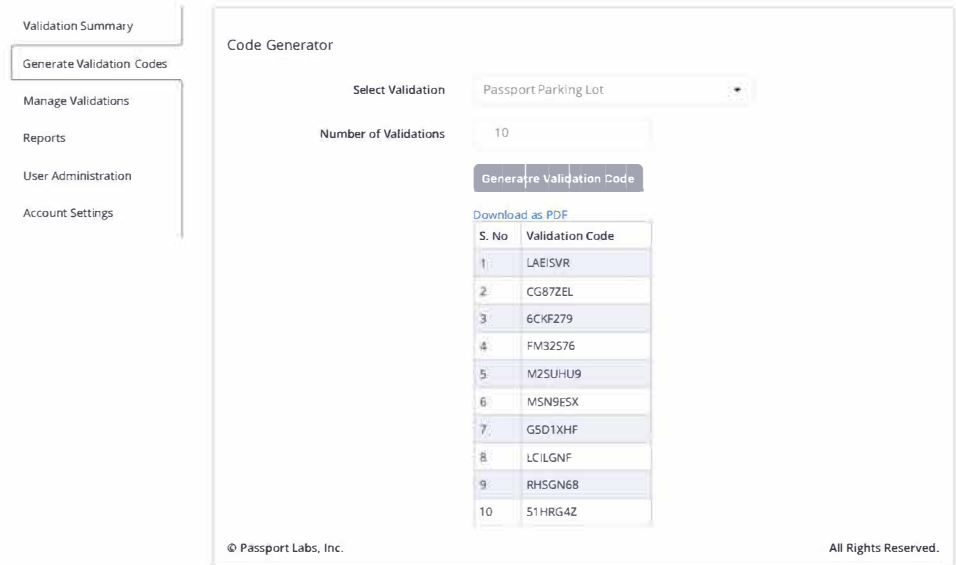
- The drop-down menu next to **Select Quantity** allows the merchant to choose the number of validations they would like to generate




## 9. GENERATE VALIDATION CODE


- After clicking **Generate 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.







**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

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

Reports

Validations

Date Range: Current Day

User: All Users

Zone: All Zones

Filter By: All

[Generate Report](#)

© Passport Labs, Inc. All Rights Reserved.

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

Reports

S. No	Validation Name	Validation Name	Created On	Expires On	Value (\$)	Issued By	Used On	Used at Zone #	Discount (%)	Cost to Business (\$)
1	Passport Parking Lot	SHWYC1B	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	7.00	1.00
2	Passport Parking Lot	NJZBZ0C	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
3	Passport Parking Lot	VSTP937	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
4	Passport Parking Lot	GLVGM4H	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
5	Passport Parking Lot	Z8BZARL	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
6	Passport Parking Lot	WZ444V	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
7	Passport Parking Lot	8KCEELI	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	7.00	1.00
8	Passport Parking Lot	FKE623	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
9	Passport Parking Lot	UHH75Q	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
10	Passport Parking Lot	#QC33RY	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00

1/10 of 10

© Passport Labs, Inc. All Rights Reserved.

## 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**  
User Administration  
Account Settings

Validation Site Summary

Card Details: \*\*\*\*\*0000 [View](#)

Auto recharge: OFF [View](#)

Claimed Transactions: [View](#)

Recent Payments

No payments!

[Close](#)

Balance left in your account: \$50.00 [Recharge](#)

© Passport Labs, Inc. All Rights Reserved.

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

Validation Site Summary

Card Details: \*\*\*\*\*0000 [View](#)

Auto recharge: OFF [View](#)

Transactions Claimed

No transactions!

[Close](#)

Recent Payments: [View](#)

Balance left in your account: \$50.00 [Recharge](#)

© Passport Labs, Inc. All Rights Reserved.

## REFUND POLICY

If merchants decide to no longer offer validation codes, email [help@passportinc.com](mailto: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



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