

Merchant Validation



ParkSmartKC User Guide

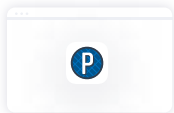
PARKSMARTKC

With the launch of ParkSmartKC, 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
ParkSmartKC



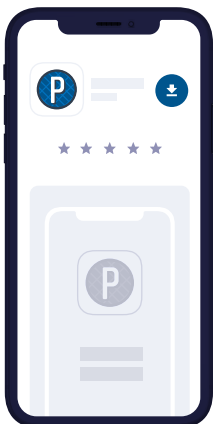
Mobile Website
ParkSmartKC.com



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

1

Download the ParkSmartKC app



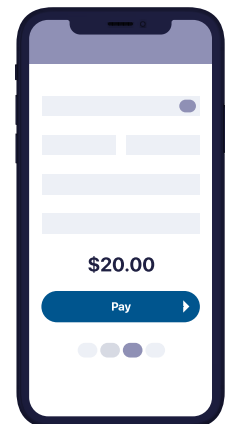
2

Find a sign for ParkSmartKC



3

Pay from your phone



MERCHANT VALIDATION

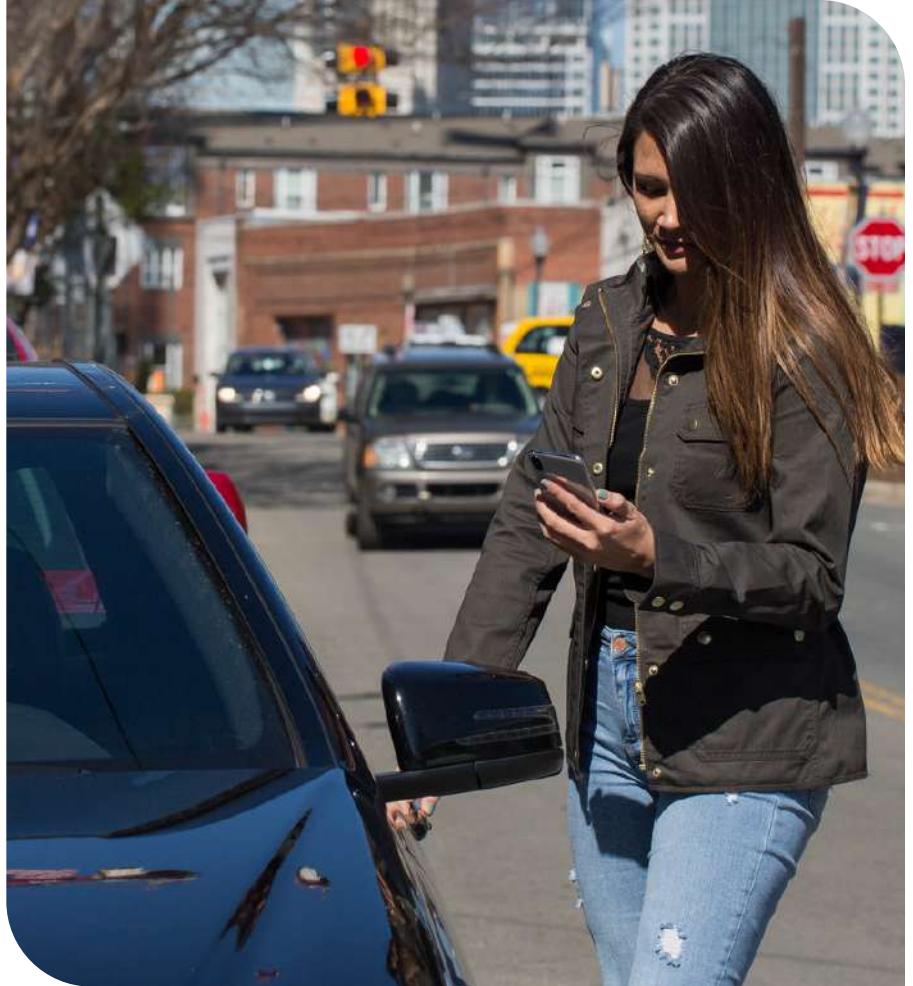
Merchants have the opportunity to subsidize paid parking through Passport's validation system. This promotes awareness of mobile pay for parking.

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

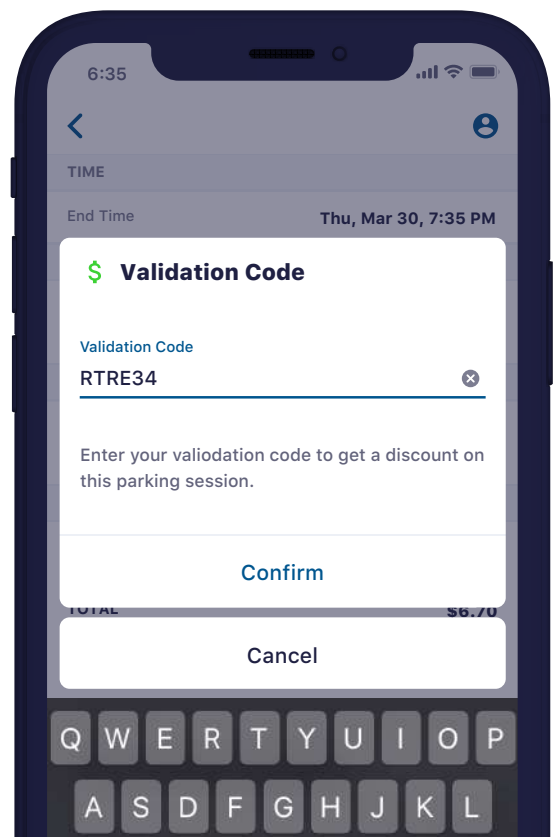
Merchants can sign up and manage their accounts at:

ParkSmartKC.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

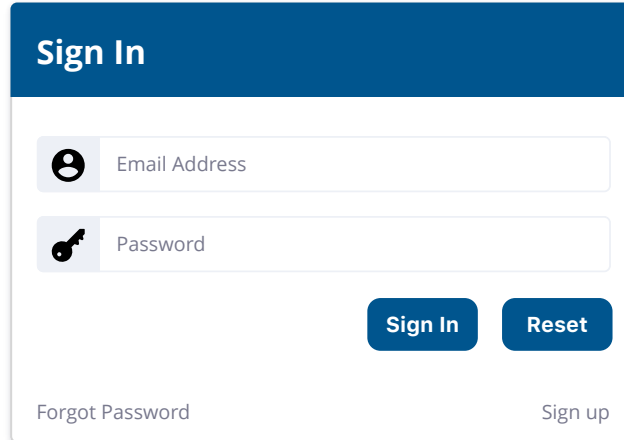


GETTING STARTED

Setting up your merchant validation account is quick and easy!

1. ACCOUNT SET UP

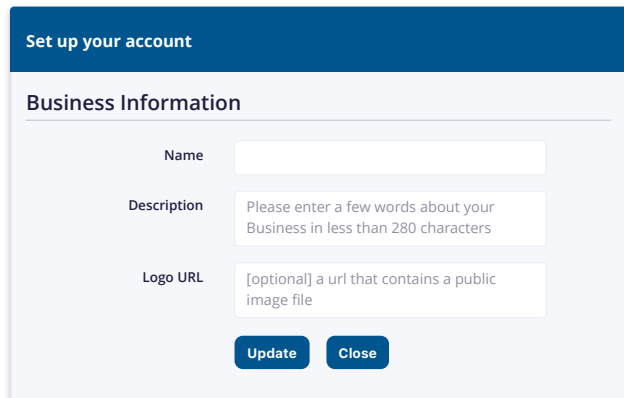
- Go to:
**ParkSmartKC.ppprk.com/
apps/validation**
- Click **Sign Up**
- Enter merchant information



The 'Sign In' form features a dark blue header with the text 'Sign In' in white. Below the header are two input fields: 'Email Address' with a person icon and 'Password' with a key icon. To the right of these fields are two blue buttons labeled '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

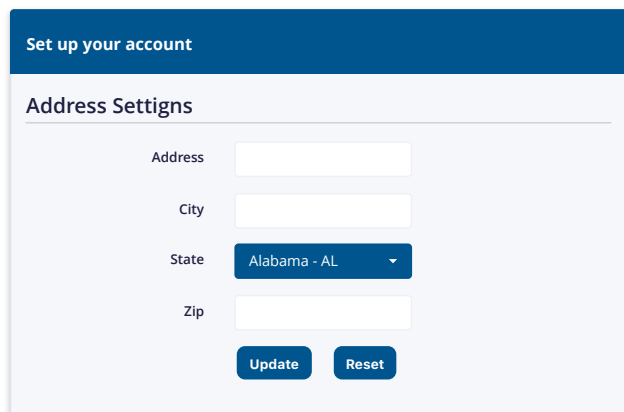
- Enter name and description of the business



The 'Set up your account' form has a dark blue header with 'Set up your account' in white. The main section is titled 'Business Information' and contains 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 labeled 'Update' and 'Close'.

3. ADDRESS SETTINGS

- Enter the address of the business



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

4. PAYMENT CARD SET UP

- Enter credit/debit card that will fund the validations

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

Set up your account

Payment Card Settings

Card Number

Name as on Card

Expiry Date

Save **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

Set up your account

Recharge Account

Deposit Amount

OK **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

Validation Management

Select Validation **\$1 Off** **New Validation+**

View **Delete**

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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
Generate Validation Codes
Manage Validations
Reports
User Administration
Account Settings

New Validation

Validation Name

Discount Amount

Multi Use Validation What's this?

Stackable What's this?

Stackable

Expires In Days Hours Minutes What's this?

Advanced Settings +

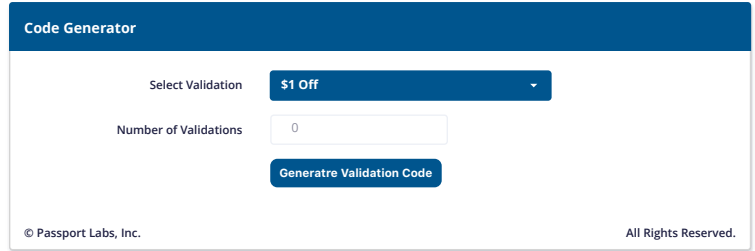
Create **Back**

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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

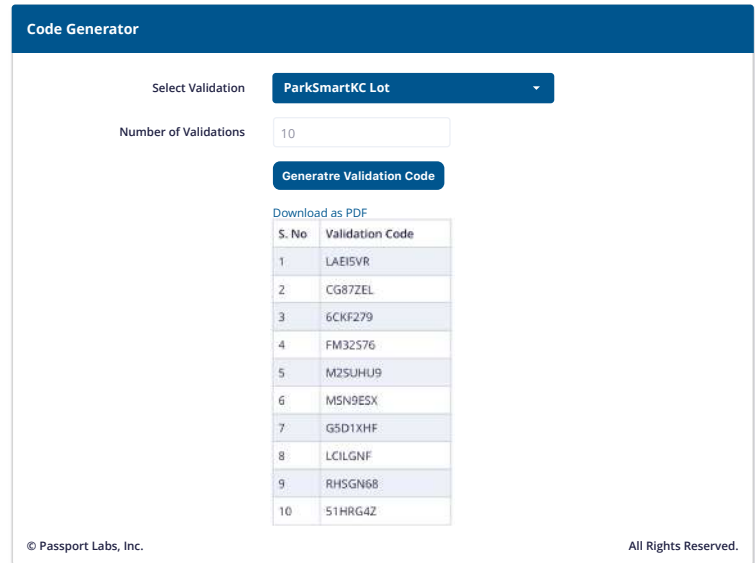



9. GENERATE VALIDATION CODE

- 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






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

LAEISVR


Expires: Never
Courtesy of Acme Parking




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



Discount Code
Enter the following code in your ParkSmartKC 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:

User:

Zone:

Filter by:

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Validation Summary
Generate Validation Codes
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Reports

No	Validation Name	Created On	Expires On	Value	Issued By	Used On	Used at Zone #	Discount	Cost to Business
1	\$1 OFF SHHPC1B	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
2	\$1 OFF NIZB2RF	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
3	\$1 OFF VSTP9Z7	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
4	\$1 OFF GUVG44H	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
5	\$1 OFF Z80Z4BL	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
6	\$1 OFF WZHL4LV	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
7	\$1 OFF EKJELJ	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
8	\$1 OFF FNEGGZ	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
9	\$1 OFF UHFH75Q	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
10	\$1 OFF 8QCZ3RY	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00

Download CSV

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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

Auto recharge: OFF

Claimed Transactions:

Recent Payments

No payments!

Balance left in your account: \$50.00

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Validation Summary
Generate Validation Codes
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User Administration
Account Settings

Validation Site Summary

Card Details: *****0000

Auto recharge: OFF

Transactions Claimed

No transactions!

Recent Payments

Balance left in your account: \$50.00

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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



passportinc.com