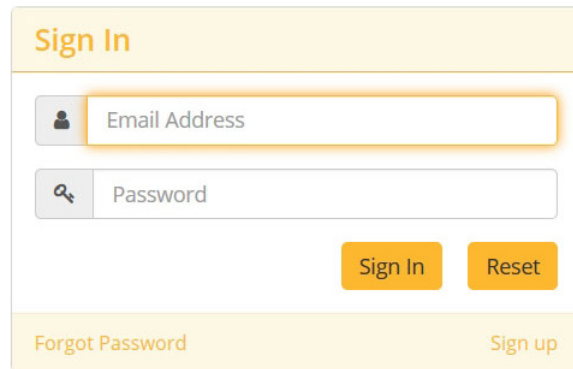


Parking Validation Instructions

Step 1

To load a balance and create codes on the validation account management site, go to:
universityofillinois.ppprk.com/apps/validation

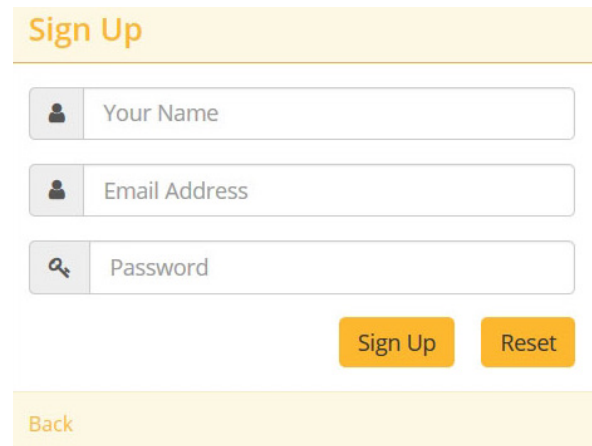
NOTE: Do not use Internet Explorer



The Sign In form features a yellow header with the text "Sign In". Below the header are two input fields: "Email Address" and "Password". The "Email Address" field is highlighted with a yellow border. To the right of the "Password" field are two buttons: "Sign In" and "Reset". At the bottom of the form, there are two links: "Forgot Password" on the left and "Sign up" on the right.

Step 2

If you are new to the site: click "Sign Up" in the bottom right corner and enter your first and last name, email address, and password. Click "Sign Up" button.

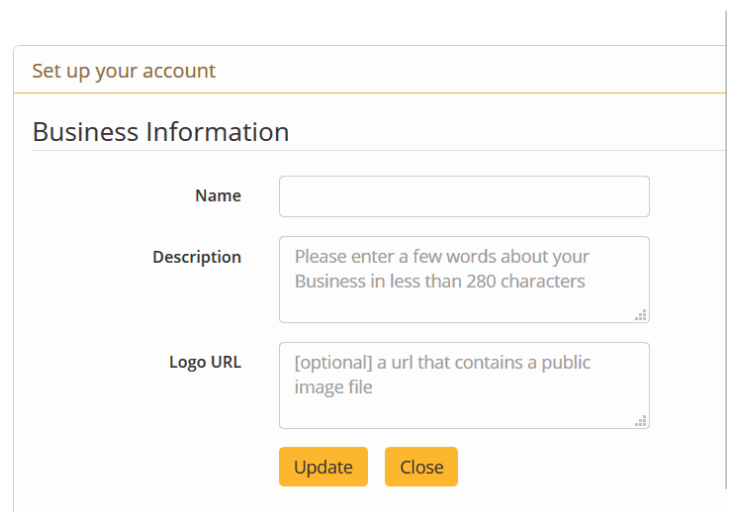


The Sign Up form features a yellow header with the text "Sign Up". Below the header are three input fields: "Your Name", "Email Address", and "Password". To the right of the "Password" field are two buttons: "Sign Up" and "Reset". At the bottom of the form, there is a "Back" link.

Steps 3 & 4

Enter your department (business) information, name and description (required). Click "Update."

Enter business address. Click "Update."



The "Set up your account" form has a yellow header with the text "Set up your account". Below the header is a section titled "Business Information". This section 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". At the bottom of the form are two buttons: "Update" and "Close".

Parking Validation Instructions

Step 5

Enter credit/debit card information. Click "Save."

NOTE: Per OBFS rules, if using a university t-card, the credit/debit card information must be removed once the account is funded and codes are generated. The t-card information can be replaced with a test credit card (4111-1111-1111-1111, TEST, 2021-12).

Set up your account

Payment Card Settings

Card Number

Name as on Card

Expiry Date

[Save](#) [Reset](#)

Step 6

Fund the validation account by making a minimum purchase of \$50. Enter the desired deposit amount. Click "Ok."

Set up your account

Recharge Account

Deposit Amount

[Ok](#) [Reset](#)

NOTE: Per OBFS rules, turn "Auto Recharge" to **OFF**.

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

Validation Site Summary

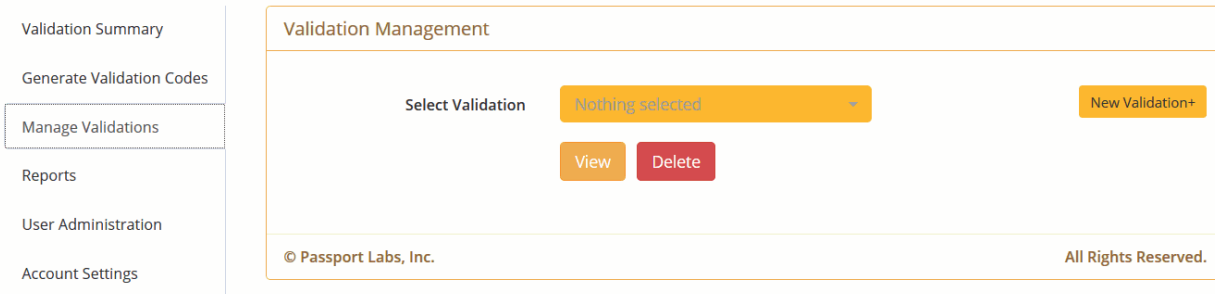
Card Details	*****1991	Edit
Auto recharge	ON	Edit
Claimed Transactions		View
Recent Payments		View
Balance left in your account	\$50.00	Recharge

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Parking Validation Instructions

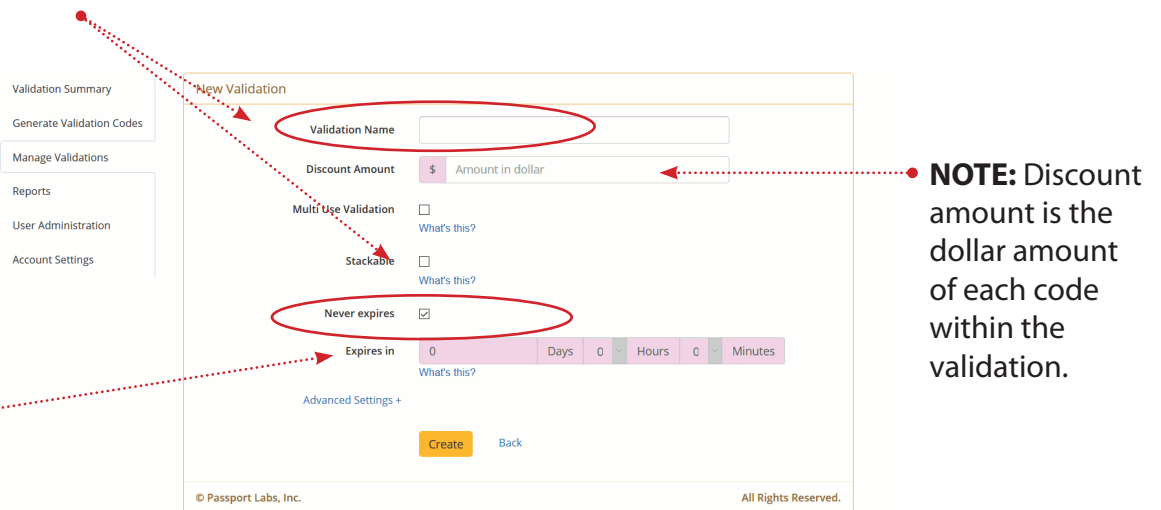
Step 7

Select manage validations. Click on "New Validation."



Step 8

Enter validation name (example – meetings), discount amount, expiration (in days), and check boxes as needed.



NOTE: Do not create validations that never expire.

When finished, click "Create."

Parking Validation Instructions

Steps 9 & 10

Select generate validation codes. Select validation. Enter number of validations (codes to distribute). Click "Generate Validation Code." A list of validation codes will appear and can be downloaded as a PDF.

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

Validation Management

Select Validation Nothing selected New Validation+

View Delete

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Code Generator

Select Validation Meetings

Number of Validations

Generate Validation Code

[Download as PDF](#)

S.No	Validation Code
1	6X6UESH

Expires Never

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TEM Expense Report

- Must be a TEM Power User* to create this report.
- Use PDF as the receipt.
- Submit as "Arranged Travel."

*See your Unit Security Coordinator to become a TEM Power User.

Parking Validation Instructions

Reporting

The Reports tab on the left side of the screen allows you to monitor validation use.

Once Generate Report is selected a spreadsheet of the specified credentials will be generated.

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	SB21VZ	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	8FYV2AC	Jul 11 2017 09:44 AM	Jul 11 2017 09:45 AM	.50	Jill Smith	Not used	NA	NA

Validation Summary

- Departments can keep track of recharge account deposits under the Recent Payments tab.
- Departments can keep track of used validation codes under the Transactions Claimed tab.

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

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

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.