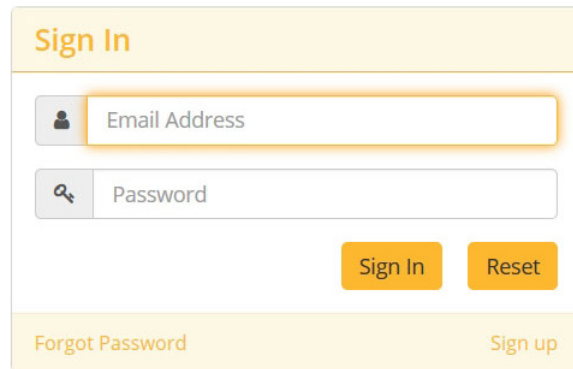# Parking Validation Instructions

Step 1

To load a balance and create codes on the validation account management site, go to: **universityofillinois.ppprk.com/apps/validation**
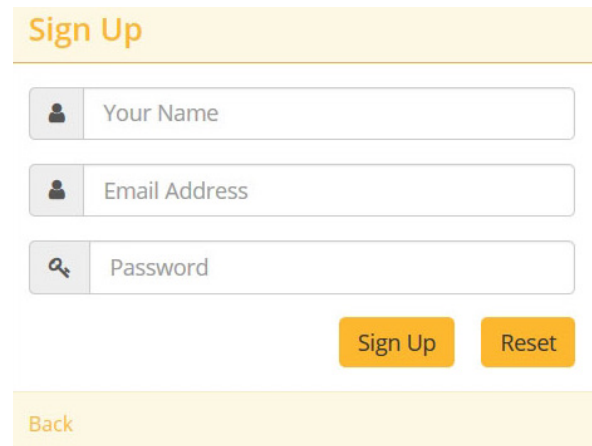
NOTE: Do not use Internet Explorer

Sign In

Email Address

Password

Sign In   Reset

Forgot Password   Sign up

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.
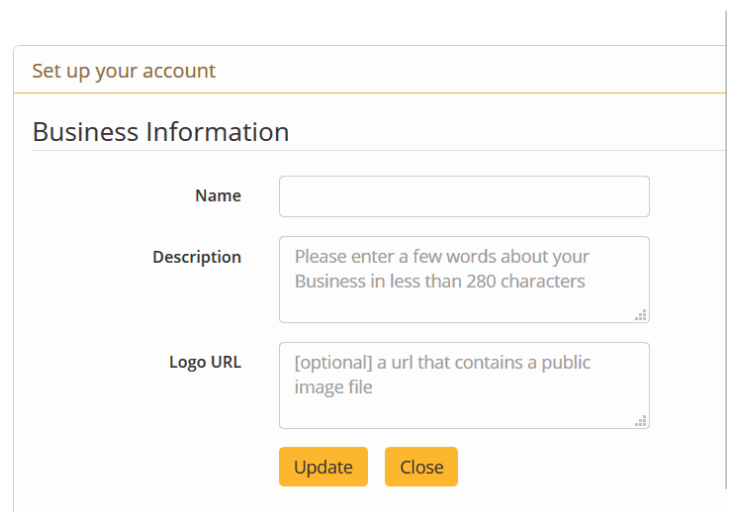
Sign Up

Your Name

Email Address

Password

Sign Up   Reset

Back

Steps 3 & 4

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

Enter business address. Click "Update."

Set up your account

Business Information

Name

Description   Please enter a few words about your Business in less than 280 characters

Logo URL   [optional] a url that contains a public image file

Update   Close

ILLINOIS
Parking Department

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 $ 50

Ok   Reset

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

Validation Summary

Generate Validation Codes

Manage Validations

Reports

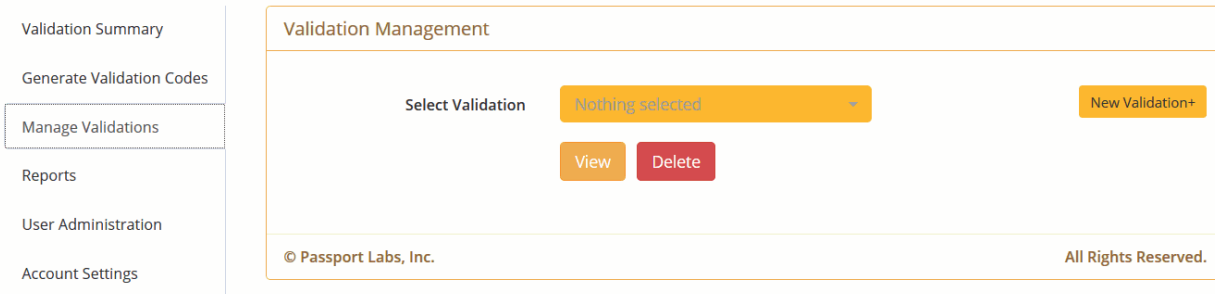User Administration

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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ILLINOIS
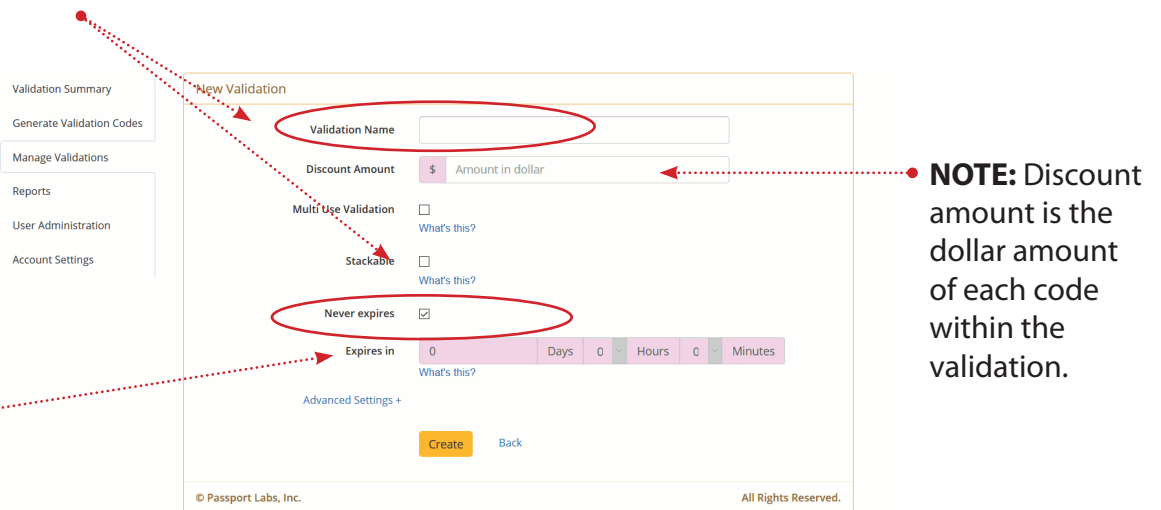## Parking Department

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: Discount amount is the dollar amount of each code within the validation.

NOTE: Do not create validations that never expire.

When finished, click "Create."

Parking Department

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.

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.

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.

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.