

- Where to park
- Rules & Regulations
- Parking Services
- University Police

- Citations
- Pay citation
- ppprk.com
- Accessible Parking
- Event Parking
- Carpool Parking
- Commercial Parking



## Passport Parking

Park. Pay. Be on your way.  
Passport Labs, Inc.



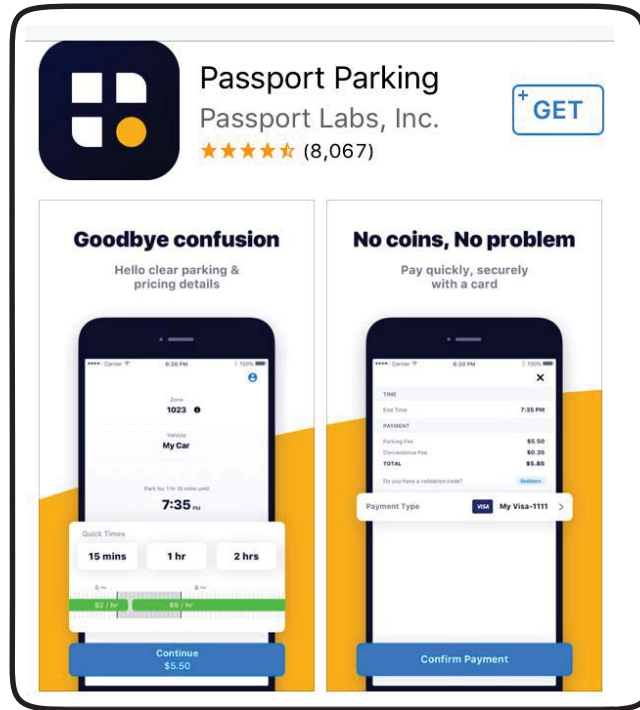
# On-Campus Parking App 7 STEP TUTORIAL including app options



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# Step 1: DOWNLOAD & OPEN APP

Passport Parking is a free App. Visit [ppprk.com](http://ppprk.com) to sign up, or click the links to the Apple App Store or Google Play\*



Once the download is complete, click OPEN.

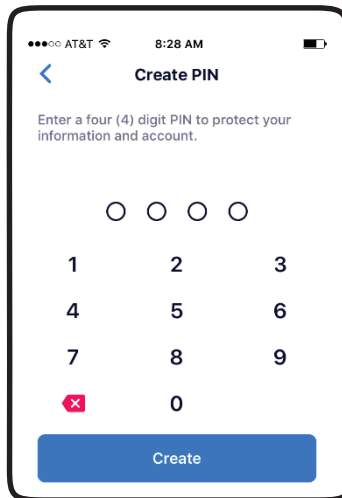
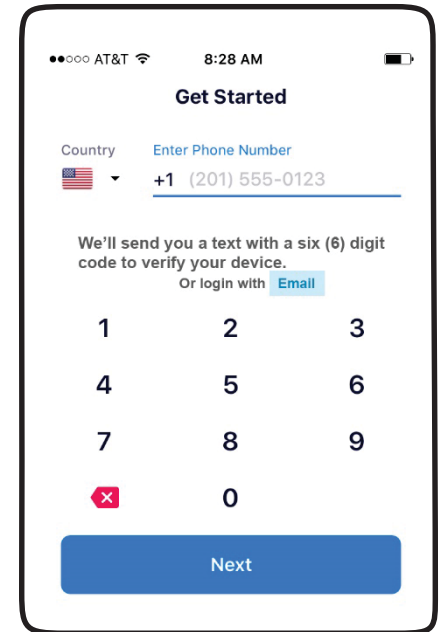


# Step 2: SET UP AN ACCOUNT

## VERIFICATION

Enter your phone number. You will receive a text with a 6-digit code, or you can choose to login with your email address.

Enter the verification code and click VERIFY.



## CREATE A PIN NUMBER

You will now need to create a 4-digit PIN number for your account.

Choose a four-digit PIN number that you can easily remember. You will need to enter it twice. Click CREATE.



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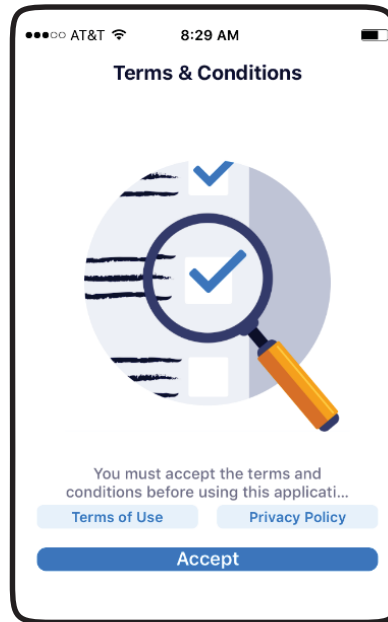
Carpool Parking

Commercial Parking

Parking Services

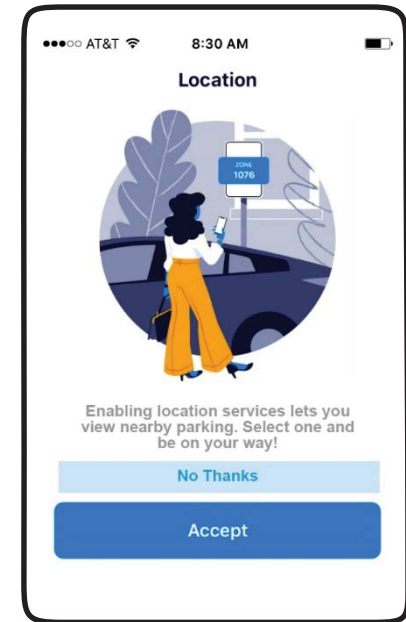
University Police

# Step 2: SET UP AN ACCOUNT (CONT.)



## ACCEPT TERMS & CONDITIONS

You can click on Terms of Use or Privacy Policy to review. You must **ACCEPT** these to continue.



## ENABLING LOCATION SERVICES

If you accept this feature, it will let you view nearby locations and directions to parking based on your current location.



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# You are ready to purchase a parking pass!

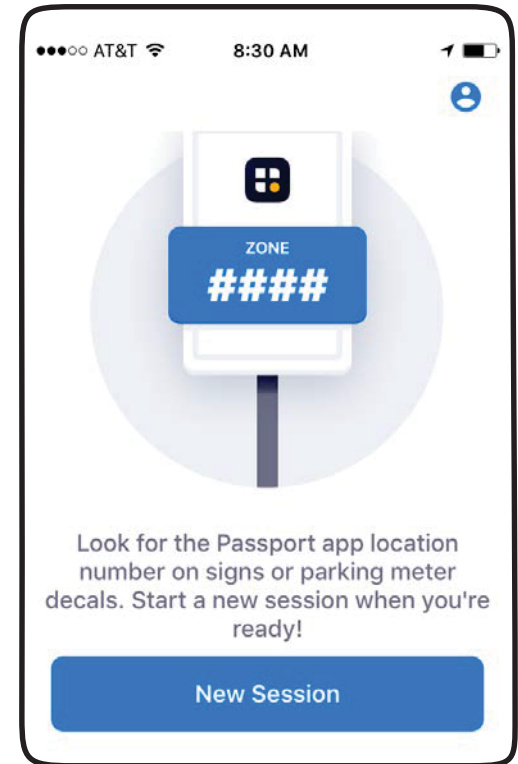
Now you need to locate the ZONE # of the parking lot you wish to park in.

**We recommend PARKING before you pay, to ensure there are spots available.**



Once you have found a parking spot, find the ZONE number for the location where you are parking.

Then click NEW SESSION to begin.



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# Step 3: PARKING ZONES at CSU, CHICO

Parking lot ZONE numbers are displayed in each parking lot, and each parking lot has a different ZONE number.

If you are unsure of your ZONE number, click the “Interactive Parking Map” link above for a map of zone locations.

Enter your ZONE\* and click CONTINUE.

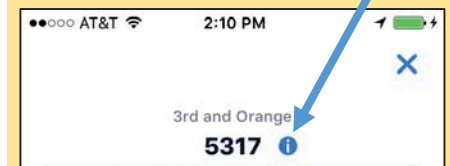
Below are some of the common parking area zones:


PARKING LOT	GENERAL PARKING ZONES
Stadium Lot (Nettleton Stadium)	5304
Parking Structure 2 (2 <sup>nd</sup> & Chestnut)	5310
2 <sup>nd</sup> & Hazel	5313
Parking Structure 1 (1st & Ivy)	5315
1 <sup>st</sup> & Orange	5316
3 <sup>rd</sup> & Orange	5317
Orange & East	5318





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Click on BLUE DOT to expand information screen for Zone.



When you choose the lot,  the General Parking zone rules should be displayed. If an alert comes up, or you are unable to proceed after putting in the zone, double-check the number and parking availability.

 A permit is required to park in this location until 5:00pm

 You have reached the maximum parking time for this location.

 Parking is available in 1 hour increments at a rate of \$1 an hour. >

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# Step 4: VEHICLE INFORMATION

Click ADD VEHICLE and enter the following:

License Plate #

State

Enter a VEHICLE FRIENDLY NAME\*

The app will remember your last entries if you are using different vehicles.

Click SAVE & CONTINUE

\*Vehicle friendly names can be anything such as “John’s Car” or “Honda Accord”.

## MULTIPLE CARS

You can park multiple cars by clicking NEW SESSION.



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Verizon 1:59 PM 66%

**Add Vehicle**

License Plate  
123XXX8

Select State/Country  
California (CA), US

Nickname  
My Car

Save Vehicle

New Session

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# Step 5: LENGTH OF STAY

Choose the duration you want to park.

Parking on campus is \$1.00 per hour, plus a \$0.15 charge (per session) for using the app.

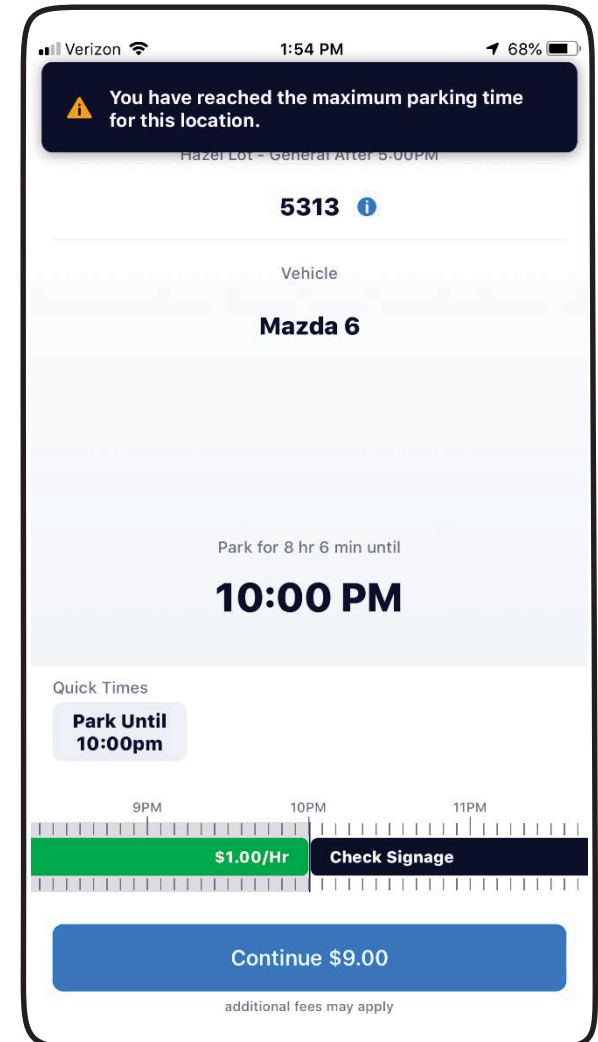
The app will automatically show a Quick Time option of your maximum purchase for the day until 10 pm...

OR

Touch the \$1/hr green bar and select your length of time there. Allow for travel time across campus to and from your car.



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# Step 6: PAYMENT

Lastly, you will be prompted to enter card details for your credit or debit card.

Enter the number including expiration and billing zip.

CONFIRM PAYMENT.

## YOU CAN NOW PARK!

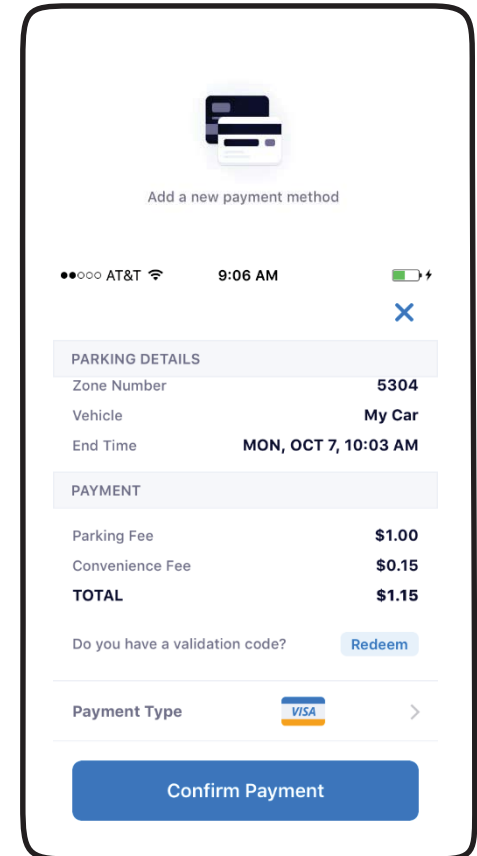
You can now track your parking session from the app.

### NEED TO STAY LONGER?

You can extend your pass at any time from anywhere on or off campus.



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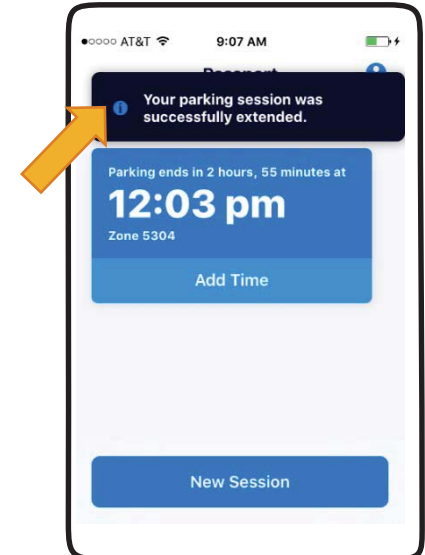
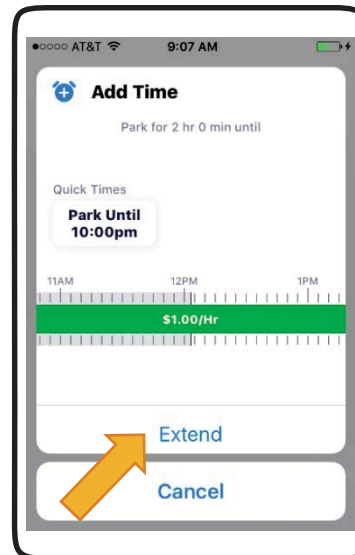
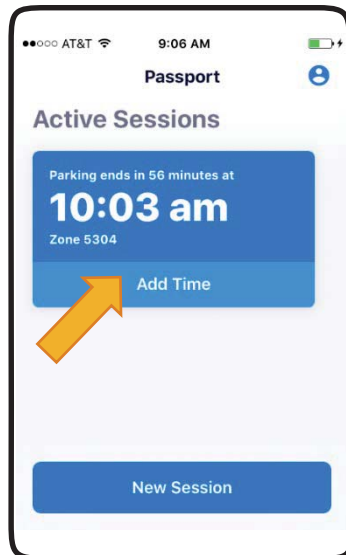
# OPTIONS

## EXTEND TIME

Click ADD TIME on your confirmation screen.

Choose the duration you want to extend your parking session, then click EXTEND. Fees will be added accordingly (\$1/hr)

You will not be charged the \$0.15 fee again, **however** if your session expires, fees will re-apply.



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# OPTIONS

## MY ACCOUNT



Touch Blue Dot to open "My Account".

**PROFILE:** Name, Phone and Email address.  
User ID is at bottom of screen.

**PARKING HISTORY:** View all past parking history

**PAYMENT:** Current card on file. You can also add another credit or debit card

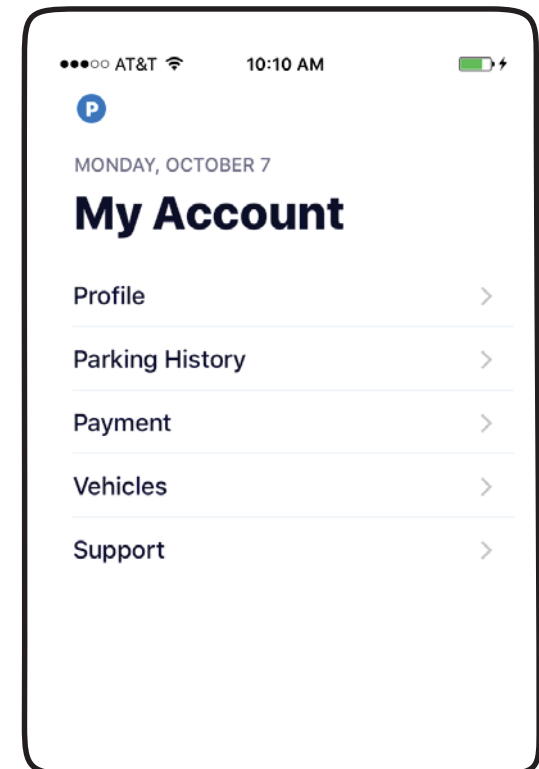
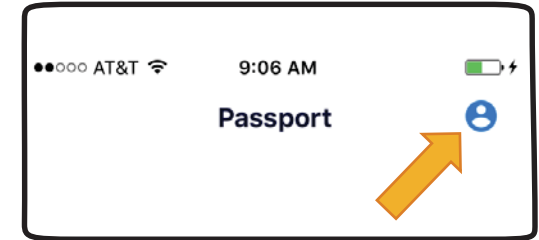
**VEHICLES:** View and add multiple vehicles

**SUPPORT includes:**

**FAQ -** Addresses General, Payment, Account, Trouble-shooting and Citation questions

**Terms and Conditions**

**Privacy Policy**



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Thank you for using Passport Parking



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