

Where to park

Rules & Regulations

Parking Services

University Police

Carpooling

Accessible Parking

Citations

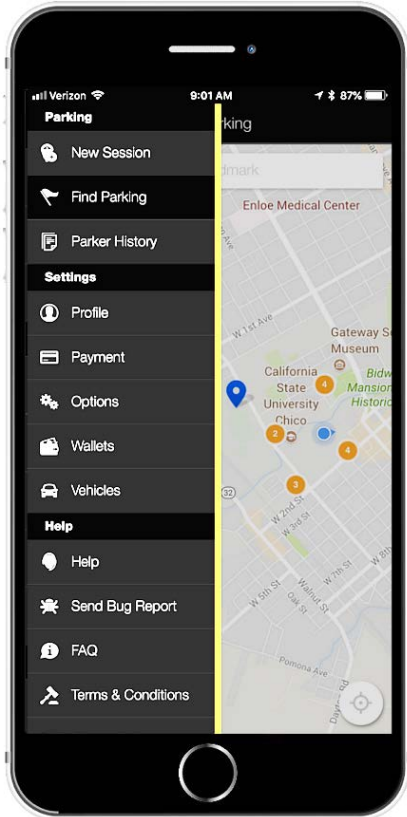
Zone Map

Permit Map

Accessible Parking Map

Campus Map

Passport



On-Campus Parking App

7 STEP TUTORIAL

including app options



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Step 1: DOWNLOAD & OPEN APP

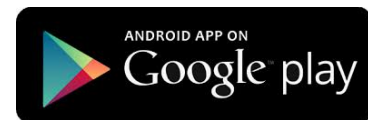
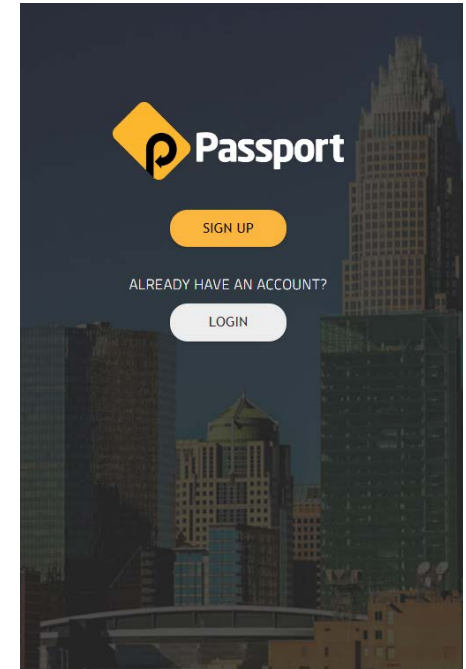
Visit www.ppprk.com to sign up or click the links above to the Apple App Store or Google Play*

Once the download is complete, click OPEN



Confirm the country as the United States of America by clicking CONTINUE

Hit SIGN UP to set up your account



*The app will ask you to accept a popup requesting that the app has access to your phone, location, identity, etc.

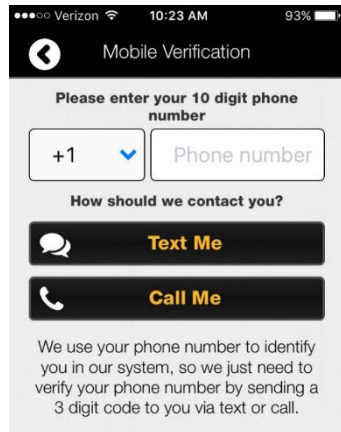
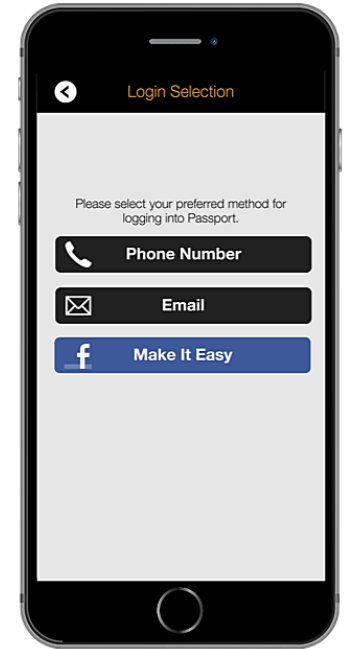


Step 2: SET UP AN ACCOUNT

Accept the TERMS & CONDITIONS before continuing

On the LOGIN SELECTION screen, choose your preferred method for logging into Passport by choosing one of the provided options:

- 1) Phone (Cell phone)
- 2) E-mail
- 3) Make It Easy (Log in using Facebook)



OPTION 1: PHONE

Set up your cell phone login by entering your 10-digit cell phone number

Choose either TEXT ME or CALL ME to verify your phone number

Confirm that the number is correct by clicking YES



Step 2: SET UP AN ACCOUNT (CON'T)

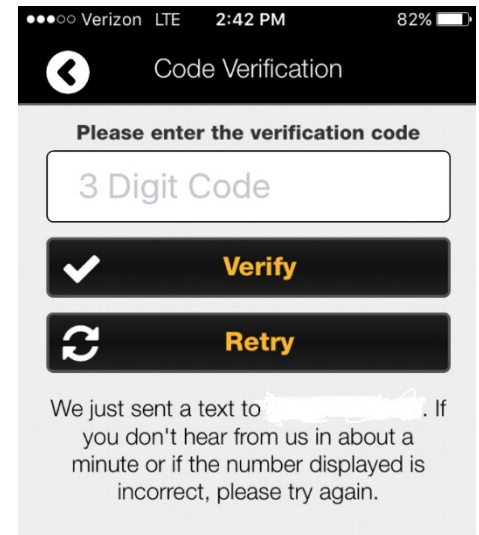
OPTION 1: PHONE (MOBILE VERIFICATION)

You will receive a call or a text with a 3 digit code


Enter the verification code and click VERIFY

A popup that says SUCCESS! will confirm that your account has been set up

If you made a typo, just click RETRY



Please select your preferred method for logging into Passport.

 Phone Number

 Email

 Make It Easy

OPTION 2 & 3: EMAIL or MAKE IT EASY (Facebook)

This process is very similar to Option 1

Use EMAIL or FACEBOOK to activate your account

Simply follow the prompts to verify your account and then sign in



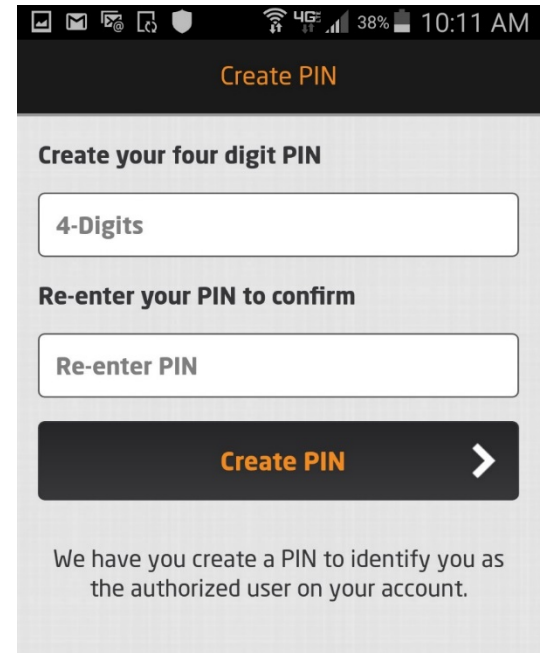
Step 3: PASSPORT SECURE LOGIN PIN

You will now have access to a Secure Login page and you will 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

*You may need to click RESET PIN to set up your 4-digit PIN for the first time



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



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Step 4: PARKING ZONES at CSU, CHICO

Parking lot ZONE numbers are displayed in each parking lot

Each parking lot has a different ZONE number

Enter your ZONE* and click CONTINUE

*If you are unsure of your ZONE number, click the link above for a map of zone locations

Below are some of the common parking area zones:

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



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AT&T [signal icons] 4:17

Enter Zone

Enter the zone number posted at this location:

Enter Zone [info icon]

Continue [right arrow]

Recent zones

5304 [right arrow]

5310 [right arrow]

5315 [right arrow]

By continuing you agree you are abiding to all zone signage on restrictions and rules.

Step 5: VEHICLE INFORMATION

Click ADD VEHICLE and enter the following:

License Plate #

State (CA)

Enter a VEHICLE FRIENDLY NAME*

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

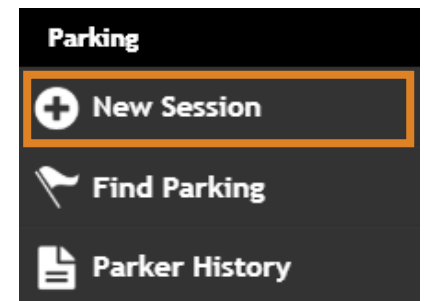
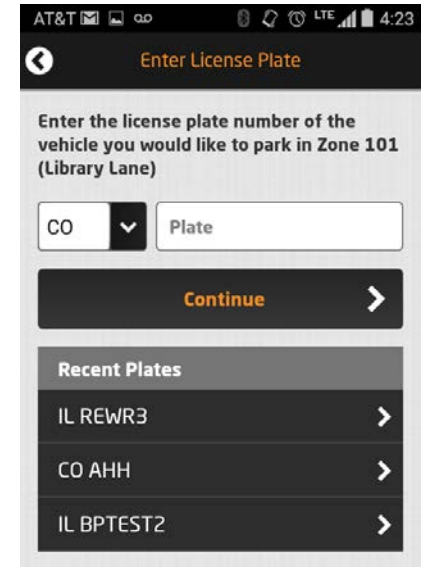
Click SAVE & CONTINUE

*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 in the side menu bars



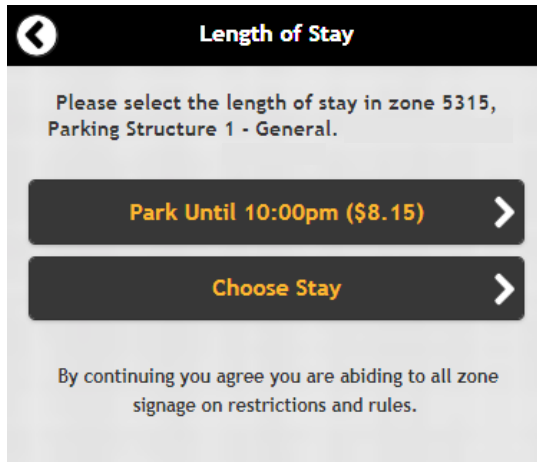
Step 6: LENGTH OF STAY

Choose the duration how long you want to park

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

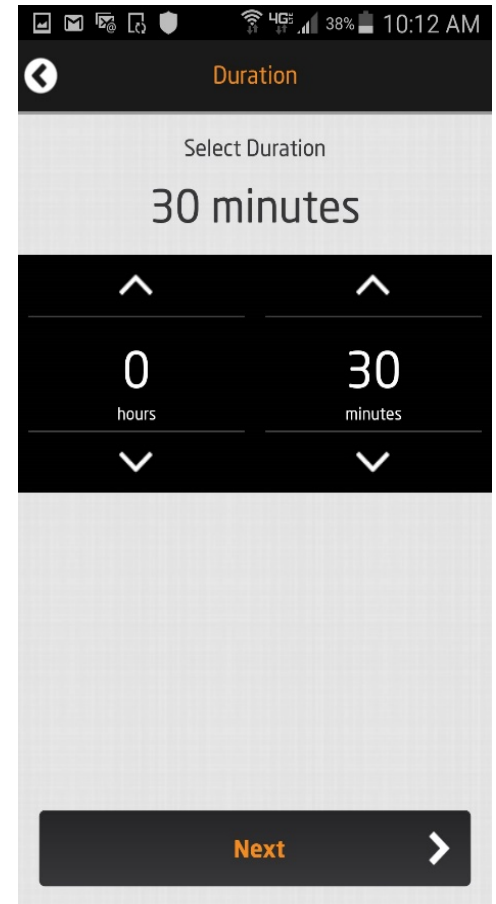
The app will automatically show an option for your maximum purchase for the day until 10 pm

OR



Select CHOOSE STAY to enter the amount of time you will be parked

Allow for travel time across campus to and from your car

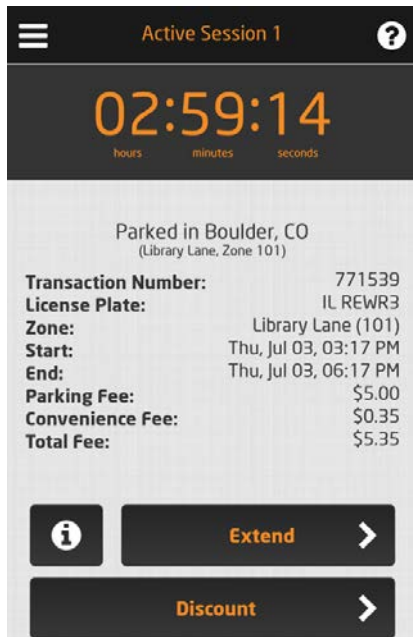


Step 7: PAYMENT

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

Enter the number including expiration and billing zip

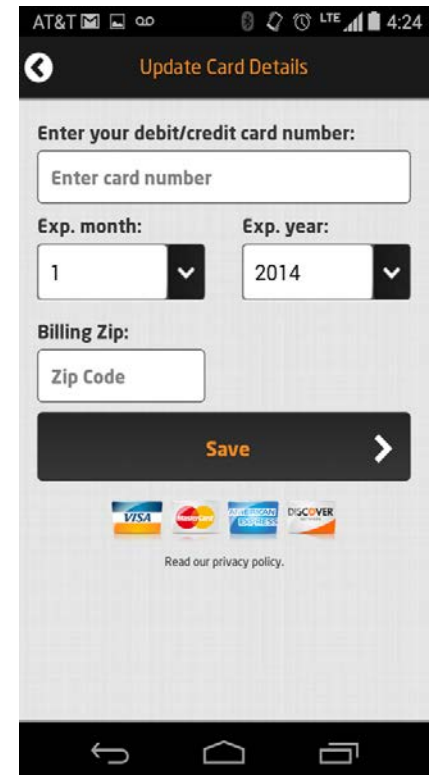
To save time, you can click SCAN and take a photo of your card



YOU CAN NOW PARK!

You can now track your parking session from the app

If you need to extend your parking time, click EXTEND at any time from anywhere on or off campus



WELCOME TO CAMPUS!



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- Where to park
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- University Police

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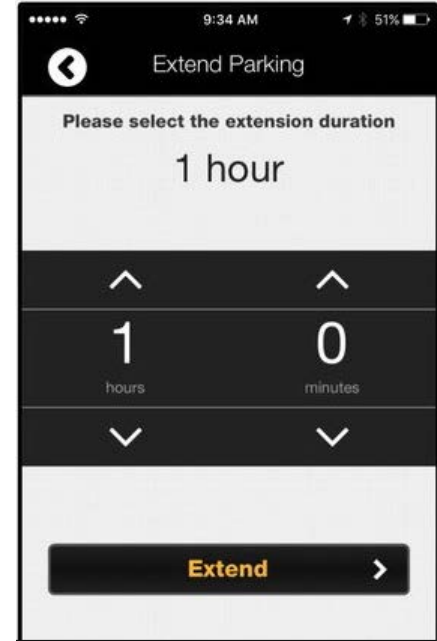
OPTIONS

EXTEND TIME

Choose the duration you want to extend your parking session, then click EXTEND

Fees will be added accordingly (\$1/hr)

You do not need to pay the \$0.15 fee again, **however** if your session expires, fees will reapply



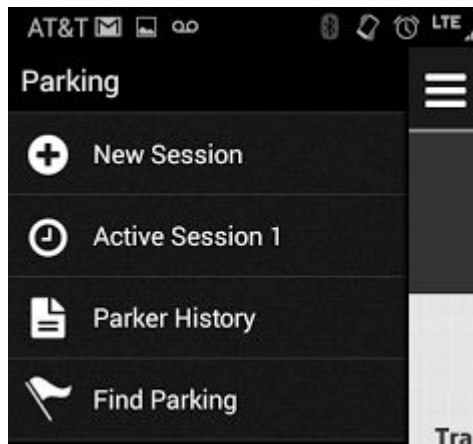
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APP MENU

Select the three bar icon in the corner of the app. You can:

- Initiate other parking sessions
- View your history
- Find parking on campus*
- Change your settings

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



OPTIONS

SETTINGS

PROFILE: Passport ID & Email address

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

OPTIONS: Text reminders and email receipt options as well as changing your language

WALLET: Add bulk funds instead debit or credit card individual purchases

VEHICLES: Add multiple vehicles

HELP includes:

HELP

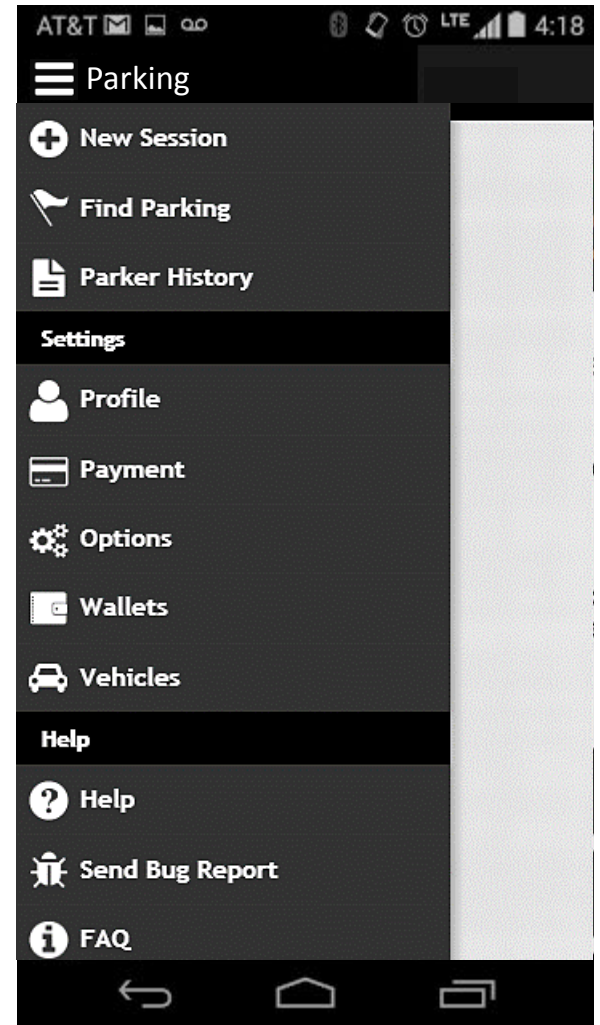
BUG REPORTS

FAQ

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PRIVACY POLICY

LOG OUT



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~ END ~

Thank you for using
Passport Parking



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