

WWU Pay Station Instructions

Step 1: Press any key to wake up the pay station. The first screen will ask for your license plate. Enter the license plate of your vehicle **without any spaces or dashes**. **Note: An accurate license plate is necessary for your permit to be valid.**

Pay By plate

Enter License Plate:

Step 2: Confirm that your license plate is correct. Select the parking option that best fits your needs. *If you are visiting campus for an event and were given a coupon code, select your event from the list. If you do not see your event, select #5 for more options.*

License Plate: ABC1234

Press Number on Keypad to Select Options:

- 1) HOURLY
- 2) ALL DAY
- 3) WEEKLY
- 4) EVENT 1
- 5) More selections...

Step 3: Enter the duration of your parking time. Depending on the option you chose in Step 2, the duration may be in hours or days.

License Plate: ABC1234

Enter Number of Hours/Days:

Press [Cancel] to Go Back

Step 4: If you were given a coupon code and selected a specific event in Step 2, enter your code. If you selected an option that does not have a coupon code, this screen will not appear. In that case, skip to Step 5.

Enter Coupon Number:

Press [Cancel] to Go Back

Step 5: The total amount due for the parking session will display. Follow the payment instructions on screen to complete your purchase. You do **not** need to print or display your receipt.

Rate:	Hourly Parking
License Plate:	ABC1234
Parking Expires At:	Mon, Jan 1/20XX, 11:07 AM
Amount Due:	\$2.00

Visiting? Print this page and write your parking code below.

**COUPON
CODE:**
