To use a Department Validation Code, follow the steps below.



Step 1: Enter your license plate on the keypad. (No spaces or special characters.)



Step 2: Enter the amount of time you will be parked. (Use + or – buttons to adjust time.)



Step 3: Press the # button on the keypad to enter your validation code.



Step 4: Enter your code then press the green check mark.

Step 5: Press the green check mark to complete the transaction.

(If you do not receive a receipt, please check that you have completed your transaction.)