# How to Park using the PayByPhone application

1. Have you downloaded the application? If yes, skip to step 2. If no, go to the document titled "How to Download the PayByPhone application"
2. Have you created an account? If yes, you're at the right place! Skip to step 3. If no and you would like to make one, go to the document titled "How to Create an Account on the PayByPhone application".
3. Look at your screen and make sure it matches this photo below:
4. Click on the green "Park" button
5. Find the number in the parking lot that you wish to park in! The numbers are on the large signs in the lots that look like the photo below. The circled area is where you will find the location number.
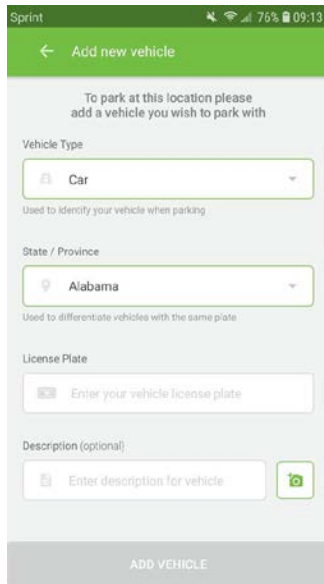
   a.

6. Input this number into the application! An example is shown below.
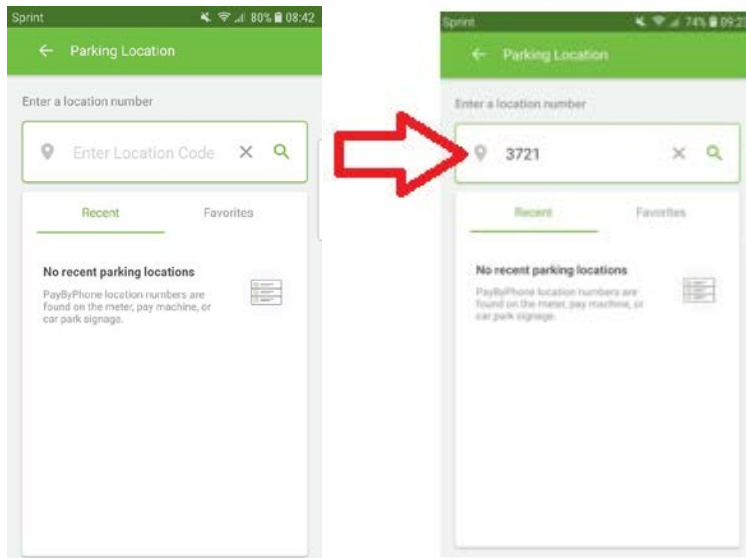
7. Now add your vehicle information! It is very important that your vehicle information is exactly the same as your car so that you avoid any parking tickets. An example is shown below. Once finished, click on the "Add Vehicle" button. This button should be green. If this button isn't green, make sure all the information is filled out!
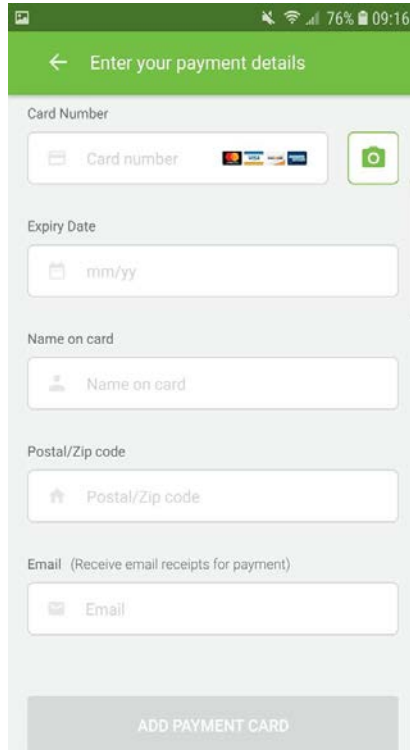
8. Now you can choose how long you wish to park for. This can be as short as 30 minutes or as long as you would like. Simply click on the "minutes" section to change your length of parking. You can then type in how many of "minutes", "hours", "weeks" etc. in the box with the clock. Once you have filled out this information, the "next" button will turn green and you can go to the next step. An example of this is shown below.
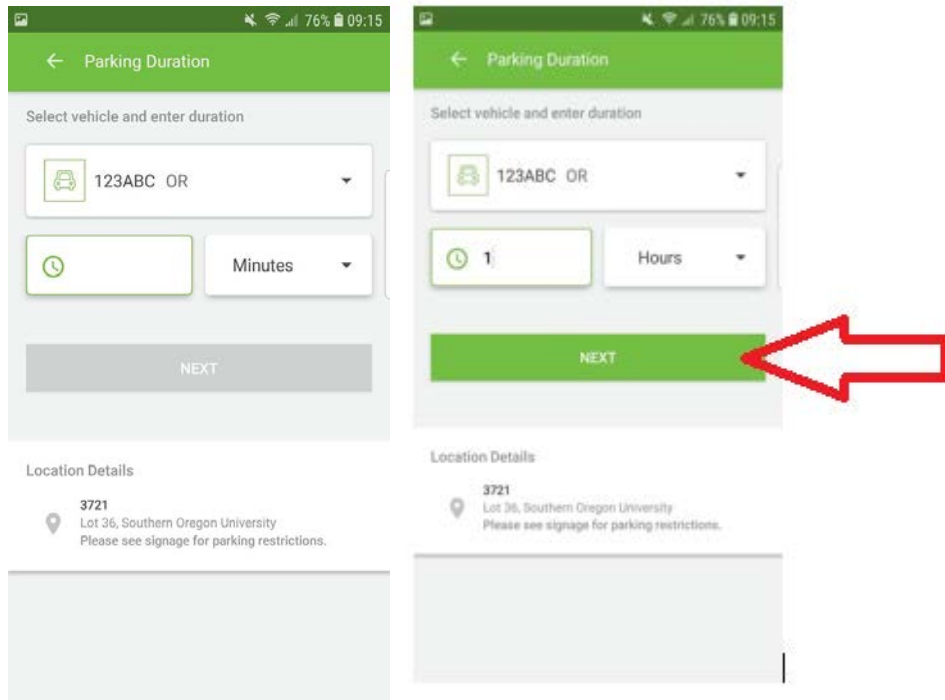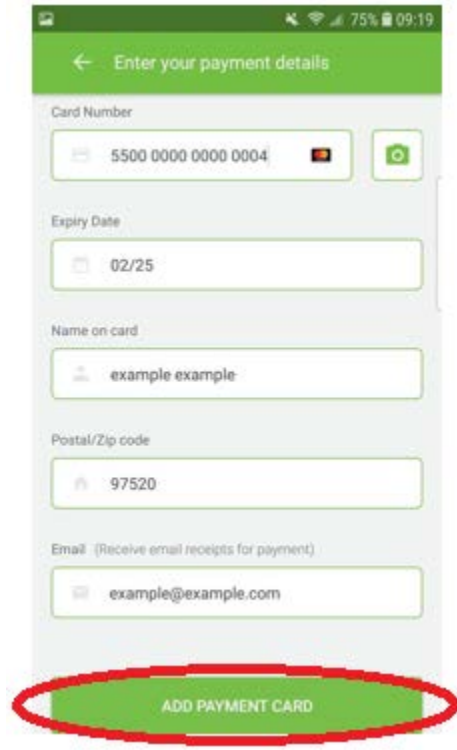

9. This window will pop up. Click on "Add Payment Card". An example is shown below.
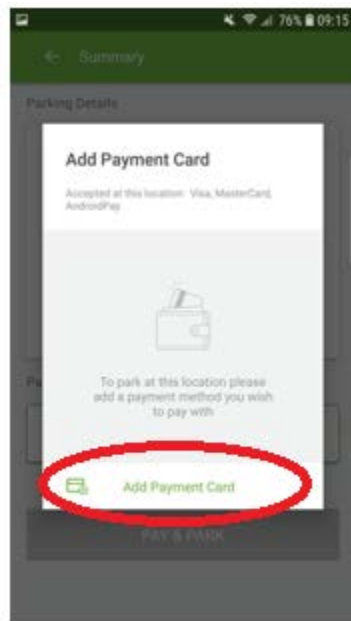
10. Now enter in your credit/debit card information. Please be sure to fill out all of the fields correctly. Once they are all filled in correctly, the "Add Payment Card" will turn green and you can proceed to the next step. If this button isn't green, make sure all of the boxes have a green outline to show that the information is valid. An example is shown below.

11. The page shown below should pop up. Make sure all of the information is correct. If any of the information is incorrect, simply click on the back arrow in the top left corner to go back and change the information! If all of the information is correct, simply click the "Pay and Park" button that is green. Once clicked, you have officially payed to park!

   a. If you have the texting reminders on, make sure to keep your phone on you so that you can receive those alerts that your parking is about to expire! If you don't have text reminders on, make sure to note the time on this screen because that is the time that your parking will expire. You can always add more time if you need to later on.