NDSU PARKING AND TRANSPORTATION SERVICES
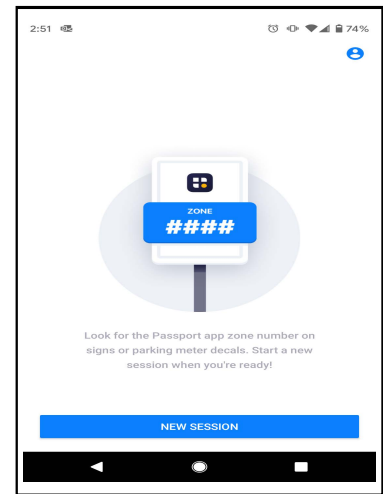
More information on the Passport mobile app can be found here: https://www.passportparking.com

Please direct questions to NDSU Parking and Transportation Services at ndsu.parking@ndsu.edu or (701) 231-5771.

One of the benefits of using the app is the ability to extend your parking session if class or a meeting runs late. Notifications are automatically enabled in the app; however, **if you would like to receive reminder notifications that your time is about to expire, please be sure to allow notifications for the Passport app in your phone's settings**.

- iOS devices: Settings > Notifications > Passport > Allow Notifications
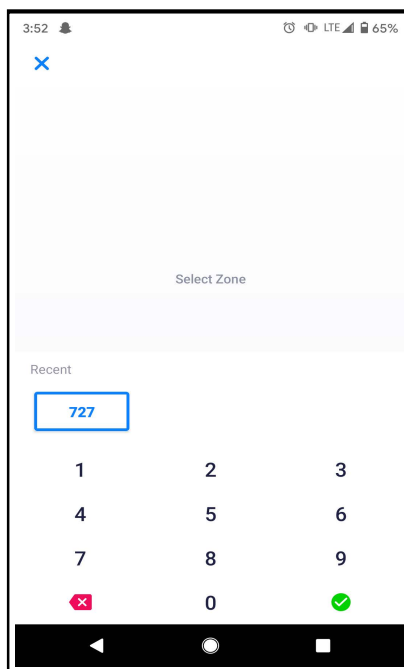- Android devices: Apps > Settings > Notifications > Passport > On

1. Users will first need to create a Passport account by registering with a phone number or e-mail address. Follow the on-screen instructions and verification process. *NOTE - When using the app, please turn your WIFI off. Having your WIFI on may disrupt the connection and cause issues with the app working efficiently.*
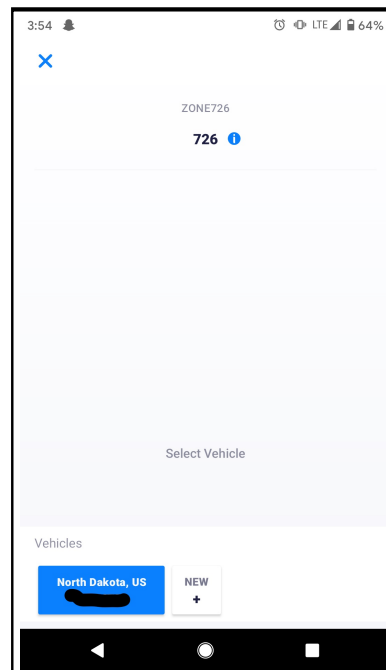
Zone #'s for Main Campus:	
Visitor E lot - **726**	T2 lot - **728**
MU lot - **727**	WE lot - **729**

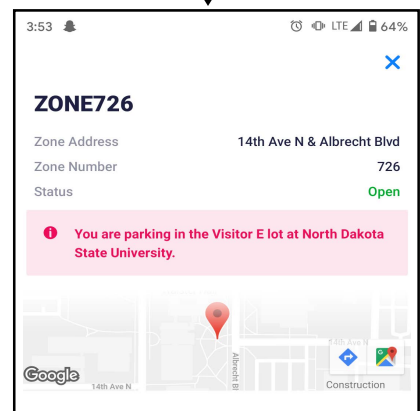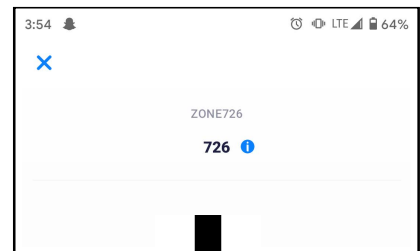| Zone #'s for Downtown Campus: |
|---|
| ELIM lot - **730** |

2. Enter the zone number posted in lot. Zones are posted at the entrances to the lots and on the pay stations.

3. Enter the license plate number without any spaces or dashes. You may add a new license plate number or select a current vehicle.

4. To view special information and the location of the lot selected, please tap on the blue circled "i".
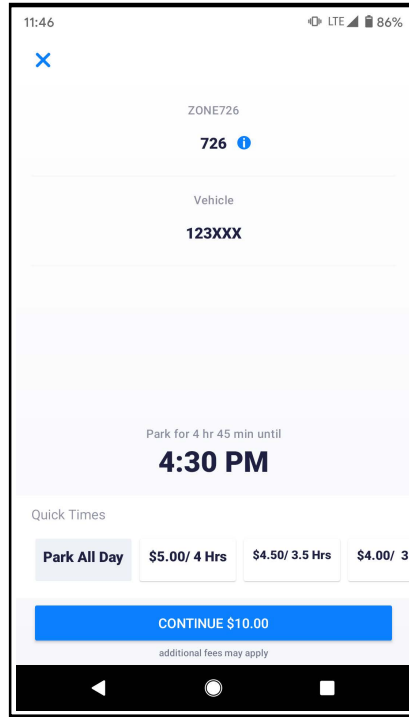
*The license plate acts as the vehicle's permit. In lieu of a license plate number, please enter the last 8 digits of the VIN.
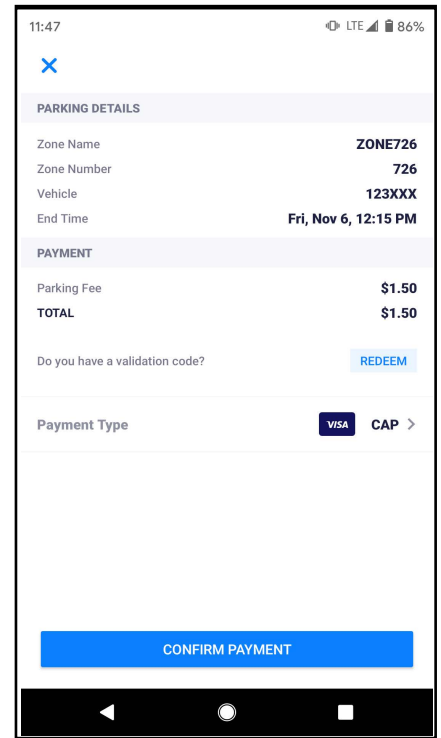
*Please be sure to verify the plate number and state are entered correctly.

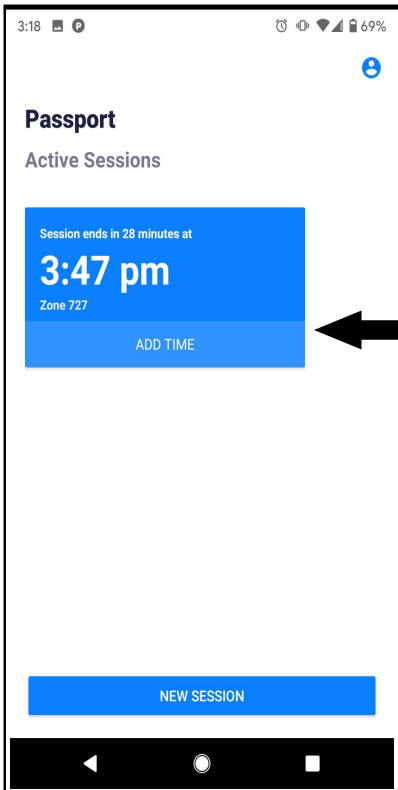*Please verify you are entering the correct zone number for each lot.

5. Select the amount of time you need to park. You can customize the time you need or select the maximum amount of time available.

11:46   LTE 86%

ZONE726

726 ⓘ

Vehicle

123XXX

Park for 4 hr 45 min until

4:30 PM

Quick Times

| Park All Day | $5.00/ 4 Hrs | $4.50/ 3.5 Hrs | $4.00/ 3 |

CONTINUE $10.00

additional fees may apply

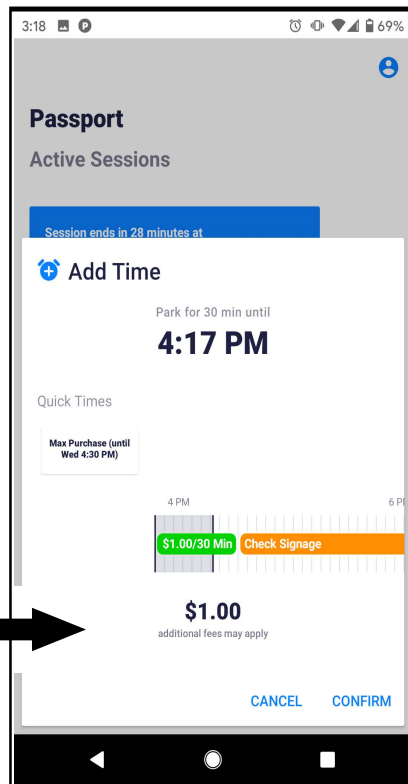6. Select or enter the appropriate credit/debit card information. Visa, MasterCard and Discover are accepted.

11:47   LTE 86%

PARKING DETAILS

Zone Name	ZONE726
Zone Number	726
Vehicle	123XXX
End Time	Fri, Nov 6, 12:15 PM

PAYMENT

| Parking Fee | $1.50 |
| TOTAL | $1.50 |

Do you have a validation code?   REDEEM

Payment Type   VISA CAP >

CONFIRM PAYMENT

7. Once you confirm payment, your active passport session will be available to view.

3:18   69%

Passport
Active Sessions

Session ends in 28 minutes at
3:47 pm
Zone 727

ADD TIME

NEW SESSION

Parking sessions may be monitored electronically.

If you need more time, select "ADD TIME".

On the next page, you can adjust your time and CONFIRM.

3:18   69%

Passport
Active Sessions

Session ends in 28 minutes at

➕ Add Time

Park for 30 min until
4:17 PM

Quick Times

Max Purchase (until Wed 4:30 PM)

4 PM   6 P

$1.00/30 Min   Check Signage

$1.00
additional fees may apply

CANCEL   CONFIRM

8. Once the session has expired, you will receive an email confirmation with a receipt of the transaction.

4:17   LTE 63%

⬛ Passport **Parking**

Park. Pay. Be on your way.
No more digging for coins.
This is how parking should be.

Thanks for paying for parking with Passport Parking Mobile Pay

Below is a receipt of your parking stay details:

Transaction Number: 259130291
Zone Number: 727
Zone Name: ZONE727
License Plate: ND
Start: Tue, Oct 20 2020, 03:22 PM
End: Tue, Oct 20 2020, 03:52 PM
Payment Info: Card ending in
Parking Fee: $1.50
Total Fee: $1.50

If you have any questions regarding