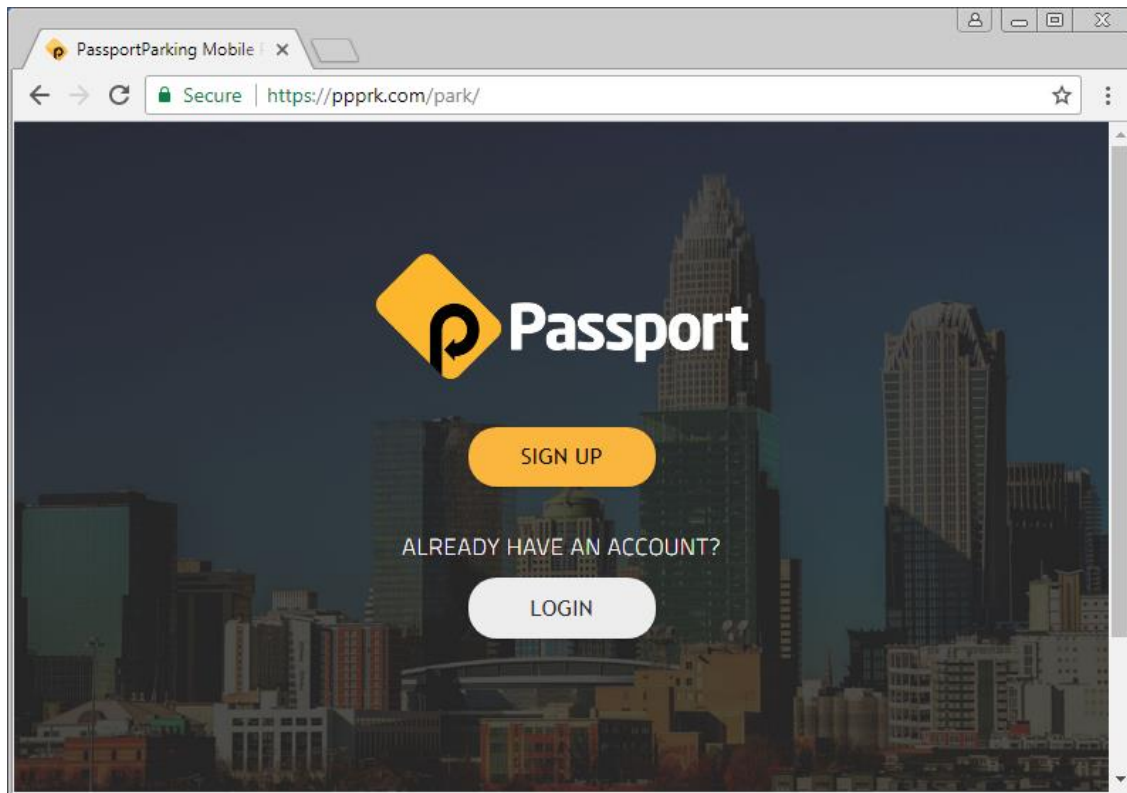
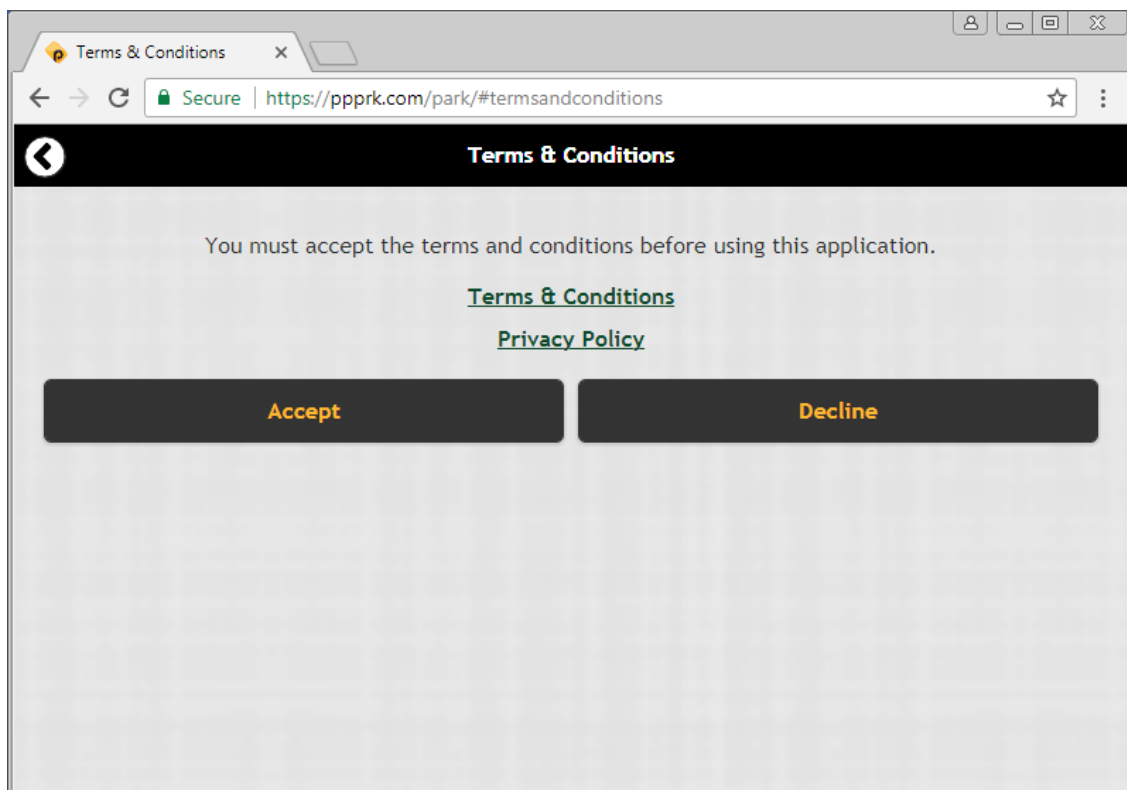


Procedure Using Passport for Virtual Permit

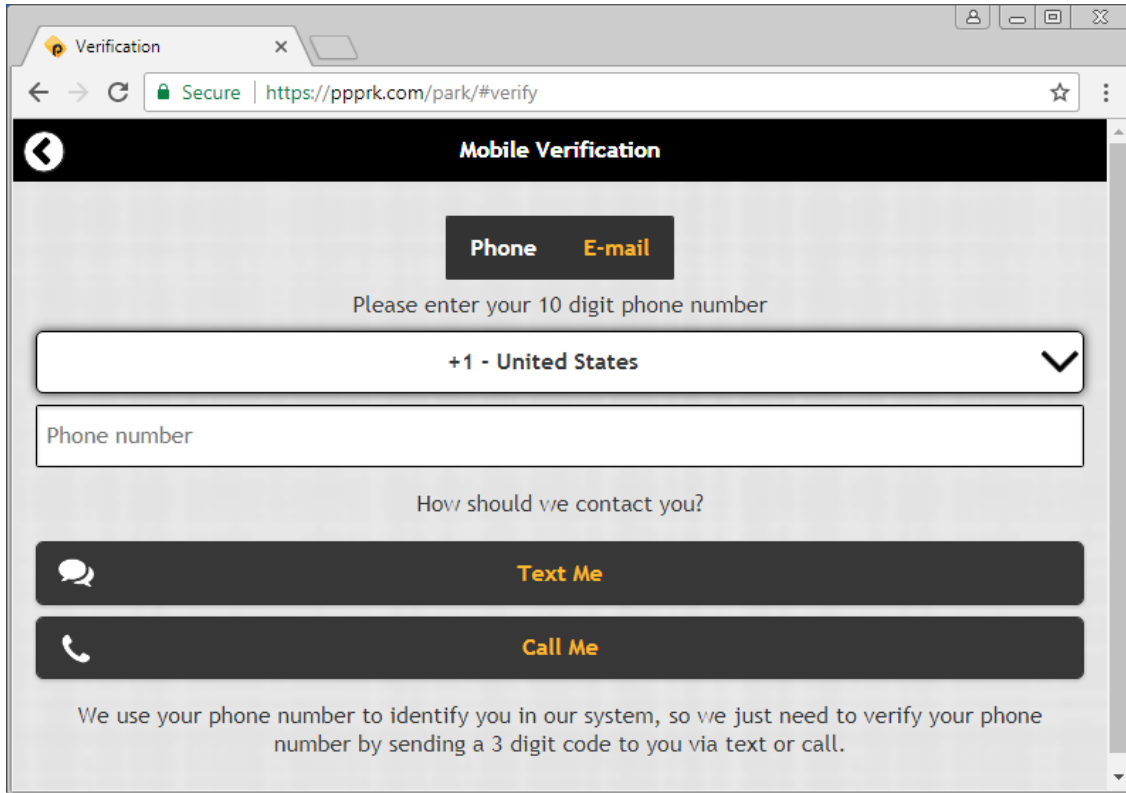


Sign in to <https://ppprk.com> and select **SIGN UP**



Setup your account by accepting terms and conditions. Select **Accept**

Procedure Using Passport for Virtual Permit



Verification

Secure | <https://ppprk.com/park/#verify>

Mobile Verification

Phone E-mail

Please enter your 10 digit phone number

+1 - United States

Phone number

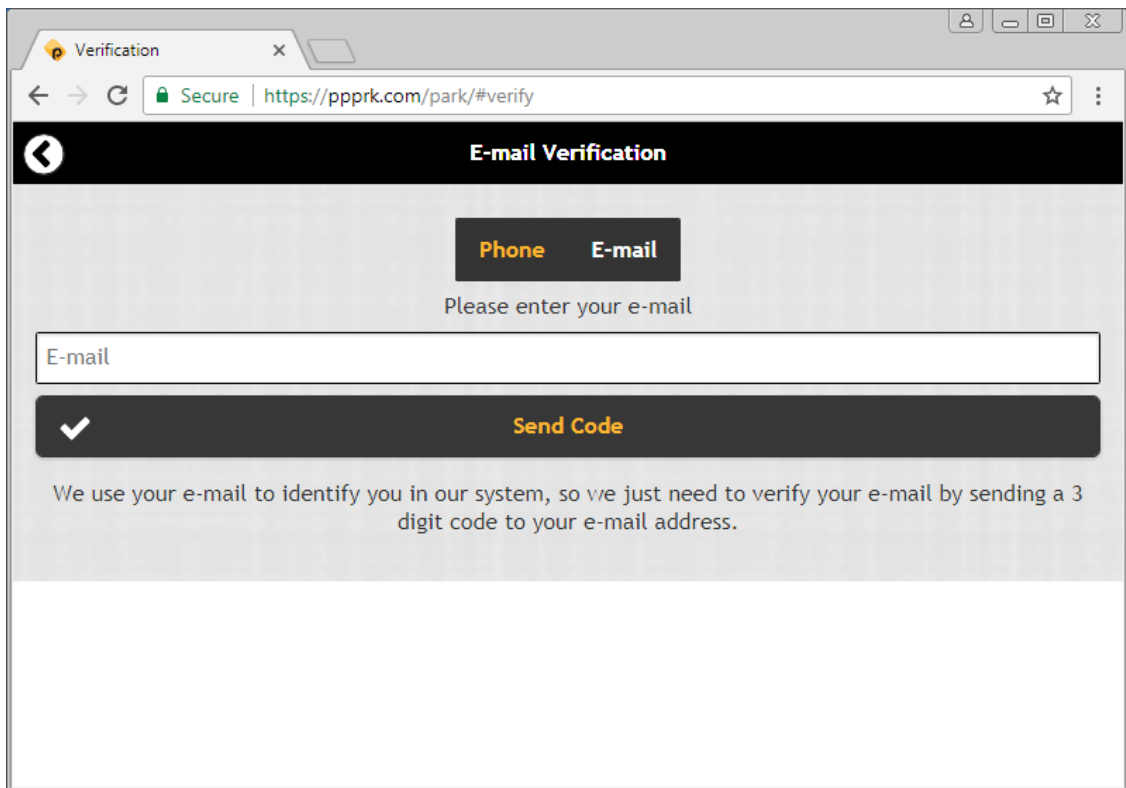
How should we contact you?

Text Me

Call Me

We use your phone number to identify you in our system, so we just need to verify your phone number by sending a 3 digit code to you via text or call.

Set up contact choice – phone number and contact method by text or call.



Verification

Secure | <https://ppprk.com/park/#verify>

E-mail Verification

Phone E-mail

Please enter your e-mail

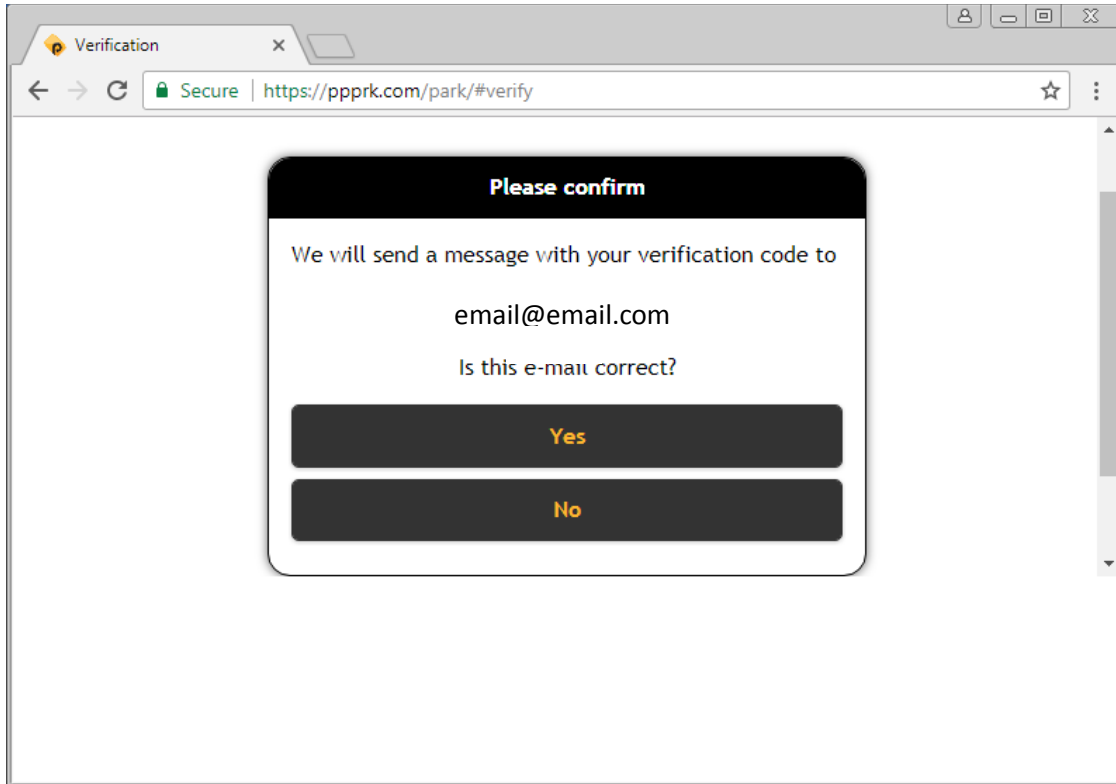
E-mail

Send Code

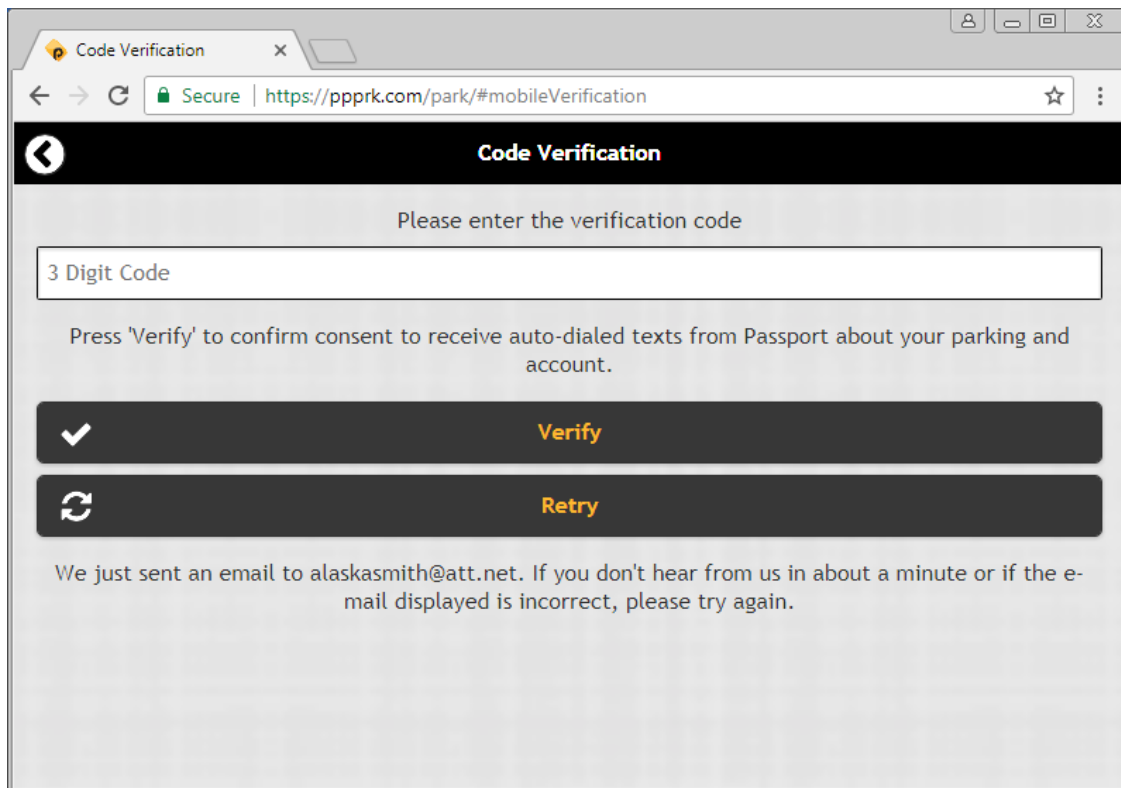
We use your e-mail to identify you in our system, so we just need to verify your e-mail by sending a 3 digit code to your e-mail address.

Or choose e-mail. You will need to verify email by selecting **Send Code**.

Procedure Using Passport for Virtual Permit

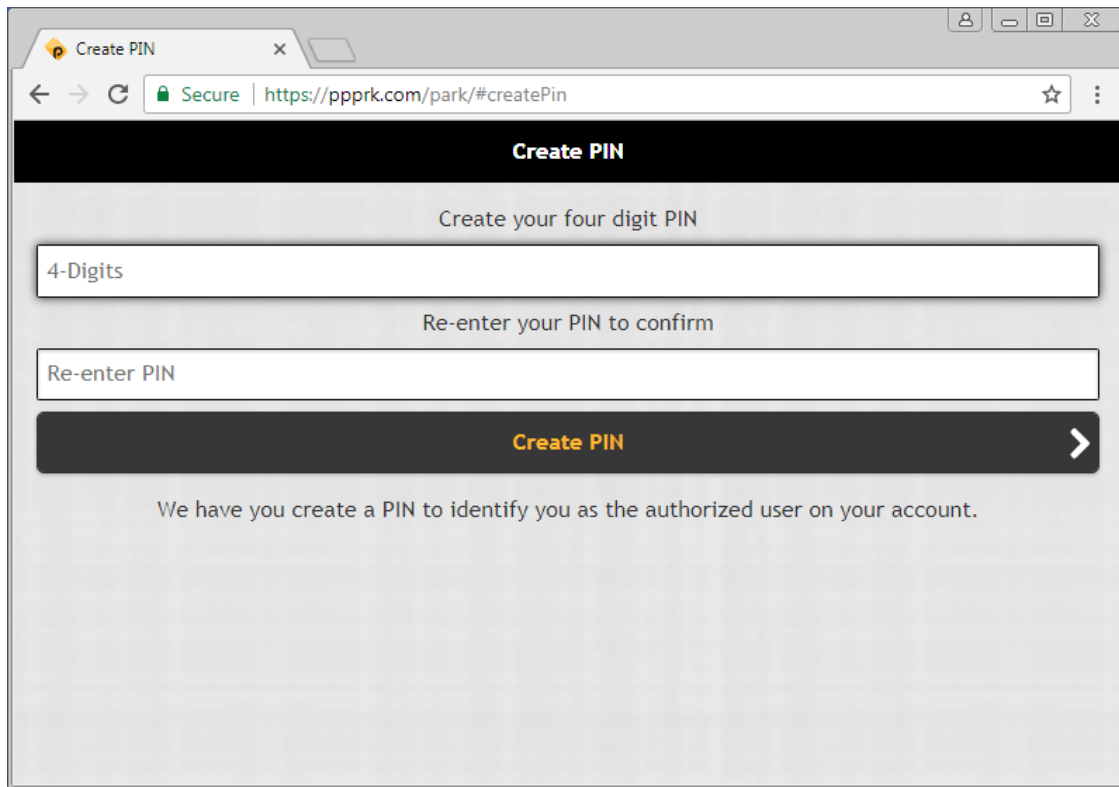


Select **Yes** and check your email for the code.



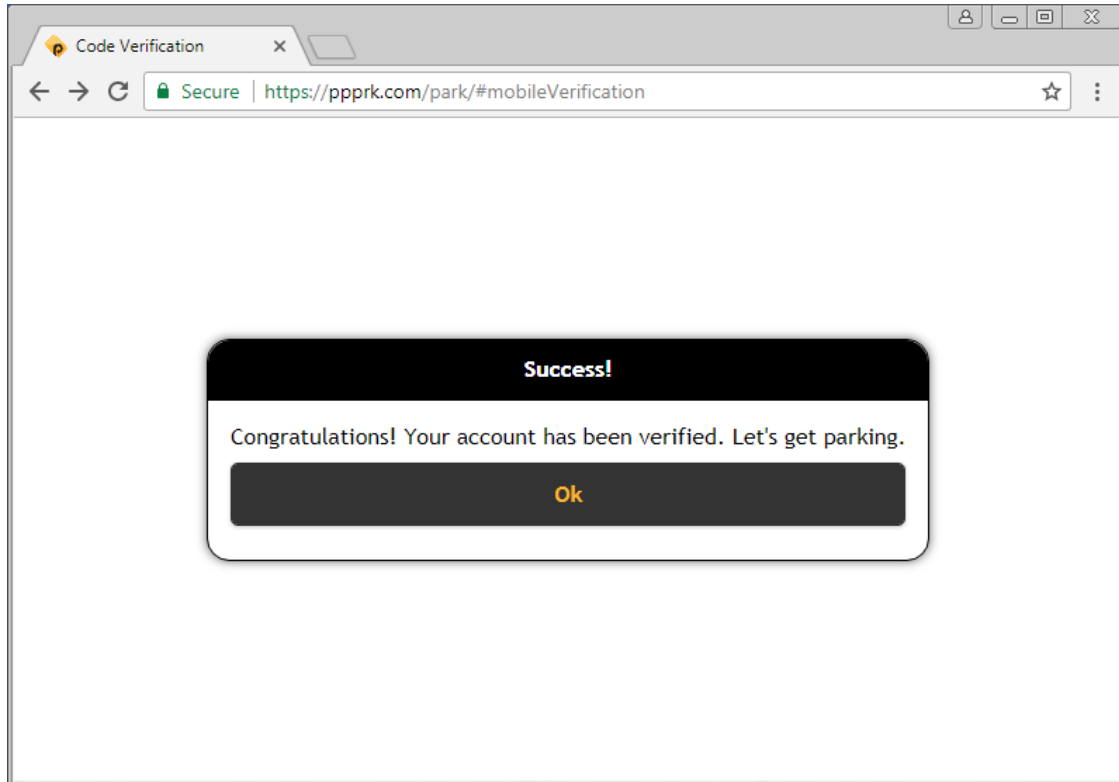
Enter code and select **Verify**.

Procedure Using Passport for Virtual Permit



The screenshot shows a web browser window with the title "Create PIN" and the URL "https://ppprk.com/park/#createPin". The page content includes a heading "Create PIN", a sub-heading "Create your four digit PIN", a text input field labeled "4-Digits", a sub-heading "Re-enter your PIN to confirm", a text input field labeled "Re-enter PIN", a dark button labeled "Create PIN" with a right-pointing arrow, and a message: "We have you create a PIN to identify you as the authorized user on your account."

Create a 4 digit PIN for your account. Re-enter to verify and select **Create Pin**.



The screenshot shows a web browser window with the title "Code Verification" and the URL "https://ppprk.com/park/#mobileVerification". The page content features a dark modal box with a white background. Inside the modal, there is a heading "Success!", a message "Congratulations! Your account has been verified. Let's get parking.", and a dark button labeled "Ok".

Select **OK** to verify created account.

Procedure Using Passport for Virtual Permit

Secure Login

E-mail

alaskasmith@att.net

Change Email

Please enter your PIN

4 Digit PIN

Sign In

Reset PIN

This is the same PIN you would use with our voice system and to log in to your account online

Enter your pin and select **Sign In**.

Enter Zone

Enter the zone number posted at this location:

908

Continue

What is a Zone Number?

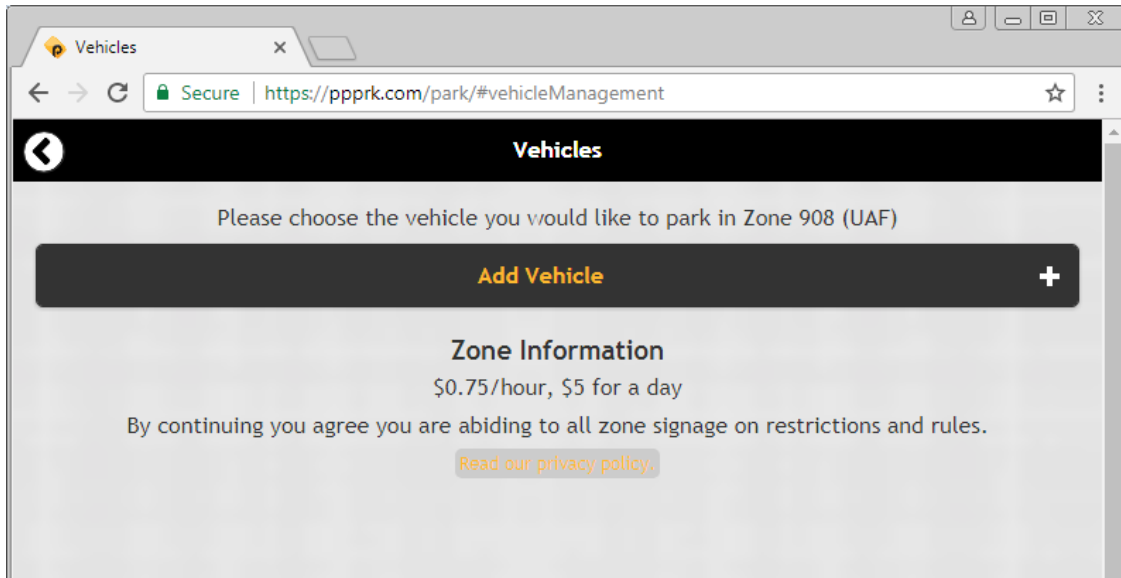
A Zone number lets us know where you're parking. It can be found near the bottom of all Passport signage and decals on parking meters (if applicable).

Your parking zone: ###

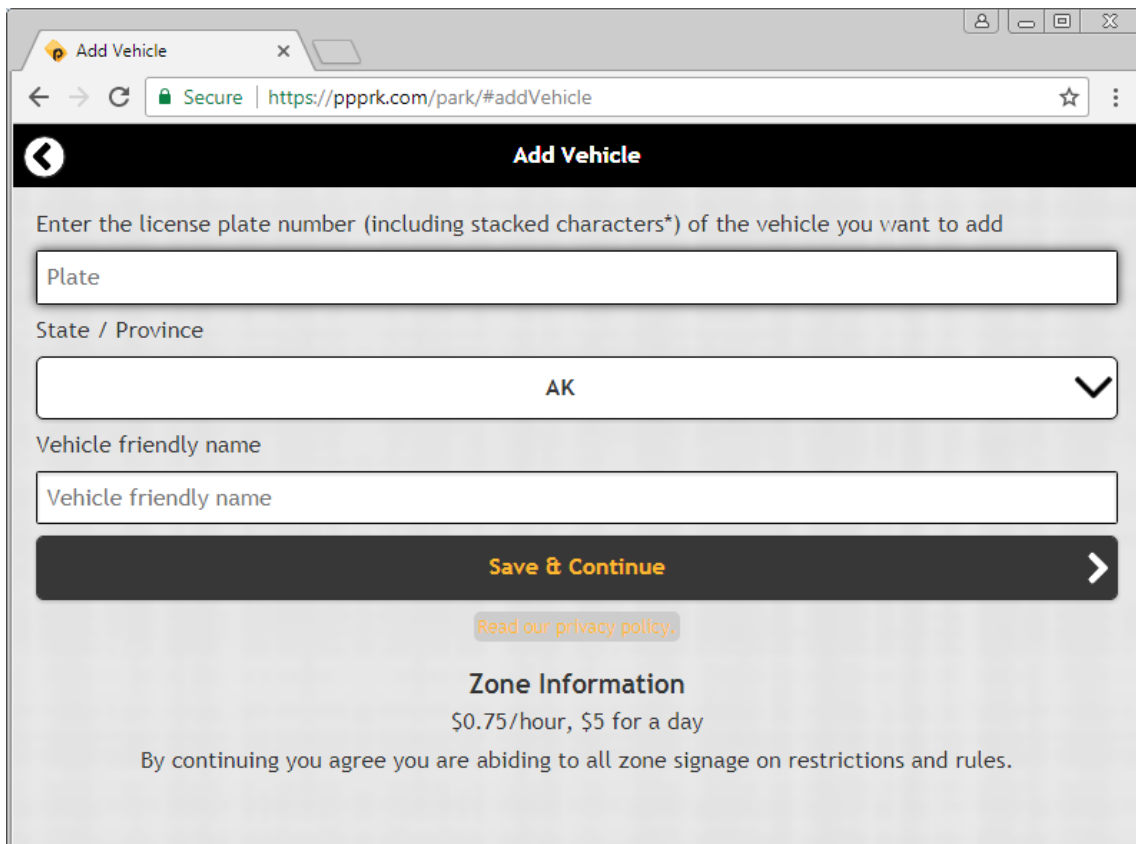
By continuing you agree you are abiding to all zone signage on restrictions and rules. To purchase parking on the phone you may be sent up to five text messages including texts processing and confirming your transactions, and parking expiration alerts. Standard message and data rates apply.

Select Zone – **908** – Day permit \$5.00, or \$0.75 per hour – all regular parking on campus (yellow lot on map).

Procedure Using Passport for Virtual Permit

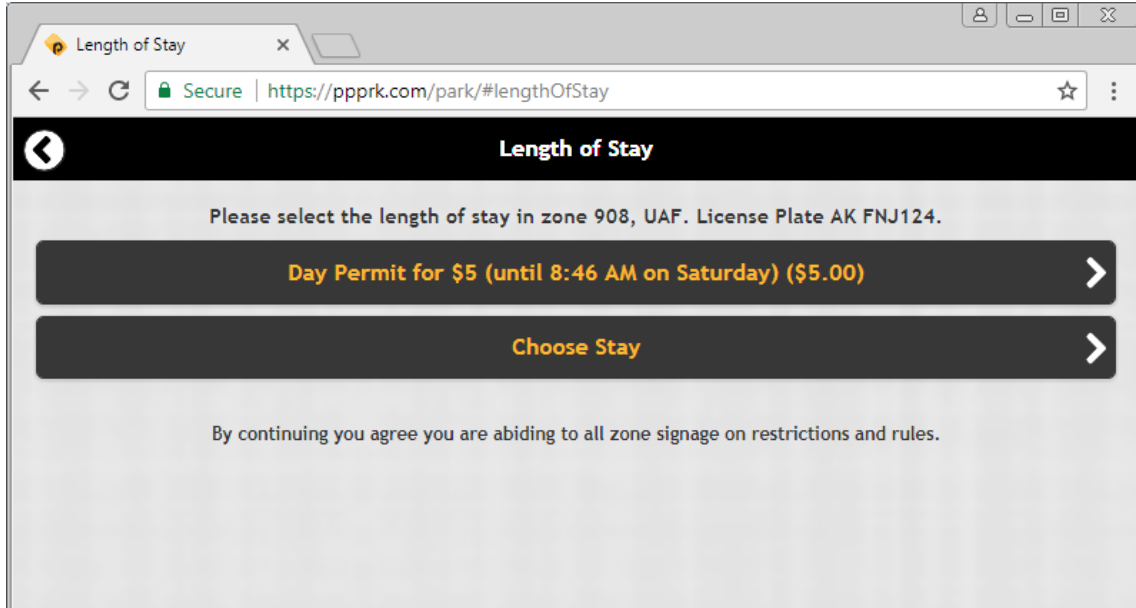


Select **Add Vehicle**.

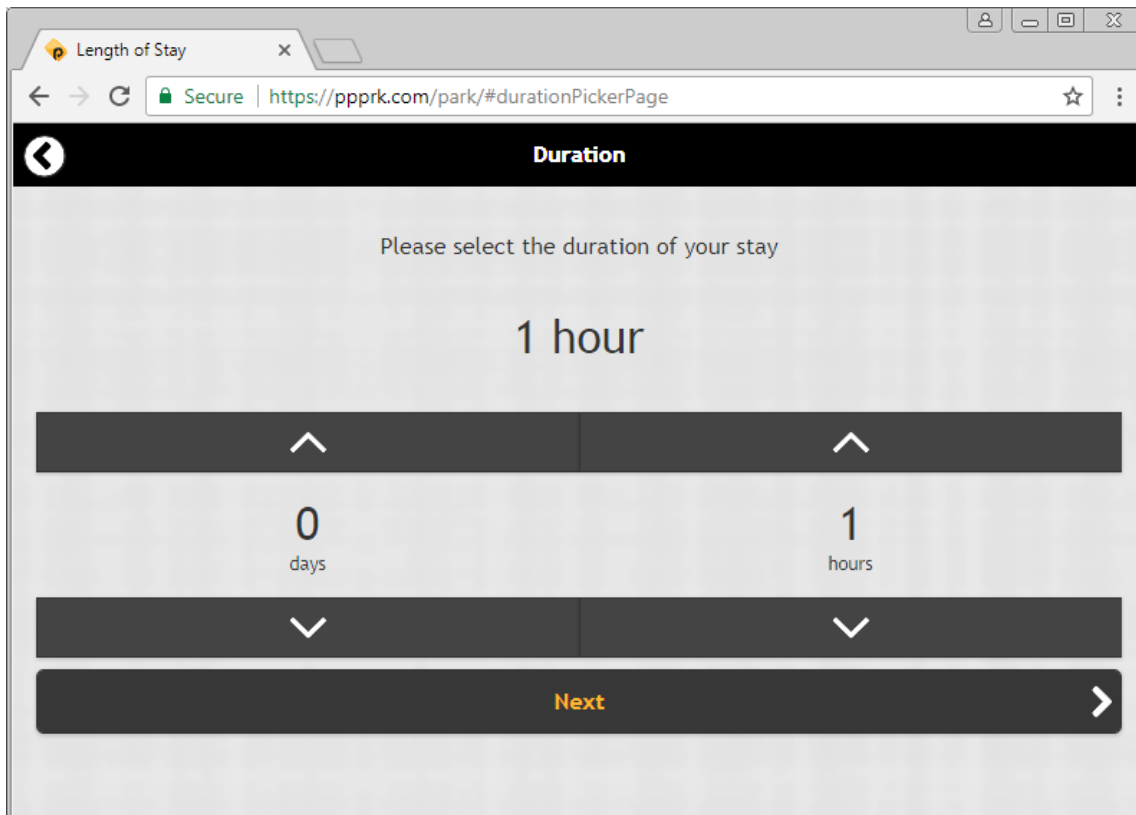


Enter **Plate**, **State** (defaults to AK) and vehicle friendly name if you want. Select **Save and Continue**.

Procedure Using Passport for Virtual Permit



Select time – \$5 Day Permit or Choose Stay (increment by hour at \$0.75).



Choose Stay > select days and hours and select **Next**.

Procedure Using Passport for Virtual Permit

The screenshot shows a web browser window with the address bar displaying "https://ppprk.com/park/#updateCard". The page title is "Add Payment Details". The form contains the following fields and options:

- Text input: "Enter your debit/credit card number:" with a placeholder "Enter Card Number".
- Dropdown menus: "Exp. month:" with "01" selected and "Exp. year:" with "2017" selected.
- Text input: "Billing Zip:" with a placeholder "Zip Code".
- Text input: "Name this card:" with a placeholder "Friendly card name".
- Submit button: "Save" with a right-pointing arrow.
- Logos: VISA, MasterCard, AMERICAN EXPRESS, and DISCOVER.

Enter your Payment Details – Card Number, Expire Date, Zip Code, Friendly card name. Select **Save**.

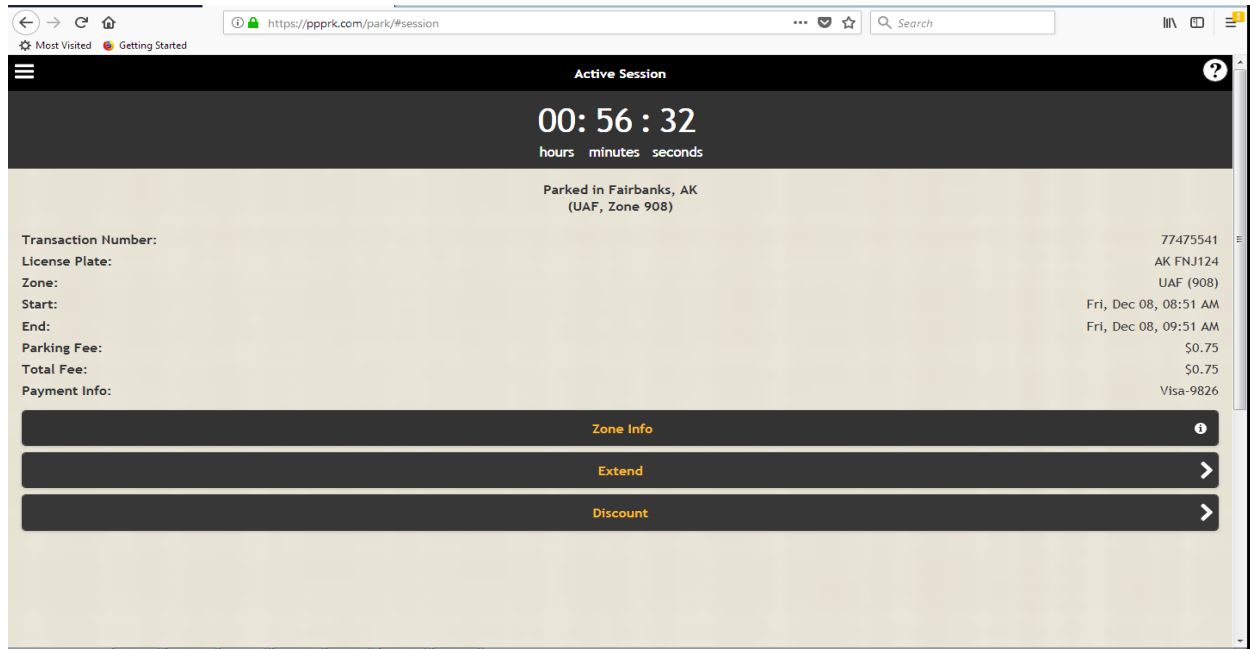
The dialog box is titled "Please Confirm" and displays the following information:

Zone:	908
Location:	UAF
License Plate:	AK CAR123
Start:	Fri, Dec 08, 08:51 AM
End:	Fri, Dec 08, 09:51 AM
Parking Fee:	\$0.75
Total Fee:	\$0.75
Payment Info:	Visa XXXX

At the bottom of the dialog are two buttons: "Yes" and "No".

Select **Yes** to confirm Payment Information.

Procedure Using Passport for Virtual Permit



View your parking session. You will receive a text, call or email depending on your choice to notify you of upcoming expiration and available extension time.

Cheat Sheet

1. Sign in to <https://ppprk.com> and select **SIGN UP**
2. Setup your account by accepting terms and conditions. Select **Accept**
3. Set up contact choice **Phone or Email**
 - Enter phone number and select contact method by **text** or **call**.
 - Enter Email. You will need to verify email by selecting **Send Code**.
 - Select **Yes** and check your email for the code.
 - Enter code and select **Verify**.
4. Create a 4 digit PIN for your account. Re-enter to verify and select **Create Pin**.
5. Select **OK** to verify created account.
6. Enter your pin and select **Sign In**.
7. Select Zone – **908** – Day permit \$5, or \$0.75 per hour – regular parking (yellow lots on map).
8. Select **Add Vehicle**.
9. Enter **Plate**, **State** (defaults to AK) and vehicle friendly name. Select **Save and Continue**.
10. Select time – \$5 Day Permit or Choose Stay (increment by hour at \$0.75).
11. Choose Stay > select days and hours and select **Next**.
12. Enter your Payment Details – Card Number, Expire Date, Zip Code, Friendly card name. Select **Save**.
13. Select **Yes** to confirm Payment Information.
14. View your parking session. You will receive a text, call or email depending on your choice to notify you of upcoming expiration and available extension time.