A Guide to Using ParkMobile Promo Codes

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Promo Code Overview

A promo code is an alphanumeric code that, when applied to a ParkMobile account, offers the user a discounted parking rate in a specific parking location, also called a ParkMobile zone.

Users
A user is most likely to receive a promo code from a department or event organizer as a means of validating the user’s parking. The parking session is free for the user of the promo code and the charges are billed to the department or organization. For more information about what ParkMobile is and how to use it on Grounds, visit the P&T website at https://parking.virginia.edu/parkmobile.

Departments and Event Organizers
Promo codes provide a way for departments and event organizers to provide parking on behalf of their visitors and can be designed to meet a variety of parking needs. To learn more about how to request promo codes and what options are available, visit the P&T website at https://parking.virginia.edu/parkmobile.
Promo Code Guide

This guide provides step-by-step instructions on how to apply promo codes:

• In the ParkMobile app
• On the ParkMobile website (https://parkmobile.io/)

Although parking sessions can be created by calling ParkMobile at 877-727-5758, the system does not currently support adding a promo code to a ParkMobile account over the phone.
Using Promo Codes in the ParkMobile App

Promo codes are primarily applied to a user’s ParkMobile account within the ParkMobile app. There are two ways to add promo codes within the app:

1. Under the settings tab
2. At checkout
**APP Under the Settings Tab: Step 1**

**Step 1:** Sign in with your email/phone number and password.
- If you do not have a ParkMobile account, please create one.
  - Instructions can be found on the P&T website: [https://parking.virginia.edu/parkmobile](https://parking.virginia.edu/parkmobile)
- If you have already logged into the app before, the app will skip this step.
**APP Under the Settings Tab: Step 2**

**Step 2:** Select settings, then promotion codes.
Step 3: Select add new. Input the promo code and click save.
APP Under the Settings Tab: Step 4

Step 4: Your done!
• Now the promo code is saved to your ParkMobile account and will automatically apply to any parking session where the promo code is valid.
• To learn how to start a parking session via the app, please visit the P&T website at https://parking.virginia.edu/parkmobile.

Notes
• If you go back to Promotions, you can see when the promo code expires and how many times you have used it (not how many uses it has remaining).
• If you have multiple promo codes valid for the same location, ParkMobile will auto select the promo code that was applied to you account first.
• At this time, you cannot toggle promo codes off and on.

Specific code information has been redacted for this example.
APP At Checkout: Step 1

Alternatively, you can choose to add the promo code during checkout. For a video on how to use promo codes at checkout, you can visit https://vimeo.com/297150346.

Step 1: Select add promo code.
• After selecting the desired zone and parking duration, there will be a checkout screen to confirm your selections.

Sensitive user information has been redacted for this example.
**APP At Checkout: Step 2**

**Step 2:** Input promo code and save.
**APP At Checkout: Step 3**

**Step 3: Your done!**
- Now the promo code is saved to your ParkMobile account and will automatically apply to any parking session where the promo code is valid.
- To learn how to start a parking session via the app, please visit the P&T website at [https://parking.virginia.edu/parkmobile](https://parking.virginia.edu/parkmobile).

**Notes**
- If you go back to Promotions, you can see when the promo code expires and how many times you have used it (not how many uses it has remaining).
- If you have multiple promo codes valid for the same location, ParkMobile will auto select the promo code that was applied to you account first.
- At this time, you cannot toggle promo codes off and on.

*Sensitive user information has been redacted for this example.*
Using Promo Codes on the ParkMobile Website

Promo codes can also be applied to a user’s ParkMobile account via the ParkMobile website. Users can log in by going to https://parkmobile.io/ and clicking Ready to Park Now.

**Departments**
Departments will also log into their ParkMobile account in order to use their department promo code when creating a parking session on behalf of a visitor.
WEBSITE: Step 1

Step 1: Sign in with your email/phone number and password.
• If you do not have a ParkMobile account, please create one.
  • Instructions for creating an account can be found on the P&T website at https://parking.virginia.edu/parkmobile.
**WEBSITE: Step 2**

Step 2: Select promotions.

*Sensitive user information has been redacted for this example.*
Step 3: Enter the promotion code and click submit.

Sensitive user and specific code information has been redacted for this example.
WEBSITE: Step 4

Step 4: Your done!

• Now the promo code is saved to your ParkMobile account and will automatically apply to any parking session where the promo code is valid.

• To learn how to start a parking session via the website, please visit the P&T website at https://parking.virginia.edu/parkmobile.

Notes

• If you go back to Promotions, you can see when the promo code expires.

• If you have multiple promo codes valid for the same location, it will auto select the promo code that was applied to you account first.

• At this time, you cannot toggle promo codes off and on.

Sensitive user and specific code information has been redacted for this example.
Departments will follow the exact same steps outlined above to apply a department promo code to their department’s ParkMobile account.

To learn how to start a parking session via the website, please visit the P&T website at https://parking.virginia.edu/parkmobile.

Sensitive user and specific code information has been redacted for this example.