“Park-Pay-Proceed”
User Guide for Meter Pay Stations on Grounds

You may have noticed our new pay stations popping up around Grounds over the past year. While those that visit the AFC or North Grounds Rec Center are already pretty familiar with them, the machines themselves are about to become a lot more common. Most importantly, on January 6th, 2019, the Central Grounds Garage will become “gateless” and, in its place, there will be five pay stations: one at each elevator entrance and the fifth at the Newcomb Road exit. Payment is required at the machines immediately after parking and your license plate number must be input as well. In the hopes of easing anxiety over these changes, we have provided step-by-step instructions for using the new pay stations, which can be found below. If you have any questions, please email parking@virginia.edu.

Step 1: Press OK to Begin

The beginning screen includes the rate and hours in which payment is required as well as a phone number if assistance is needed. The phone will be answered during normal business hours.
Step 2: Input License Plate Number

The pay station has an alphanumeric keypad and does not allow for special characters or spaces. When inputting your license plate number, skip special characters and spaces.

Step 3: Select Payment Option

If Option One
- Steps 4-5

If Option Two
- Steps 6-8
- Includes validation customers
Step 4: If Option One, Insert Cash or Card

Insert coins and bills one at a time. The outside of the pay station will inform you what coins and bills are accepted.

The card reader has a chip reader. When inserting your credit card, leave it in until prompted to remove.

Step 5: Select Time Amount

If using cash, as its inserted the time will increase. Insert money until the desired end time is reached.

The pay station does not offer refunds and will not return cash once accepted.

If using card, press 1 to increase the amount of time. The amount paid will increase to match. Press Cancel if you add too much and need to go back.
**Step 6: If Option Two, Select Number of Hours**

Input the number of hours you would like to park. Your department or organization will be billed for the amount of hours selected, not for how long you are actually parked.

The pay station only accepts hour long increments.

**Step 7: Enter Coupon Code**

Enter the Coupon code provided by your department or organization.

The pay station will prompt you if the Coupon is invalid.
Step 8: Coupon Accepted

If the Coupon covers the entirety of the selected duration, the screen will read “Free Parking”.

If the Coupon does not cover the duration, the pay station will direct you to complete your payment. See Step 5.

Step 9: Done

Your parking is now paid for. The pay station will issue you a receipt which is for your record only. It does NOT need to be placed on your dash.