

## How to Use Single-Space Parking Meters & Multi-Space Pay Stations

Single-space meters and multi-space pay stations are located throughout downtown and accept payment using the following methods. While these pay stations allow flexibility in the amount of time purchased, many will have a two-hour limit to accommodate high weekday demand. Time purchased corresponds only to adjoining parking spot and is not transferrable.

### Single-Space Parking Meters

#### COINS

1. Visit pay station and select coin.
2. Quarters, dimes, nickels, and \$1 coins are accepted.
3. Insert coins one at a time into coin slot.
4. Screen will show amount inserted and time parking expires.
5. Press green [OK] button to confirm payment or red [CANCEL] button to stop transaction.

#### CREDIT CARD

1. Visit pay station and select credit card. Visa, MasterCard, American Express, and Discover are accepted.
2. Insert card face up with logo reading to the left into card reader.
3. Select amount of time to purchase using blue [+] and [-] buttons.
4. Press green [OK] button to confirm payment or red [CANCEL] button to stop transaction. Meter will attempt to authorize payment shown if neither button is pressed after 35 seconds.
5. Wait for card authorization.

#### PAY-BY-PHONE APP | Passport

1. Download free **Passport Parking app** available at Google Play, Apple App Store or visit [M.PPPRK.com](http://M.PPPRK.com). Use where you see a Passport sign or decal.
2. Enter the following information, which can be found on nearby signage and on the single-space meters/multi-space pay stations:
  - Zone Number
  - Space/Meter Number
  - Length of Stay
3. Follow remaining app prompts to complete payment.



Single-space  
Parking Meter



Multi-space  
Parking Pay Station

### Multi-Space Pay Stations

#### CASH

1. Visit pay station and select cash.
2. \$1 or \$5 bills are accepted.
3. Insert one bill at a time into bill slot.
4. Screen will show amount inserted and time parking expires.
5. Press green [OK] button to confirm payment or red [CANCEL] button to stop transaction.

#### COINS

1. Visit pay station and select coin.
2. Quarters, dimes, nickels, and \$1 coins are accepted.
3. Insert coins one at a time into coin slot.
4. Screen will show amount inserted and time parking expires.
5. Press green [OK] button to confirm payment or red [CANCEL] button to stop transaction.

#### CREDIT CARD

1. Visit pay station and select credit card. Visa, MasterCard, American Express, and Discover are accepted.
2. Insert card face up with logo reading to the left into card reader.
3. Select amount of time to purchase using blue [+] and [-] buttons.
4. Press green [OK] button to confirm payment or red [CANCEL] button to stop transaction. Meter will attempt to authorize payment shown if neither button is pressed after 35 seconds.
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6. Enter the following information, which can be found on nearby signage and on the single-space meters/multi-space pay stations:
  - Zone Number
  - Space/Meter Number
  - Length of Stay
7. Follow remaining app prompts to complete payment.

#### PAY-BY-PLATE

1. Note license plate number.
2. Visit pay station and select pay-by-plate.
3. Enter license plate number.
4. Insert card, coins or bills to add time and follow on-screen instructions. For credit card payment, select amount of time to purchase using blue [+] and [-] buttons.
5. Press green [OK] button to confirm payment or red [CANCEL] button to stop transaction.
6. Retain receipt for proof of payment. You do not need to place receipt on your dashboard.

For more information, visit [www.ParkDurham.org](http://www.ParkDurham.org), call (919) 560-4157, or email [ParkDurham@DurhamNC.gov](mailto:ParkDurham@DurhamNC.gov).