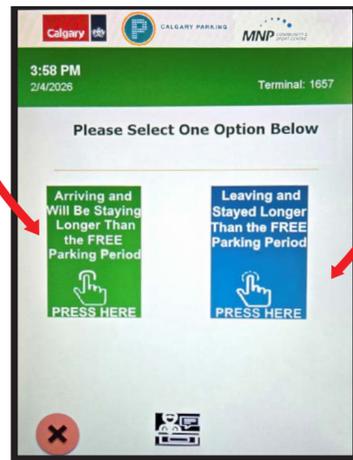# HOW-TO GUIDE FOR PAYING FOR PARKING AT MNP COMMUNITY & SPORT CENTRE
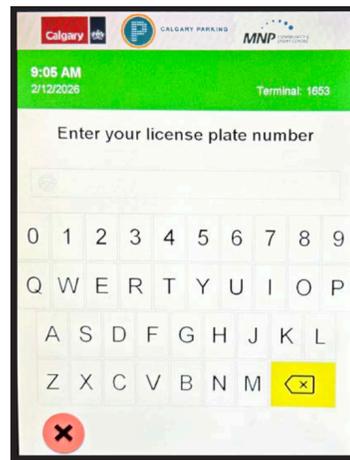
PAYING AT THE ON-SITE PAY MACHINES

1. Select the **Green button** if you have just entered the facility and will be staying beyond the free parking window.
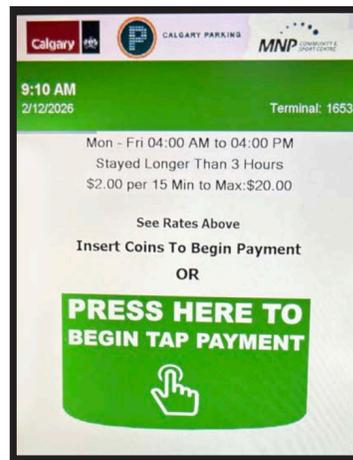
Select the **Blue button** if you are departing and have stayed past the free parking window and therefore need to make a parking payment.

Arriving and Will Be Staying Longer Than the FREE Parking Period — PRESS HERE

Leaving and Stayed Longer Than the FREE Parking Period — PRESS HERE

2. Enter your licence plate

3. This page will display information about the parking rates and the free parking time. The information will automatically update based on the rate window in effect when the machine is being used. Once you review and confirm the information, press the Green button to proceed to payment options.
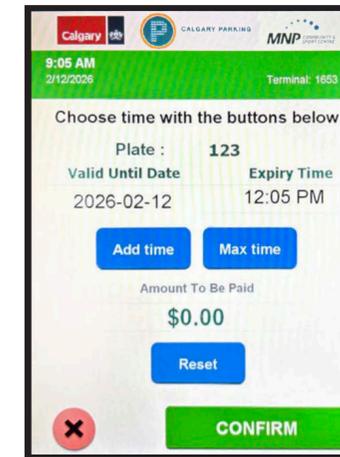
4. ARRIVING AND WILL STAY LONGER THAN FREE PARKING PERIOD

The machine will pre-populate the expiry time, including any applicable free parking, and show $0 owing if still within the free parking window.

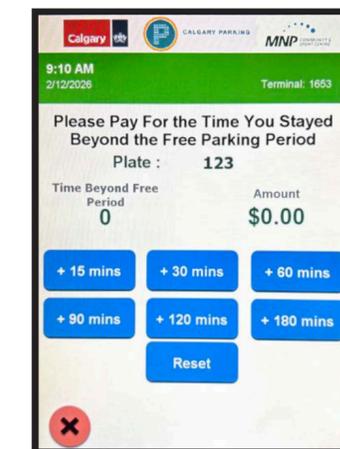To add time after the free parking window, press "Add Time".

Each press of the Add Time button adds 15 minutes.

The Daily Max button can be used to pay for 24-hour parking. Selecting this option will allow parking to extend from the time of payment until the same time the next day.
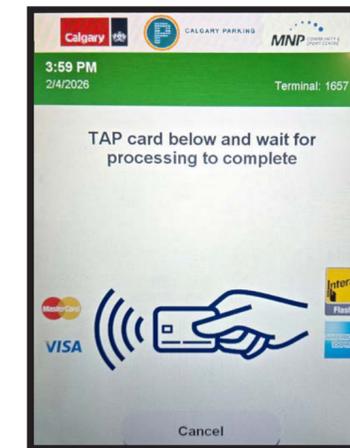
4. LEAVING AND STAYED LONGER THAN FREE PARKING PERIOD

If the user is leaving and has stayed past the free parking window, the machine will display different time-interval buttons that allow them to pay for only the extra time they stayed.

Note: User must keep track of their time of entry to self-calculate the payment for time owed, beyond the free period.

5. Complete the transaction by tapping your payment card or adding coins.

Note: Machine only accepts Tap or Coins.

6. Keep ticket as proof of purchase. No need to display on the dashboard.