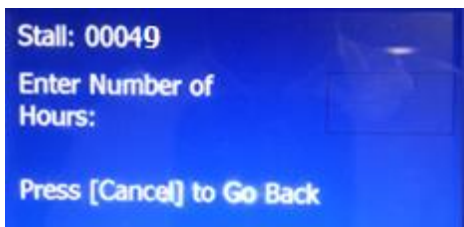


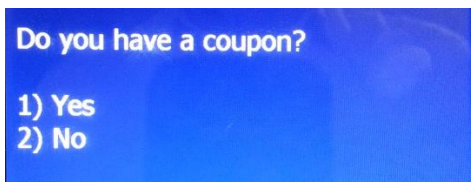
FY23 Pay-by-Plate Coupon Code Instructions for Transit Program Participants

Transit Program participants should follow these instructions to redeem one of their 3 free passes/month on the days they might need to use their personal vehicle instead of taking public transportation.

1. Find the Pay-by-Plate station at one of the following locations:
 - a. HSC O'Neal Lot (P12), across from the Norfolk Entrance
 - b. HSC Lot 71 (P10), across from the Zonal Entrance
 - c. UPC Figueroa Structure, bottom of east ramp up from first floor
 - d. UPC Grand Ave. Structure, second floor next to the elevators
 - e. UPC USC Shrine Structure, first floor next to south elevators
2. Enter your license plate number.
3. Enter the number of hours you wish to park

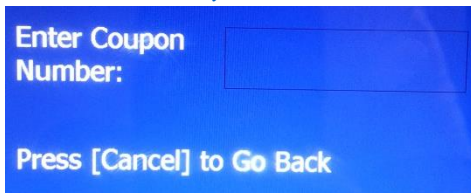


4. Press **1** to indicate that **YES**, you have a coupon



5. Enter coupon code* (**the letter "A", then the last six digits of your seven-digit USC Payroll ID# [not your ten-digit USC ID#]**)

**If your coupon code isn't working, please contact the Transportation Rideshare Coordinator immediately via email at tsubsidy@usc.edu*



6. The machine will automatically print a receipt, which you **DO NOT** need to display in your vehicle (remember, you entered your plate number, so it has been recorded). Park in any normal, non-reserved space anywhere in the lot/structure. Please **DO NOT** park in the designated pay-by-plate areas; park in a normal space in the location you've chosen.

