

How to Load your Wallet for the First Time

The Passport Canada wallet allows you to buy your parking in bulk for reduced rates.

- The wallet is sold in increments of \$30. For each \$30 charge to your credit card, you receive \$60 of parking credit.
- It can be used for daily or hourly parking.
- You can register multiple licence plates.
- The service requires a credit card.
- It requires daily check-ins with the Passport Canada App or website.
- You must login, select your length of stay and plate number each time you park.
- A 25 cent convenience fee will be charged each time you pay with your wallet. This is built in to the online price.



Step 1: Access the Passport Canada website or app

The Passport Canada app is available in the following ways:

- Website <https://passportca.com/park/>
- Download the Smartphone App <http://www.gopassportca.com/>

If your app doesn't resemble the red Passport Canada site below, you may be on the US site. Go back to www.gopassport.ca and download the Canadian app, using the links above.

Passport
CANADA

SIGN UP

ALREADY HAVE AN ACCOUNT?

LOGIN

BY USING THIS APP, YOU AGREE TO THE
FOLLOWING LEGAL TERMS:

TERMS & CONDITIONS PRIVACY POLICY

 passportca.com/park

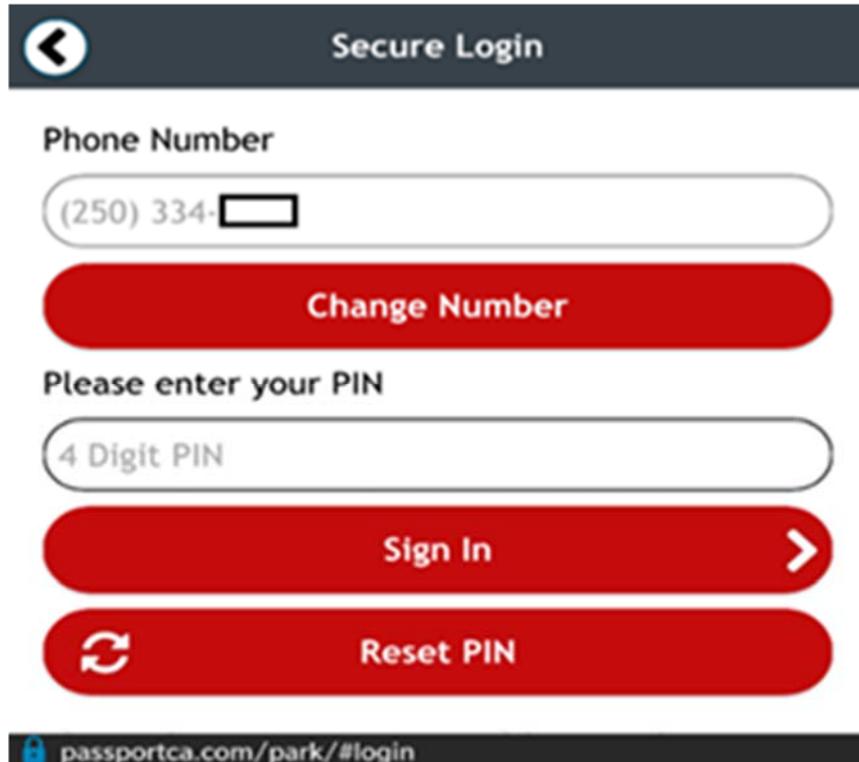
Step 2: Create an account for the first time

To create an account for the first time, choose SIGN UP. You will be prompted to provide either:

- An e-mail address or
- A text enabled phone number

You will be texted or e-mailed a three-digit verification code to confirm the phone number/e-mail. Spam filters can re-direct e-mails; please check your junk e-mail if you do not receive your verification e-mail code.

You can then create a four-digit (numeric) password to complete the process.



The image shows a mobile application interface for a "Secure Login" screen. At the top, there is a dark grey header with a white back arrow icon on the left and the text "Secure Login" in the center. Below the header, the form is divided into two main sections. The first section is titled "Phone Number" and contains a white input field with a grey border, showing the text "(250) 334-" followed by a small empty box. Below this input field is a red button with the text "Change Number" in white. The second section is titled "Please enter your PIN" and contains a white input field with a grey border, showing the text "4 Digit PIN". Below this input field are two red buttons: the top one has the text "Sign In" and a white right-pointing arrow, and the bottom one has a white circular refresh icon and the text "Reset PIN". At the bottom of the screen, there is a dark grey footer with a white lock icon and the text "passportca.com/park/#login".

Step 3: Enter Zone 949

If North Island College does not come up, double check your web address is www.passportcanada.com/park.

Enter Zone

Enter the zone number posted at this location:

949

Continue

By continuing you agree you are abiding to all zone signage on restrictions and rules.

To purchase parking on the phone you may be sent up to five text messages including texts processing and confirming your transactions, and parking expiration alerts. Standard message and data rates apply.

Step 4: Add your vehicle

You can add as many vehicles as you like. Access the menu in the top left hand corner to delete a vehicle.



Vehicles

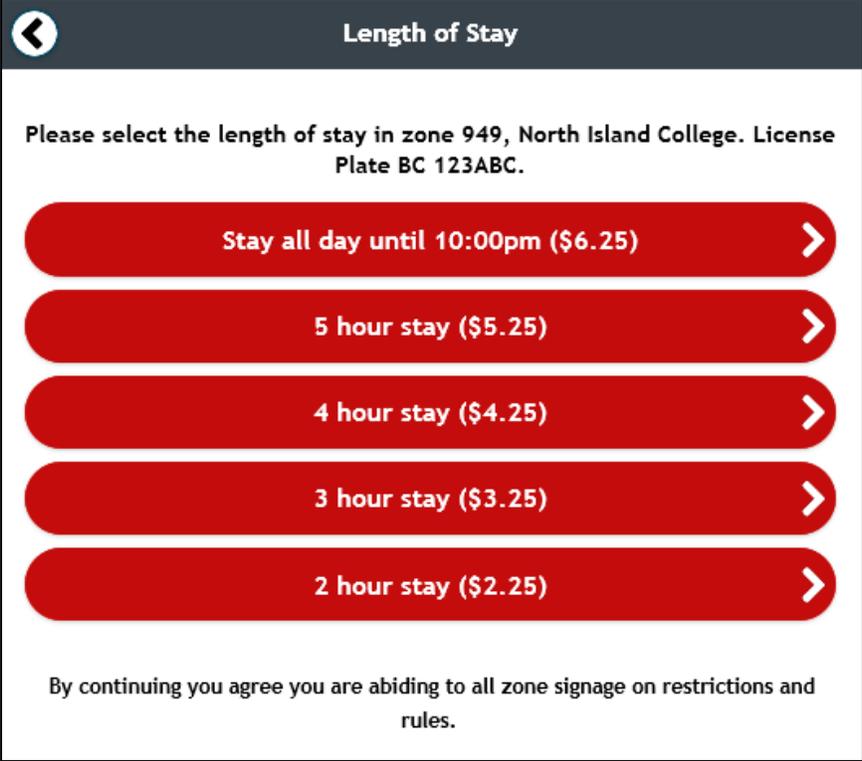
123ABC (BC)

XYZ987 (BC)

Add Vehicle

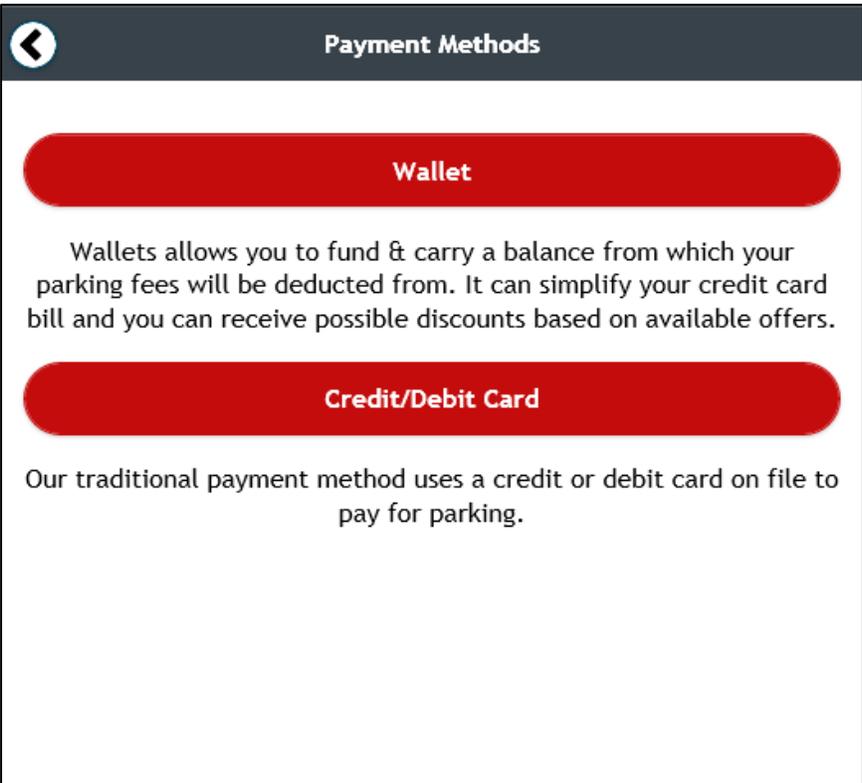
Step 5: Load the wallet for flex options.

1. To load the wallet for the first time, select the 2 Hour Stay to access the payment screen. This can be deleted later.



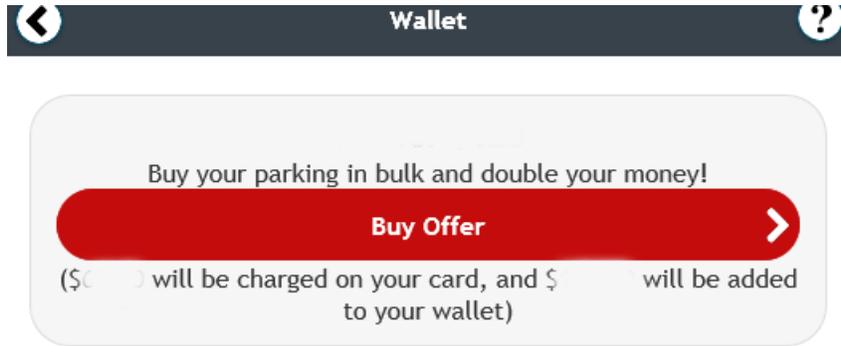
The screenshot shows a mobile application screen titled "Length of Stay". At the top left is a back arrow icon. The title "Length of Stay" is centered at the top. Below the title, the text reads: "Please select the length of stay in zone 949, North Island College. License Plate BC 123ABC." There are five red, rounded rectangular buttons stacked vertically, each with a white right-pointing arrow on the right side. The buttons contain the following text from top to bottom: "Stay all day until 10:00pm (\$6.25)", "5 hour stay (\$5.25)", "4 hour stay (\$4.25)", "3 hour stay (\$3.25)", and "2 hour stay (\$2.25)". At the bottom of the screen, there is a line of text: "By continuing you agree you are abiding to all zone signage on restrictions and rules."

2. When asked for a payment method, choose WALLET.

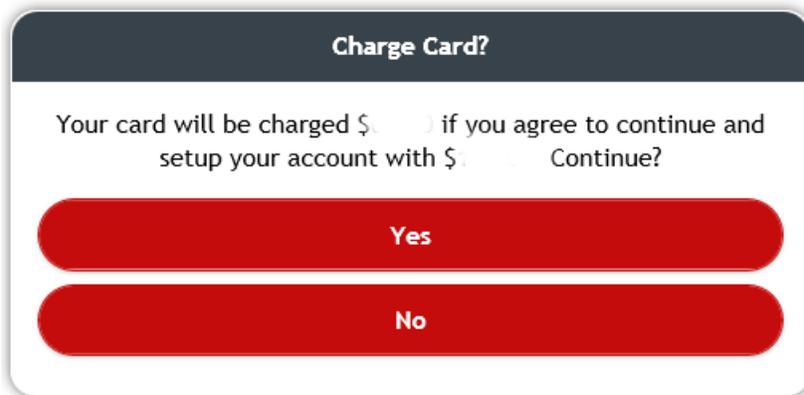


The screenshot shows a mobile application screen titled "Payment Methods". At the top left is a back arrow icon. The title "Payment Methods" is centered at the top. Below the title, there are two red, rounded rectangular buttons. The top button is labeled "Wallet". Below this button, there is a paragraph of text: "Wallets allows you to fund & carry a balance from which your parking fees will be deducted from. It can simplify your credit card bill and you can receive possible discounts based on available offers." The bottom button is labeled "Credit/Debit Card". Below this button, there is another paragraph of text: "Our traditional payment method uses a credit or debit card on file to pay for parking."

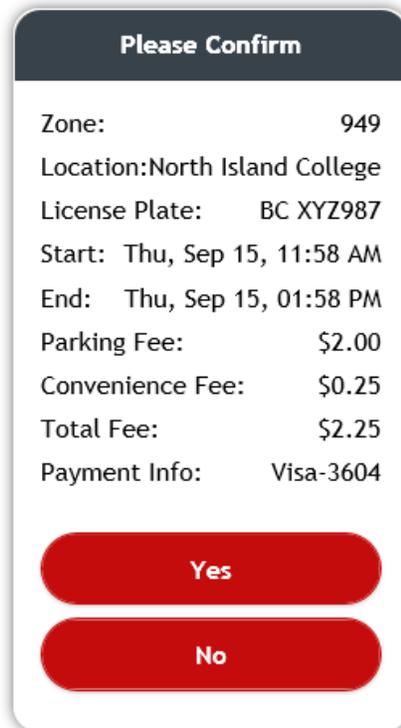
3. You will see a \$30 for \$60 offer, click BUY OFFER and enter your credit card details.



4. Select YES when asked if it is okay to charge your card \$30.

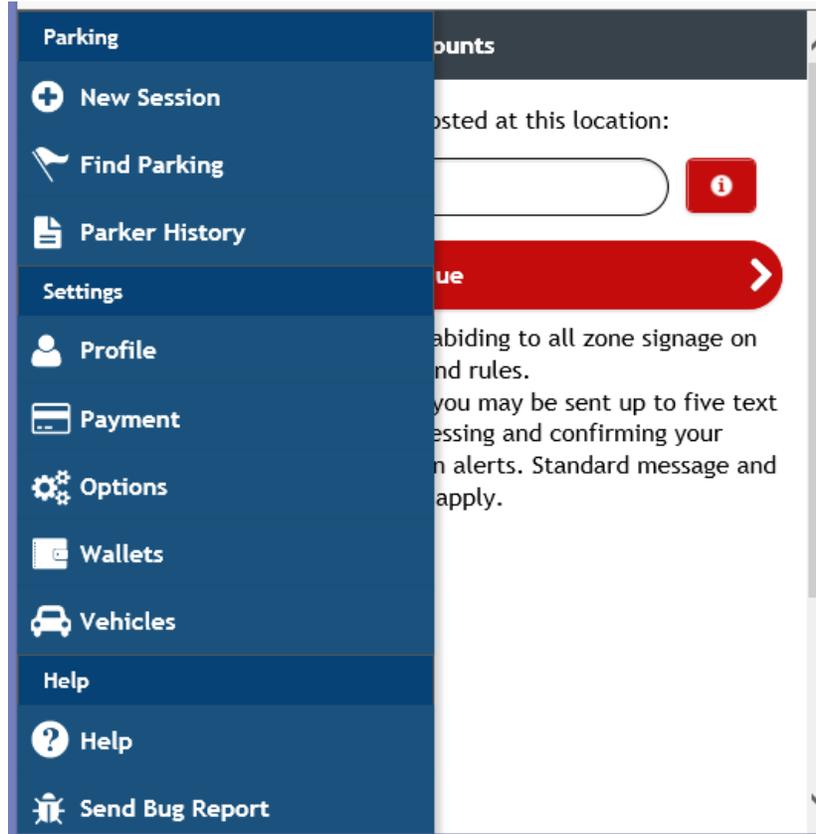


5. When asked to confirm your two-hour session, select NO. This allows you to purchase a wallet, without immediately paying a daily rate.



Step 6: Check your Settings

To confirm your purchase, check your wallet or wallet balances in the setting section of the left hand menu. You should see a \$60 balance in your account.



Please note: This app automatically recharges your credit card when empty. To stop recharging, go to wallet balances in the left hand menu and un-click the auto-recharge toggle button. You can also delete your credit card details by selecting payment in the left hand menu and deleting your card.