

Instructions for Using Parking Meter Codes

Meter Code at Kiosk:

- 1) Note **your license plate number** before leaving your vehicle.
- 2) At the Kiosk, begin your transaction by pressing the **white “Start” button** on the keyboard below the kiosk screen.
- 3) Press the **Green “✓” Button** to continue.
- 4) Press **“3”** on the next prompt screen to **“Redeem A Code.”**
- 5) Enter your **License Plate number with no spaces. Include all characters even the stacked letters.**
- 6) Press the **Green “✓” button** to continue.
- 7) Enter your **Meter Code.**
- 8) Press the **Green “✓” button** to continue.
- 9) Screen will briefly show your transaction summary.
- 10) **Take Receipt** from the kiosk, it will be located under the door next to the coin return.

Meter Code Parking on the Flowbird App <https://flowbirdapp.com/>

- 1) Download the **Flowbird app** to your phone and follow the instructions to set up your parking account.
- 2) Add vehicle information. Enter or confirm your **License Plate number with no spaces or hyphens. Include all characters even the stacked letters.**
- 3) **Allow location** services when prompted.
- 4) **Select** an icon for the **garage/area** you are parking and tap the **“Park Here”** pink button.
- 5) Type your **Meter Code** in the **“Enter code” box** at the top of the screen. (There is no need to do anything with the time circle icon- the parking session length is built into the code.)
- 6) Click the **Pink “✓” button** next to the **“Enter code” box.**
- 7) Select **Purchase** on the next screen.