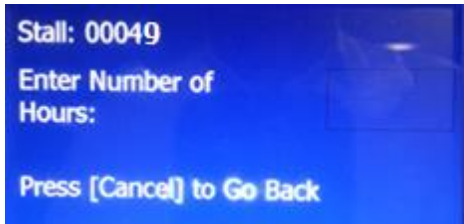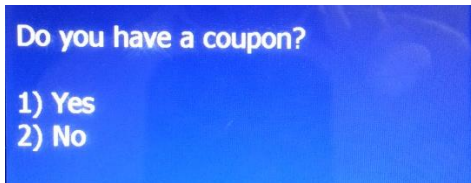# FY24 Pay-by-Plate Coupon Code Instructions for Transit Program Participants

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

2. Enter your license plate number.
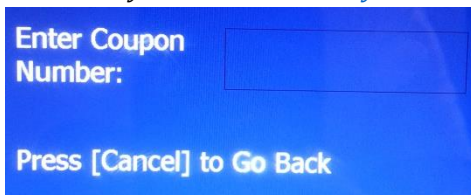
3. Enter the number of hours you wish to park

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.