

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.

NOTE: This set of instructions is ONLY for the USC Shrine Structure

1. Find the Pay-by-Plate terminal across from the south elevators
2. Enter your license plate number.
3. Enter the number of hours you wish to park (all
4. Press the letter **C** to indicate that you have a coupon
5. Enter your 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.

