

Using Pay-By-Plate parking meters

Our campuses have metered parking areas where you can pay casual rates for the time you park.

1. Enter your registration number at the parking meter.
2. Select card payment and the amount of time to park.
3. Press OK to confirm.
4. Tap or insert card.
5. You can request an eReceipt from the meter by following the prompts:
 - Take note of the 4-digit code.
 - Visit www.my-receipt.com.

No receipt is issued at the meter



When prompted, select "Yes" to obtain an eReceipt



Take note of the 4-digit code displayed on the screen

Obtaining an eReceipt for a parking session

You can download your eReceipt online as a PDF file. You can also set up a one-time registration of your email and vehicle registration number to receive eReceipts for future visits to campus.

1. Go to www.my-receipt.com
2. Enter the 4-digit code and your vehicle registration number.
3. Press “**Get Receipt**”.
4. Next to your required date, press “**Receipt**” and the receipt will download as a PDF file which can then be opened and printed.
5. For future eReceipts to be sent to your email address, press “**Setup E-Mail**” and enter your preferred email address.

