

Self-Parking Instructions for Jefferson Main Street Lot

- 1) Park your vehicle and remember your space number
 - 2) Walk to the parking meter by the entrance to the parking lot or by the exit at the Rotunda (left) side
 - 3) Press any key to activate the machine
 - 4) Display shows: "Pay by Space Number. Enter Space Number"
 - 5) Enter your space number and press "OK"
 - 6) Display shows: "Press Number on Keypad to Select Option: World Affairs Council"
 - 7) Press the number next to your group (this is will give you a **special rate of \$7**)
 - 8) The total amount due will be displayed. Payments can be made in cash or by credit card.
- ATT: All cash payments have to be exact! The machine is NOT giving out change!**
- 9) The machine will print a receipt (*the receipt does NOT have to be displayed in your vehicle*)