



UNIVERSITY OF UTAH COMMUTERSERVICES

How to order Coupon Codes:

- Assess your needs
 - Determine # of hours, how many unique codes you will need, preferred naming convention, etc.
- Go to our website to submit an order online: <http://commuterservices.utah.edu/forms/coupon-code-order.php>
- We require a full 48 hour business day to guarantee order turn-around. Short order requests cannot be guaranteed.

How Kiosk Coupon Codes work:

- “Coupon Codes” are what the Kiosk system uses to validate parking. Visitors who enter a valid Coupon Code at a kiosk will receive a full or partial discount for pay lot parking fees.
- Coupon Codes can be set up to cover any denomination of time (in *hours*) or 100% of parking time entered.
 - “100%” codes will cover whatever denomination of hours is entered by the user.
 - Full hour increments only; ½ hour codes *cannot* be accommodated.
- Multiple types of codes may be active concurrently.
- Code restrictions must be established to prevent undesired use:
 - A date or date range within which a code is valid
 - A predetermined number of uses (after which a code expires)
 - A “single daily use” option (these codes are only valid *once* per day)
- Codes are named using an alpha-numeric convention
 - Typically a prefix relevant to your department/organization followed by a randomly generated number (Ex: UMFA1234), but **can be any alpha and/or numeric name (10 character limit).**
- Code usage is recorded and bills are generated retroactively based on occurrence of code use.
 - Once a month you will receive a coupon usage summary from noreply@digitalpaytech.com. Detailed reports are available upon request.
 - Invoice generated from *total billable hours* the code was used, multiplied by rate.
 - Rates determined at time of code setup. \$1.50/hr for campus entities; \$2.00/hr for non-campus groups.
 - Billing occurs twice each year: May 31 and November 30.