



Parking Patron: _____

The Lansing Center is **now automated**. Please take note of the procedure for hassle-free parking at the facilities underneath the Lansing Center.

1. Pull into the lot and press the (Push for Ticket) to get an entry ticket.
2. Park your vehicle
- 3. Paying with a credit card:**
 - a. You may proceed to the exit. Insert your entry ticket where it says "insert ticket here"
 - b. Insert your credit card "present credit card" – **don't pull it back out until it prompts you to remove your credit card**. The display will tell you to "remove credit card"
 - c. Your receipt will automatically print when transaction is complete.
- 4. Exiting using a validation sticker:**
 - a. You may proceed to the exit. Insert your entry ticket where it says "insert ticket here: with your sticker adhered to your entry ticket, then wait for the gate to raise and you may exit.
- 5. Paying with cash:**
 - a. Pay at the walk-up machine located to the East of the Lansing Center lower lobby glass doors.
 - b. Insert your entry ticket at the POF – processing fee
 - c. Insert your cash (\$20, \$10, \$5 or \$1)
 - d. Press the receipt button for your receipt
 - e. Get your paid ticket from the "Insert ticket here" (and your change) and take to the exit.
 - f. Insert your paid ticket in the machine at exit – gate will lift

If you need assistance, you may press the help button and a live operator will appear on the video monitor to help you.