

Important Things You Should Know

- ☞ The automated pay boxes accept coins, bills and City Parking Debit Cards, but **DO NOT** give change.
- ☞ City Parking Debit Cards will initially be sold at the Train Station and thereafter, will be available at the City of Harvard Police Department, 201 W. Front St.
- ☞ The automated pay boxes will **NOT** accept credit cards or bank debit cards.
- ☞ You should keep your receipts.
- ☞ If you enter a wrong space number, Press the Red Button, then enter the correct number.
- ☞ If you do not receive a receipt with the current date and parking space number on it, the transaction did not process properly, and you will be cited for a parking violation. **You MUST receive a valid receipt as proof that you have paid for parking.**

HELPFUL HINTS

- ☞ Recharge your City Parking Debit Card at night or on weekends when the lines are not so long.
- ☞ Have your method of payment ready when you arrive at the machine.

For Questions or Further Information
Contact the City of Harvard at (815) 943-6468

If a machine is out of order or your card does not function properly, please call the City of Harvard:

Monday thru Friday, 8:00 a.m. – 5:00 p.m. (815) 943-6468

After hours, holidays and weekends (815) 943-4431

AUTOMATED PAY BOX INFORMATION



WHAT YOU NEED TO KNOW

**ABOUT THE NEW
CITY OF HARVARD
METRA STATION
PARKING SYSTEM**

On Tuesday, September 12th, 2006, ALL DAILY AND OVERNIGHT PARKING SPOTS will be required to make payment using the new Automated Pay Boxes.

The Slot Honor Boxes will be removed.

In order to avoid lines and delays, please purchase your City Parking Card ahead of time and read the directions to familiarize yourself with the System. Anticipate showing up at least 15 minutes early as there will be slight delays as people learn to use the new System.

When you leave your car, make sure to remember the Parking Space Number, as you must enter it into the machine.



PAYING WITH CASH

- ☞ Enter your parking space number and press #.
- ☞ Insert one dollar bill and/or any combination of coins to \$1.50.
- ☞ Press green button to complete transaction
- ☞ **Remove your receipt.**

PAYING WITH CITY DEBIT CARD

- ☞ Enter your parking space number and press #.
- ☞ Insert debit card in card slot.
- ☞ Press any of the top three buttons labeled “**press to pay for parking**”.
- ☞ Press green button to complete transaction.
- ☞ **REMOVE YOUR PARKING CARD**
- ☞ **Remove your receipt.**

Please retain your receipt. In the event you are issued a parking citation and you paid for parking, you may contest the ticket, **BUT YOU MUST PRESENT YOUR RECEIPT FOR THAT DAY AS PROOF OF PAYMENT.**

PURCHASING A CITY OF HARVARD PARKING CARD

Initially, City Parking Debit Cards will be for sale at the train station. Thereafter, City Parking Debit Cards can be purchased at the City of Harvard Police Department, 201 W. Front St., Harvard. Cards cost \$20 each and are loaded with \$18. (\$2 covers the actual cost of the card.)

RELOADING YOUR CITY OF HARVARD PARKING CARD

Once you purchase a card, you are the owner, so please, treat it like cash. Do not dispose of the card after it is exhausted as they are rechargeable. **Cards can be recharged at either outside pay station** no matter what value remains on the card. We strongly recommend that you recharge your card when you return to Harvard in the afternoon to prevent delaying fellow commuters in the morning. The maximum amount your card can be recharged to is \$60.

- ☞ Insert your Parking Card in card slot at either pay station outside.
- ☞ Press the “reload button” below card slot.
- ☞ Insert bills (\$1, \$5, \$10 or \$20 denomination) or coins to desired amount.
- ☞ Press green button, remove receipt.
- ☞ **REMOVE YOUR PARKING CARD**

Exact amount is required. Machines **DO NOT** give change.

The coin return is for rejected coins.

The Automated Pay Box will accommodate overnight parking, up to a ten (10) day maximum in spaces #116-162.