

For Departments: Validate visitor ticket

	Validator can send a text which will validate the customer's ticket.
	 Send a new text to (321) 541-4421 Use this specific syntax:
	PARK24 {Space} {Ticket Number}
	For example: PARK24 839493 *Requires that Sender's cell phone number is registered in Validation System. Contact Parking Services to register a new cell phone number*
	1. Log into the Validation Portal <u>https://v.flashvalet.com</u> with your assigned username and password.
	2. Enter the Ticket Number and select the Find Ticket.
	3. Select a Validation Price [24 Hour validation]
	4. Click Validate.
	Download the FlashValet iOS App.
	1. Log into the iOS FlashValet App with a validator user account.
	2. Select Validate Ticket > enter Ticket Number <i>or</i> use camera scanner to scan the barcode of the ticket to validate. Tap Search.
	3. Select 24 Hour Validation and click Validate Ticket.
Coupon 	Place a pre-printed sticker on the guest's parking ticket. For best results, a department validator should complete this task; avoid issuing the sticker to the customer without directly affixing to the ticket.
	If customer does not have their entry ticket, use an alternative method to validate.

