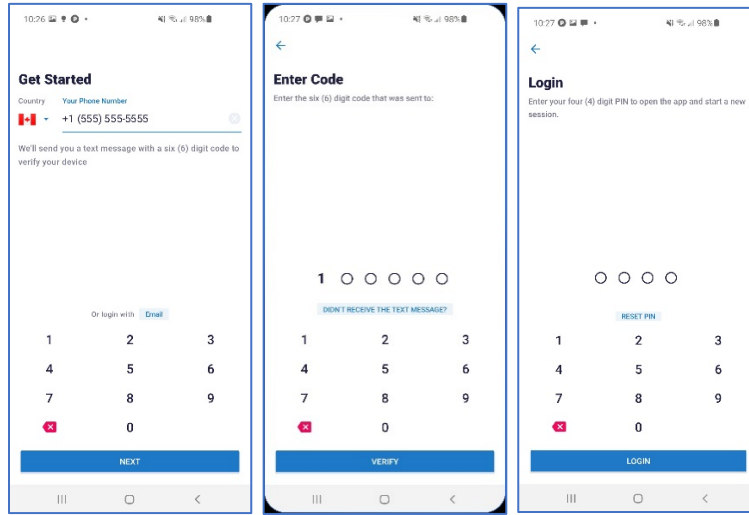


## Using MacKay Pay

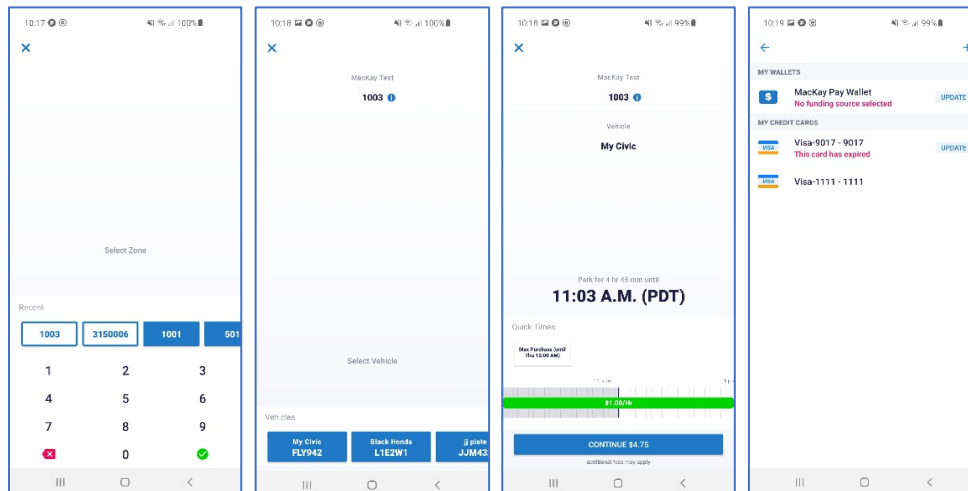
The following steps outline what a user will see and need to do when using MacKay Pay.

### Sign Up / Setup



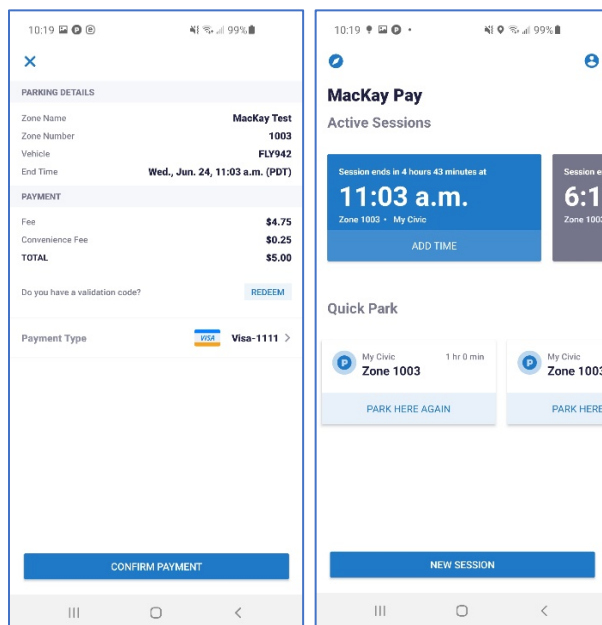
1. The first time a user downloads MacKay Pay, they are required to setup an account using either their mobile number or their email address.
2. MacKay Pay will send a verification code to that number or address in order to activate the account.
3. The user is asked to create a login in number that can be used to login from a different device if needed. Once these three steps are completed
4. Once these steps are completed, MacKay will bypass them each time you go to use the app, unless you logout of your account. Starting the app will take the user directly to “Paying for Parking”.

### Paying for Parking



Paying for parking is a 5 step process:

1. Enter the zone number you wish to park. The Zone numbers are on the signs posted around the location.
2. Select the vehicle that you are paying for. If the vehicle is not already saved, add the vehicle information (license plate number, province, nickname)
3. Select the amount of time to park by dragging the timer at the bottom of the screen to the desired time. “Quick Times” are listed where parking is offered by day or by permit length.
4. Select Payment Method. Add a credit card number and save it. The credit card details are never viewed after entering other than the final 4 digits and the card type. Once the card information is added, it can be used each time the user parks without having to re-enter it.
5. Confirm the details by pressing the “Confirm Payment” button at the bottom of the screen. You are done. The Screen will show the payment details.



## Extending Time

Once a parking pass is purchased, it can be extended without a second convenience fee to the user. Time cannot be extended beyond any space maximum. For example if a space has a 2 hour limit and a parker pays for 1 hour, they can extend their time up to 1 more hour for the maximum of 2 hours. The transaction is treated as a single transaction which is why there is no additional convenience fee. The initial transaction and then the full transaction with extend time appear separately on the parker’s credit card statement but the initial charge is cleared by the merchant processor with 48 hours.

## Parking Receipts

MacKay Pay provides a receipt to the user once the time has expired. The parker history is also available in their menu and shows all parking sessions.