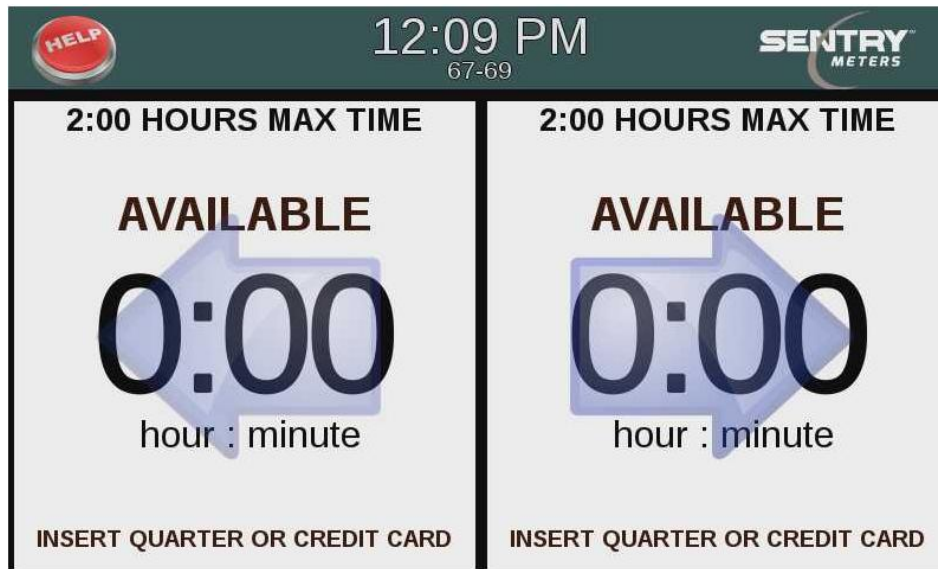# How to Use an MPS Meter

Rules of Parking

- **Make sure you parked within the lines of the parking space.**
- **Moving your vehicle after you have paid for time at the meter may result in loss of payment.**

Purchase Time at Meter

- **Select the space your vehicle is occupying.**

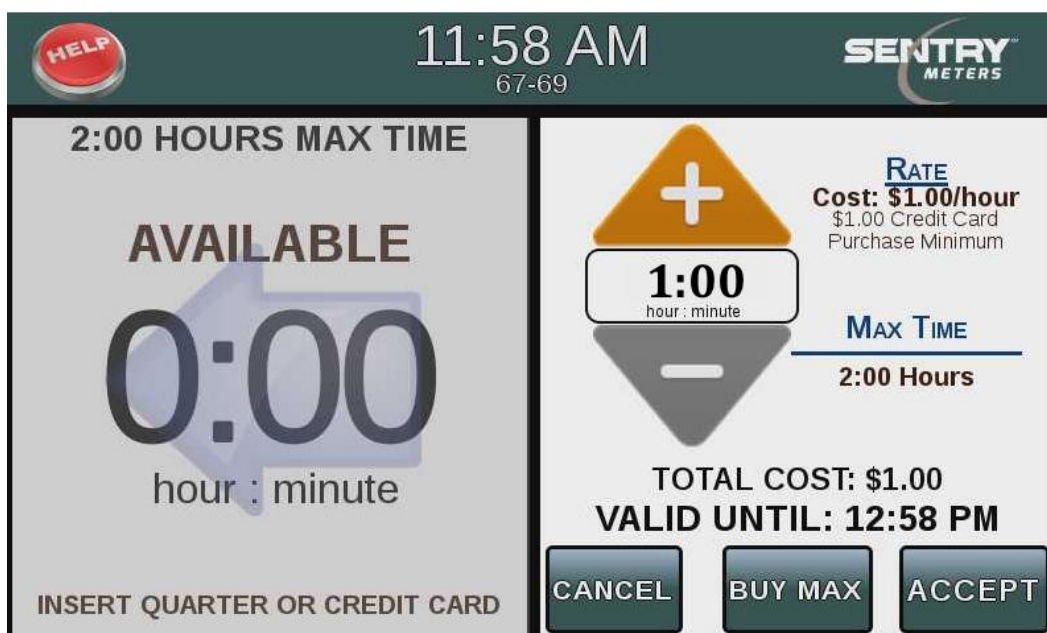- **Touch the coin or credit card icon to select method of payment.**

Coin

- **Insert your coin into the coin slot. The coin slot is located below the meter screen.**
- **If you haven't previously selected the space your vehicle is occupying, you will need to select which side to apply your payment to.**
- **Continue inserting coins until you have purchased enough time.**
    - o **Verify that the time purchased is displayed accurately.**
    - o **Your municipality will establish which types of coins are accepted at the meter.**
    - o **The meter will only accept coins up to the maximum time allowed. All coins inserted after maximum time has been purchased will be rejected by the meter.**

Credit Card

- **You are required to purchase a minimum of one hour in order to pay with a credit card.**
- **Touch the "+" or "−" to select time greater than one hour.**
    - o **The meter will only allow you to select time up to the maximum time allowed.**
    - o **Verify that the time purchased is displayed accurately.**
- **Swipe your credit or debit card to make your purchase. Follow the instructions on the meter if it asks you to re-swipe your card.**
- **Press the "Accept" button to complete your transaction.**
- **Verify that the time purchased is displayed accurately.**

Violation Notice

If no payment was made at the meter or you have exceeded the time purchased, the meter will display the following violation notice and a ticket will either be placed on your vehicle or sent to you by mail.