

# How to use your pass card



## Entry to main car park

Approach the car park main entry gate and a ticket will be automatically dispersed, please collect your ticket

After a few seconds, the boom gate arm will lift

Proceed to the designated staff car park



## Entry to staff car park

At the entry into the staff car park, hold the pass card as pictured to gain access

**Follow the same procedure to exit**

# How to recharge your staff card



**Recharge is only available at the Pay Machine. Please note, most machines only accept Credit Card.**

Please proceed to any pay machine like the one pictured

There are several pay machines conveniently located in or near the staff car parks



Hold the pass card as pictured

The screen will display two options, a partial recharge (>\$10) or maximum recharge (\$100)

Select one option to proceed

# How to recharge your staff card



The screen will display the recharge amount

Press the receipt button if you require a one



To make payment, either insert or tap your credit card

Once successful, the screen will display “Your card has been coded” or “Drive safely”

**The recharge is now complete**