WELCOME TO THE PRINCE GEORGE PARKING GARAGE
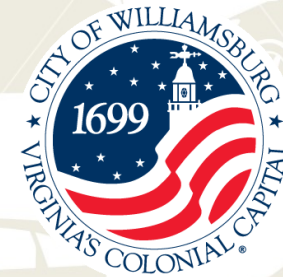
1. Park your car (that was easy).

2. Using your cell phone, take a photo of your license plate or write your plate number down. THIS IS IMPORTANT.

3. Visit the Pay Station on the first floor. Press the round button under the screen to begin. Press the green bar on the screen to start.

4. New screen: Enter license plate number and tap OK.

5. New screen: Enter the first letter of your license plate STATE (V=Virginia) and tap OK.

6. New screen: Tap on the name of your state.

7. New screen: If you plan to stay 30 minutes or less, tap OK. If you plan to stay longer, insert your credit/debit card for more time.

8. New screen: Estimate the number of hours you plan to use the garage and tap OK.

9. New screen: Choose the method by which you would like a receipt – text or email.

10. Enter your email or text number.

11. Your transaction is completed and you DO NOT have to visit the pay station when you leave.

Thanks for visiting. Visit Williamsburg again, soon!

SET UP AN **ONLINE ACCOUNT** AND NEVER USE THE PAY STATION AGAIN. **EVER**.

Go to **www.williamsburgva.gov/parking** and click on the link provided. Enter your information and a credit/debit card. You may list as many of your vehicles on the account as you wish.

Then, the next time you visit, the license plate reader in the garage will recognize your car(s) as you enter and exit, and the system will charge your credit/debit card for the amount of each stay.

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www.williamsburgva.gov