

Consumers Instructions for Using the State Underground Parking System

1. When entering the garage:

- a. Pull up to the ticket box located in front of the gate
- b. Push the button to receive a white parking ticket
- c. Park in a non-reserved parking spot on levels green, yellow or blue

2. When exiting the garage:

- a. **YOU MUST HAVE THE GREEN (CHASER TICKET) AND WHITE TICKET TO EXIT THE GARAGE ****
- b. Go to the exit section of the garage
- c. Put the white ticket face up with the magnetic strip on top in to the receiver ticket exit box. Wait for charge to display.
- d. Next insert the green ticket with the magnetic strip on top in the receiver ticket exit box
- e. Exit the garage when the gate opens
- f. If you encounter any problems with the white or green tickets please see someone in the garage office located near the Third Street entrance/exit.

If the green ticket is lost ODMH will not be able to reissue the ticket and the Consumer/Family Member will be responsible for the parking charges.

***** If the Consumer/Family Member has the green (chaser) ticket and loses the white ticket the Parking Garage Office will have to let you out. Go to the office to get the green ticket validated.**