

### **JMH Parking Cash Card Implementation and Instructions**

UM employees, students, volunteers, visiting faculty, visiting students, scholars, and contractors who meet all the below requirements may now register for the JMH Parking Cash Card program and pay a reduced daily rate at JMH garages:

- Must have a UM Photo ID and building access card
- Must not have monthly parking
- Must drive to work 10 days or less per month
- Must pay by credit card

To register, send an e-mail request to [ppasses@med.miami.edu](mailto:ppasses@med.miami.edu) or visit the UM Public Safety office at 1501 NW 9th Avenue, Suite 100.

Once registered, a user can follow the below instructions to load or reload cash value on their building access card at the pay-on-foot stations located in the JMH parking garages. Throughout these instructions, your building access card will be referred to as a "cash card". Be sure to load your cash card before entering a JMH garage if you intend to pay the validated rate. The cash card must be used to enter and exit the JMH garages. **Do not pull a ticket**. If you pull a ticket you will be charged the regular assessed parking rate for that day.

After registration, cash cards can be loaded for the first time the day after registration.

If you lose your building access card, come to the UM Public Safety office and replace it. The transfer of the balance from your lost card to your new card will occur overnight. You may use your replacement cash card the following morning.

### **JMH PARKING CASH CARD LOAD AND RELOAD INSTRUCTIONS**

1. Go to any pay station at any JMH parking garage.
2. Hold the registered building access card up to the black Cash Card Reader located below the pay station's screen (circled in the picture at right).



3. The pay station will display the recharge screen below. Please press the Reload Higher button below the screen (circled in the picture at right) for as many validations as you need. (Up to ten total) **\*\*\*Very Important\*\*\* Your Cash Card is limited to one recharge event per month.** If you choose to purchase less than the maximum allowed validations (up to ten total on your card at any time), you will not be able to perform another reload until the following month. Therefore, if you choose to reload for only one validation today, you will not be able to make another reload until the next calendar month. No other methods of purchasing validations are available.



4. After selecting the amount of validations, you want to purchase, the pay station will display the screen at right, which shows the value of the recharge at the top right. Insert your credit card into the credit card reader. You must pay by credit card. Do not remove your credit card until instructed.



5. The payment process takes approximately one minute. Please be patient and do not remove the credit card until instructed. While the payment is processing, the pay station will display the following screen messages in this order:
  - a. One moment please
  - b. PLEASE WAIT
  - c. Remove your card
  - d. APPROVED
  - e. ACCEPTED
  - f. One moment please
  - g. Printing Receipt
6. Retrieve your receipt. The card is loaded. You can verify the load by holding the card to the Cash Card Reader. The screen will display the message. Card already recharged. Ticket Credit \$50.70 or whatever the balance of your Cash Card after the reload.

Note: If your card has a balance from a previous month, the pay station will only allow you to reload to a maximum of 10 credits.

Example: If your balance from June was \$30.42, you will only be allowed to load an additional \$20.28. You cannot exceed 10 credits (\$50.70) at any time.

JMH Refund Policy: Should a cardholder fail to use their cash card to enter or exit the parking facility, no refund will be given for parking fees paid, which will be charged at the maximum daily rate of \$11/day. No refunds or exchanges for unused validations.

**If you have questions or need additional help, please contact:**

Jackson Memorial Hospital Parking Services  
Miami Parking Authority  
1611 NW 12th Avenue. Suite G-207  
Miami, FL 33136  
Office: 305.585.6997