Lehigh University Parking Services is pleased to offer a new option for department visitor parking by using the Passport Parking mobile app! This convenient option will allow departments to pay for all day visitor parking in unreserved faculty and staff spaces without having to obtain and distribute physical permits for small groups (less than 10 cars). If your department is going to host an event requiring more than 10 spaces, please contact Parking Services for additional options at (610) 758-7275 or by email at: inpark@lehigh.edu .

How to get started:

A department may call Parking Services and provide the department name, a contact, phone number, email address, and credit card or OneCard information (credit card and OneCard information will not be accepted via email). An account will be set up for the department and a minimum of $50 will be charged to the credit card provided to pre-fund the account. Once the account is set up and pre-funded, departments can then request special validation codes that can be used to pay for all day visitor parking in the Passport Parking mobile app or the website m.ppprk.com.

How it works:

1. Download the Passport Parking mobile app, or log on to m.ppprk.com.
2. Create a Passport Parking account.
3. Enter the specific zone number of the parking lot where the visitor will park (this will be provided by Parking Services) and click "Continue."
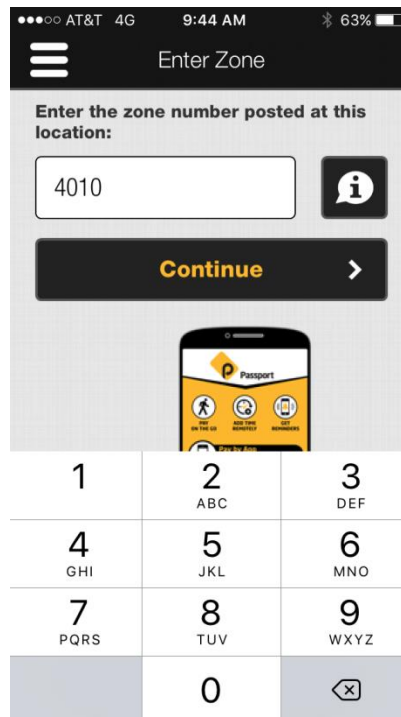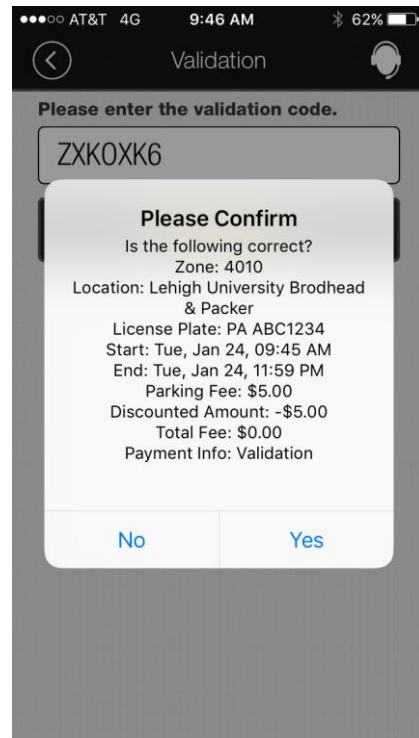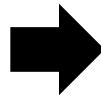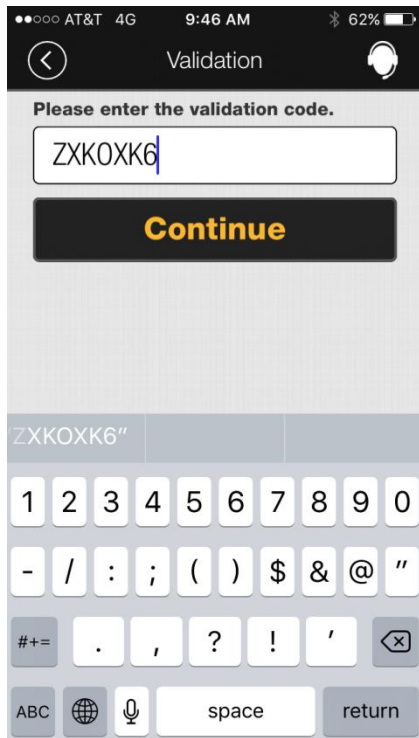

4. Click "Add Vehicle." Enter the license plate information of the visitor's vehicle then click "Save & Continue.
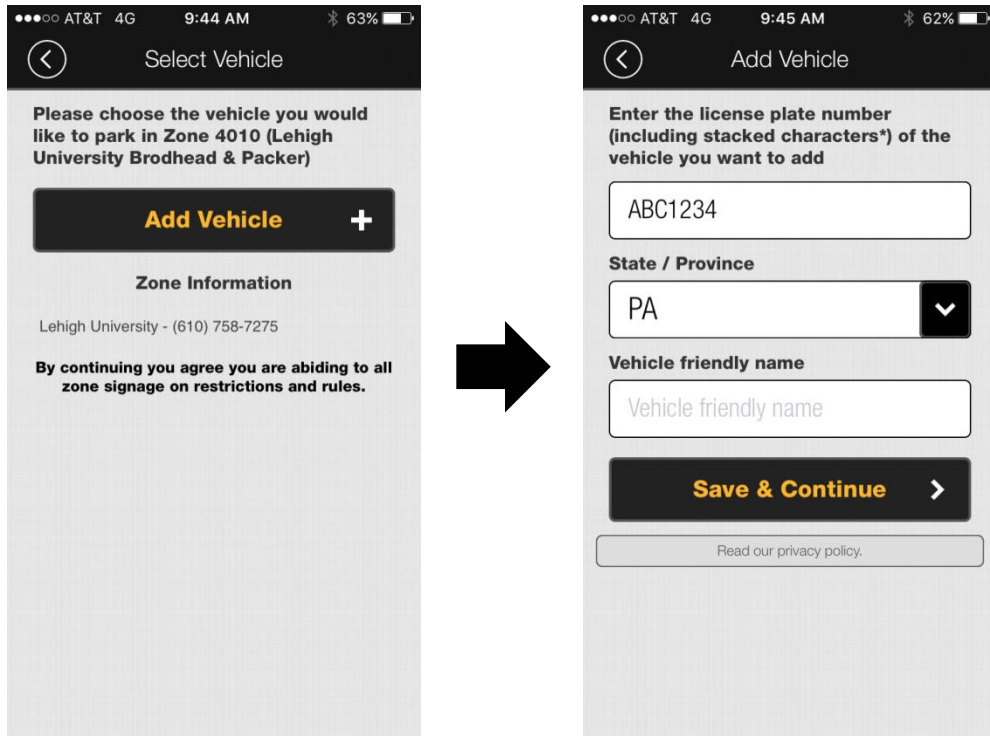
5. In Payment Methods screen, choose "Validation" and enter the validation code provided by Parking Services.
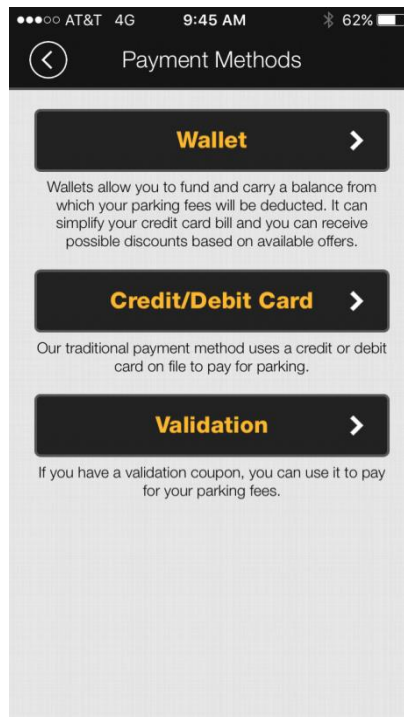
6. Click "Continue" and the details of the session will appear asking the user to confirm the information. Click "Yes" once the details are confirmed.

The parking session will begin immediately. The session will expire at 11:59pm on the same day that the validation code is used.
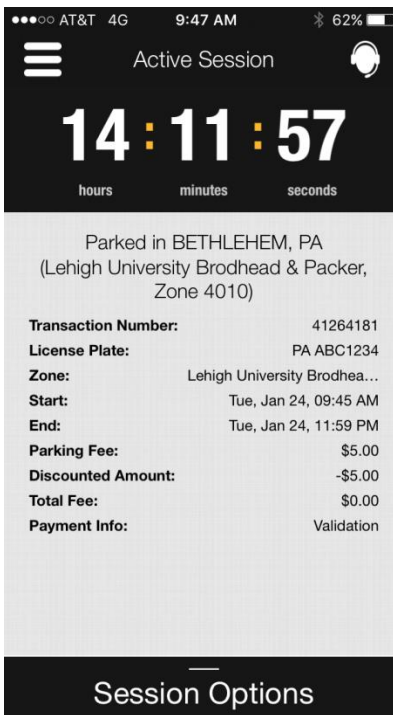
After the session expires $5.25 will be debited to the pre-funded amount. $5.00 is the daily rate for parking on campus and the $0.25 is a convenience fee charged by Passport Parking which will not be

shown in the session details. If a validation code is not used by the expiration date, it will no longer be valid and another validation code must be requested/issued for future use. Please note if a validation code is used at a meter, the visitor can park there for a maximum of 5 hours.   If the visitor is parked at the meter for less than 5 hours, the department will only be charged for the amount of time at $1.00 per hour plus the $0.25 convenience fee.

To replenish your account, simply send an email to inpark@lehigh.edu with the amount you would like added. The options are $50, $100, $200, $500, $1000 and $5000. The same credit card will be used unless another one is provided.

Scratch-off permits can still be used by department visitors, if desired. If department visitors will only be on campus for a short period of time, consider meter and pay-by-space parking at the Zoellner garage at $1.00 per hour.