

Pay Station Instructions for DLNW Employees

Donate Life Northwest Employees are authorized to use a department paid coupon/promo code to park at the Marquam Plaza office and around campus for work/business reasons. This code should not be shared or used for personal reasons. Contact the Operations Director to receive the code once you have read and signed the [Use of Personal Vehicle Policy](#) online.

Coupon Code Instructions:

1. Drive to a pay station zone (see map).
2. Park and note your license-plate number.
3. At the pay station, enter your license plate.
4. Select your parking product. Enter your code.
5. Place receipt on dashboard of your vehicle.
6. Your department will be billed for each use.

Unauthorized use and distribution is prohibited.

Pay Station Locations (map on pg 2):

Marquam Hill

Lot 40: SW Gaines at SW 6th Ave
No maximum time limit.

Garage C

Sam Jackson Park Road, Level 4
Three-hour maximum

Garage F

Campus Drive, level 4
Five-hour max. Yellow zone available up to 1pm only

Marquam Plaza

2525 SW 3rd Avenue
Pay station is directly adjacent to building in the exterior lot.

South Waterfront

Schnitzer Lot
SW Moody at Sheridan
3030 Moody
3030 SW Moody Ave

Promo Code Instructions:

The same code can be used as a “promo code” at parking lots without pay stations where you reserve a spot in advance via the Parkmobile Reservation platform. In order to use as a Promo code to make online reservations, go to the following link:

<https://ohsuguestpark.pmreserve.com/>

