

## WHAT TO DO WHEN THE VALUE OF THE CASHKEY IS EXHAUSTED

When the cash value of the CashKey is low or exhausted, bring the state issued key to the State Parking Office. You may pay to program the key for the cash value you request. You may return the key and request a refund. Refund checks are mailed, allow two weeks to process.

## WHAT IF I LOSE OR DAMAGE MY CASHKEY?

Without the CashKey, we have no basis for knowing how much money remains programmed on the key, or whether it is found and used by another party. No refunds of cash value or deposits are issued for lost keys.

CashKeys are extremely durable and not affected by exposure to inclement conditions. Precaution should be taken not to expose the CashKey to magnetic fields or x-rays which could delete the amount of time programmed on the key.

## HOW TO PURCHASE A CASHKEY

CashKeys may be purchased at the following location:

**State keys** may be purchased at:

Fleet and Parking Services  
DAS | Enterprise Asset Management  
1100 Airport Rd SE  
Salem, OR 97301-6082  
(503) 378-5090 ext 0

A deposit is required for each CashKey purchased. Deposits are refunded upon return of the CashKey.

The cash value of the CashKey may be programmed for \$10 to \$600. The State of Oregon offers \$5 free for every \$100 of value purchased on one key.

**City keys** may be purchased at:

City of Salem  
Permit Application Center, City Hall  
555 Liberty St SE Rm 320  
Salem, OR 97301  
(503) 589-2075

# CashKey Parking Meter System



State of Oregon  
Dept. of Administrative Services  
Fleet and Parking Services

[www.oregon.gov/DAS/EAM/FPS](http://www.oregon.gov/DAS/EAM/FPS)

and

City of Salem  
Parking Services

[www.cityofsalem.net/residents/parkingservices/Pages/default.aspx](http://www.cityofsalem.net/residents/parkingservices/Pages/default.aspx)

## WHAT IS A CASHKEY?

The CashKey is a debit (pre-pay) parking system designed for use in parking meters. The CashKey is not a throw away item. Additional time may be purchased by the key holder at any time.

## LOCATION OF CASHKEY METERS

All State of Oregon parking meters, are identified with a purple sticker surrounding the keyhole – use a State of Oregon CashKey or coin.

In the Salem Capitol Mall these meters are located in the Capitol Mall Parking Structure and next to the Agriculture, Archives, Commerce, Executive, General Services, Mill Creek, Employment, Public Utility Commission, Veterans Affairs buildings and 1200 block of Ferry SE.

All City of Salem parking meters – Use a City of Salem cashkey or coin.

City of Salem meters are located on the street (except 1200 block Ferry SE) and in the Chemeketa, Marion and Pringle Parkades; Liberty Square and Library Structures.

## HOW TO USE THE CASHKEY

- Park in a space which features a CashKey meter. CashKey meters are digital and have a single slot for coin deposit and a round keyhole for the CashKey.
- Insert the CashKey in the keyhole on the parking meter. The meter will first display the value remaining on the key without deducting money. **Since the meter cannot display decimal points, the screen displays the current dollar amount rounded down to the nearest dollar.**
- Partially remove and re-insert the key to purchase the desired amount of parking time, up to the posted limit on the meter.
- The meter will display the amount of money remaining on the CashKey (whole dollars only) and deduct 40¢ from the programmed cash value each time the state key is inserted. State meters are 80¢ per hour.
- Be careful to avoid unintentional insertions and subsequent reduction of the CashKey value. Money will not be refunded due to user error.
- Coins may be used in combination with the CashKey.

## PARKING METER TIME LIMITS

Parking time limits vary for each meter and/or location. CashKey payment at the meter will not register more hours than the posted time limit for that meter.

## METER FEEDING

**The CashKey will only be valid for the duration of the meter** (meters are posted 15 and 30 minutes, 1, 2, 3, 4 and 10 hours). CashKey users may receive a meter feeding citation if the key is inserted or coins deposited for additional time beyond the meter limit.

If it is necessary to park longer than the meter time limit, the vehicle must be moved to a different block or street to avoid this type of citation.

Cashkey\_Brochure.doc (2/18/14)