

## 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 or the City issued key to Community Enforcement. You may pay to program the key for the cash value you request or you may return the key with identification and request a refund. Refund checks are mailed, allow two weeks to process.

## WHAT IF I LOSE OR DAMAGE MY CASHKEY?

Without the CashKey, State or City staff 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 are 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

State and City meters use different CashKeys and must be purchased separately. CashKeys may be purchased at the following locations:

**State keys** may be purchased at:

State Parking  
Dept. of Administrative Services  
1225 Ferry Street SE  
Salem OR 97301-4281  
(503) 378-5090 x1

A deposit of \$15 is required for each CashKey purchased. Deposits are refunded upon return of the CashKey with proper identification only.

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  
Community Enforcement  
340 Chemeketa Street NE  
Salem OR 97301  
(503) 588-6471

A deposit of \$17 is required for each City CashKey purchased. City CashKeys may be programmed for \$10 to \$650.

# CashKey Parking Meter System



A Customer Service Project of:

City of Salem  
Community Enforcement  
Division

&

State of Oregon  
Dept. of Administrative Services  
Parking & Commuting Services

State Parking Website:  
<http://oregon.gov/das/fac/parking/>

## 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 owned 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, North Mall, Public Utility Commission, Veterans Affairs buildings and 1200 block of Ferry SE.

State meters are also located at the Eugene State Office Building.

- All City of Salem owned 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, Marian 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¢ State keys or 25¢ City keys) from the programmed cash value each time the key is inserted. State meters are 80¢ per hour, City meters are 75¢ or 50¢ (Library) per hour.
- Be careful to avoid unintentional insertions and subsequent reduction of the CashKey value. Money will not be refunded due to user errors.
- 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.

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