



## Objective

Employees are eligible for a 25% discount parking rate at the Columbus Airport for business or personal travel through our preferred supplier, the Parking Spot. The purpose of this document is to guide travelers on the process to receive their Ohio University discount with the Parking Spot for Airport Parking.

## Register for Spot Club using the Parking Spot App

1. Download the “**Parking Spot App**” from the app store for your iPhone or android device.



2. Open the “**Parking Spot App**”.
3. Click “**Sign Up**” at the bottom to register for the Parking Spot App.
4. Spot Club Card Number field should be “**left blank**”.
5. Enter your corporate account code. This is available on the [employee discount website](#)
6. Enter “**First Name**”.
7. Enter “**Last name**”.
8. Select “**Business**”.
9. Enter Street Address as “**160 West Union Street**”.
10. Leave “**Apt/Suite**” blank.
11. Enter City as “**Athens**”
12. Enter zip code as “**45701**”
13. Enter Country as “**United States**”
14. Enter State as “**Ohio**”
15. Enter your “**Ohio email address**”
16. Enter your “**Phone Number**”
17. Enter your “**Password**”
18. You can “**enter to leave blank the AAA membership**”.
19. Click “**Submit**”

**Important Note:** Once you receive the message “**You’re all set! Welcome to the Ohio University Exec Program, along with a welcome email,**” you can begin using the app to reserve spaces and receive the Ohio University discount.

When arriving at the Parking Spot, scan the QR code that will be provided in the app after you make a reservation.

If you have on Ohio Spot Club Exec discount card, you may also scan that at entry and exit instead of the app to obtain the 25% discount.