

# Scan and Pay SOP

## How-To Steps

1. Download the free Recreation.gov Mobile Application on your iOS or Android device. It is best to download the app well in advance of your arrival to ensure that you do not run into connectivity issues when you arrive.
2. Sign in to your Recreation.gov account. If you do not have an account, select the **Sign-Up** option.
3. When you come to a QR code payment site, read the instructions posted by the local campground.
4. Select an unoccupied first-come, first-served campsite and place your tent and/or equipment on the site to claim it. You will have to verify when filling out order details that the site you chose was unoccupied upon your arrival. The QR code will be available to scan at the campsite kiosk or at a locally designated location.

**Note:** If you pay for a campsite that is already occupied by another customer and you need a refund, you will need to work individually with the campground manager. Recreation.gov does not manage on-site availability questions at individual campsites.

Pay with your  
Recreation.gov Mobile App



**CAMPING**  
**Loop A**

**PAYMENT INSTRUCTIONS**

-  **1** Ensure that the campsite(s) you intend to pay for are available.
-  **2** Open the Recreation.gov app and sign in.
-  **3** Click the "Scan" icon in the bottom menu options. (If prompted, allow camera access.)
-  **4** Scan this QR code and follow the on-screen instructions.
-  **5** Follow this facility's instructions below after making your payment.

Kalaloch

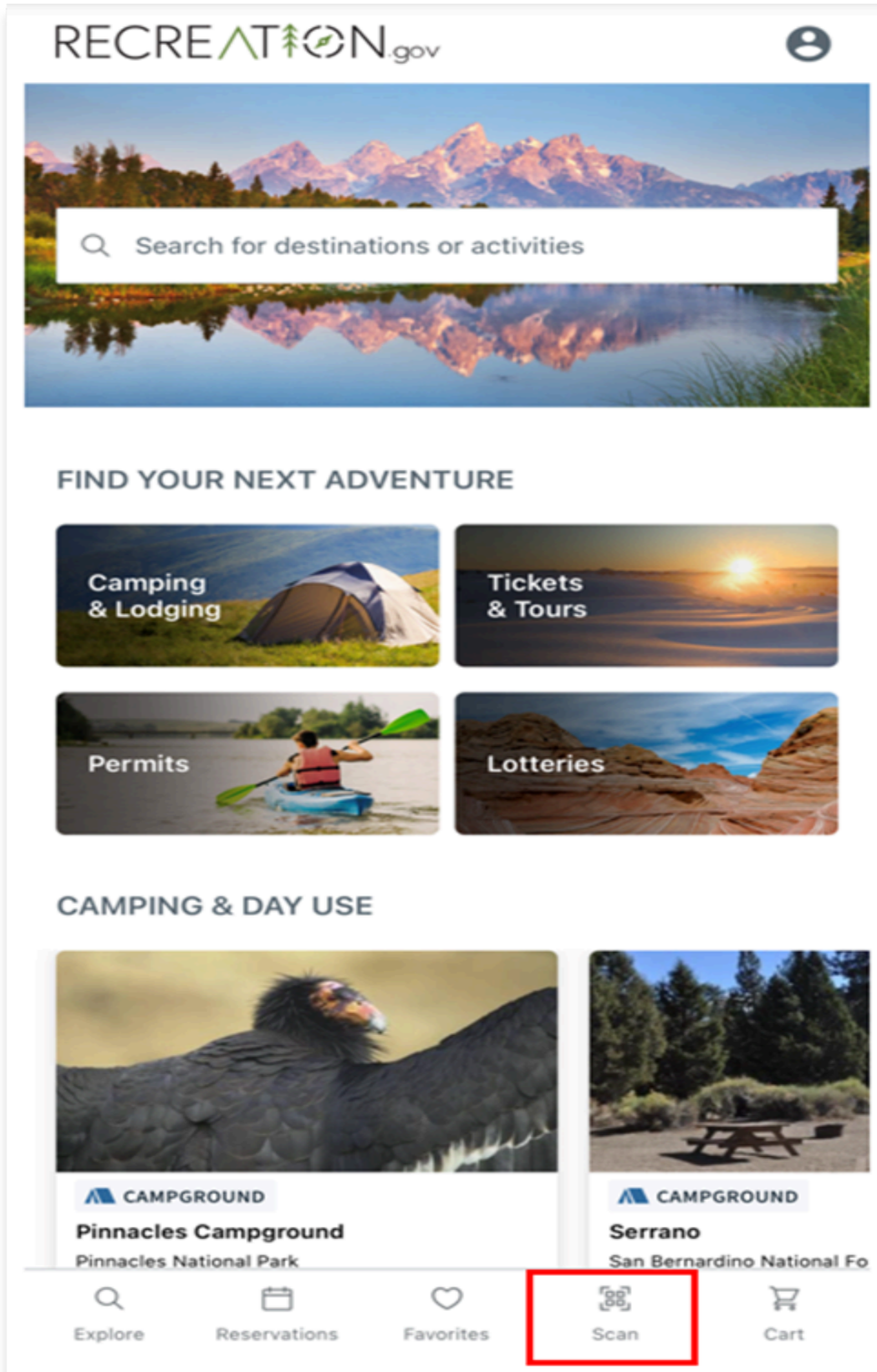


**\$26.00** per night

**WHAT TO DO AFTER PAYING**

Be sure to have your phone on you in case you need to show your proof of payment.

5. Select the **Scan** button



6. Select the **Camping** option and follow the on-screen instructions. You should scroll through the instructions before scanning your code.

7. Select the **Scan QR Code** button and scan the code.

## Scan & Pay



Scan a QR code to pay for campsites and activities at participating locations.

What do you want to pay for?



Scan QR Code

Explore

Reservations

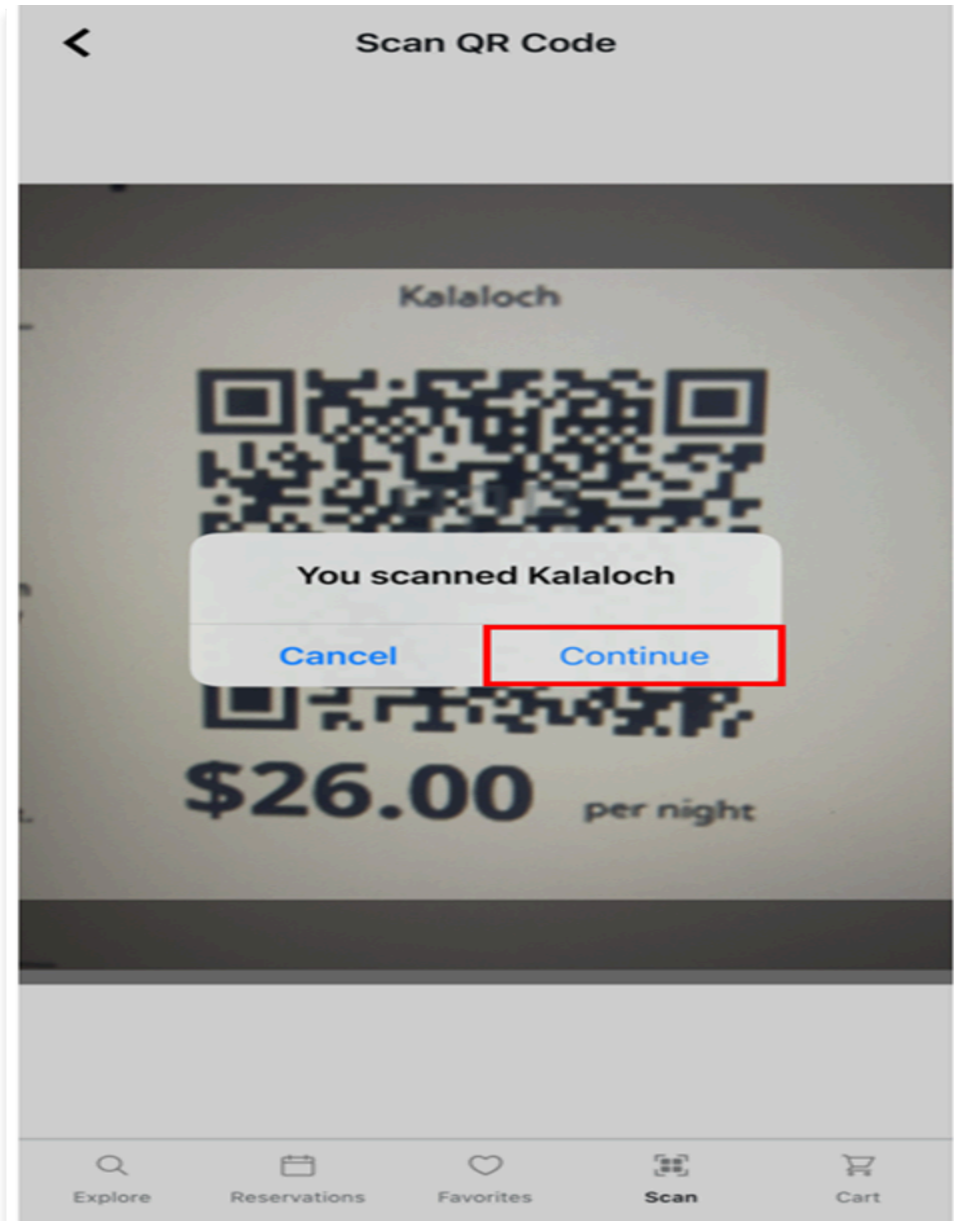
Favorites

Scan

Cart

**Note:** You will need to allow camera access in order to scan the QR code.

8. Select the **Continue** button.



9. Enter the check-in and check-out dates, your group size, and the campsite number of the unoccupied site you claimed earlier. Then select the **Next: Order Details** button.

The screenshot shows a mobile application interface for a reservation. At the top left is a back arrow. The title "Kalaloch" is centered. Below the title are three input fields: "Enter Dates" with a calendar icon and the text "Aug 10-Aug 13", "Total Group Size" with the number "3", and "Campsite" with the text "A12". At the bottom of the form is a blue button with white text that says "Next: Order Details", which is highlighted with a red rectangular border. Below the form is a navigation bar with five icons and labels: "Explore" (magnifying glass), "Reservations" (calendar), "Favorites" (heart), "Scan" (QR code), and "Cart" (shopping cart).

10. Enter your name, license plate number, e-mail address, and phone number. If the location accepts an Interagency Pass discount, and you have an applicable pass, you can select the **+ Add a Pass** button and enter your pass type and the Pass ID. Once all order details are complete, select the **Proceed to Payment** button.

**Note:** You must verify that you have physically visited your chosen campsite to check for current occupancy. Be sure to slide the ticker (iOS) or check the box (Android), or you will not be able to continue.

**Order Details**

**Kalaloch**

Check In: Wed, Aug 10      Check Out: Sat, Aug 13

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**Last Name \***  
Example

**License Plate or Vessel Registration # \***  
ABC123

**Email \***  
Test.example@email.com

**Phone Number \***  
012-345-6789

**Add a Pass**

I have physically visited this site to check for current occupancy. I have setup my tent or equipment to claim my site ahead of payment.

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Kalaloch x 3 nights	\$66.00
<b>Total</b>	<b>\$66.00</b>

**Proceed to Payment**

Explore   Reservations   Favorites   Scan   Cart

11. You will be taken to a confirmation screen where you will have the option to **Save Confirmation to Photos**. It's a good idea to do this so you can show the confirmation to onsite staff if requested.

**Order Confirmation**

**Success**

You're all set! Follow the instructions on the Scan & Pay flyer for next steps on enjoying your reservation.

**Confirmation #: 0479833818-1**

Name  
**Example Example**

Location  
**Kalaloch**

Check In: Wed, Aug 10, 2022      Check Out: Sat, Aug 13, 2022

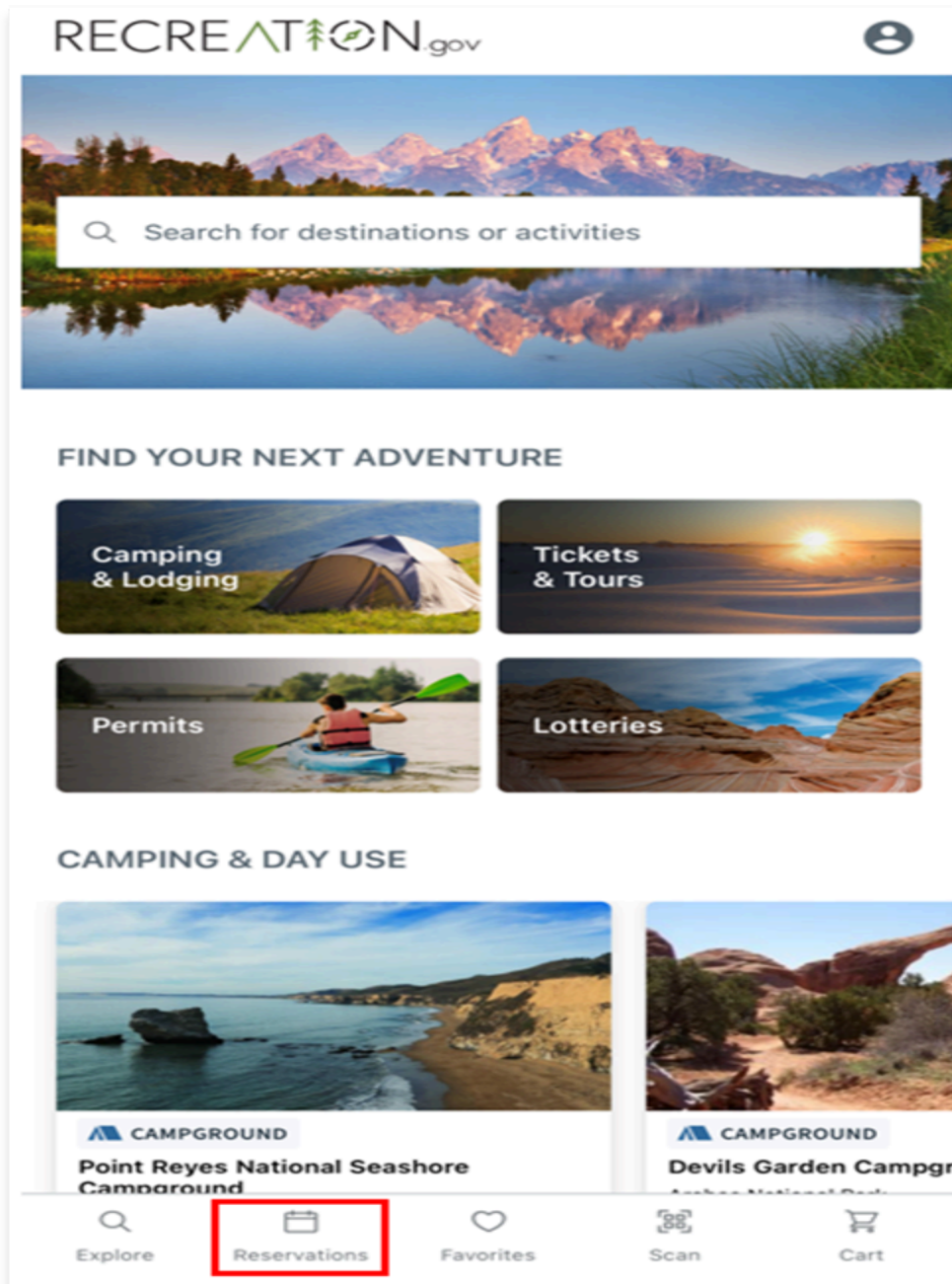
Amount  
**\$66.00**

### Important Notes for After Payment

- Be sure to follow local instructions provided by the

campground. You may be required to write down your confirmation number and place it on your vehicle dashboard.

- If you are asked to show proof of your reservation, show your confirmation screen on your Recreation.gov Mobile App under the Reservations tab.



### Important Notes for Offline Mode

- If your device does not have an active internet connection, your order will be in pending status until you are able to connect to the internet. You may use your Scan & Pay reservation while it is in pending status, but once you have an active internet connection, you must open your app to complete payment.
- After the payment has been completed, once you have found an active internet connection, you will receive a confirmation number specific to your reservation.