

Admin Portal Cash, Cheque or Debit Payment

Purchasing a Permit

To begin let's have a look at purchasing a permit for the admin portal. Select the **Parking Tab** and then click the **Standard Permit** button to access the permit purchase screen.

The screenshot shows the 'Manage Lots' interface in the Admin Portal. The top navigation bar includes 'Profile', 'Lockers', 'Vehicles', 'Parking' (selected), 'Payments', 'History', and 'Incident History'. The user is identified as 'Doe, Jimmy (jimmydoe)'. The 'Manage Lots' section displays a table of parking lots with their permit options and costs.

Lot Name	Permit Type	Remaining	Cost	Waiting List	Temporary Permit
Company Staff lot	Standard Permit	8 Remaining	\$130.00	Waiting List	Temporary Permit
East Park	Standard Permit			Waiting List	Temporary Permit
General Monthly Lot 1	Standard Permit	18 Remaining	\$120.00	Waiting List	Temporary Permit
The Bicycle Lot 1	Standard Permit	3 Remaining	\$5.00	Waiting List	

The **Confirm Parking Permit Registration** page appears. An admin can simply use the next permit available or select a specific permit to assign to the user.

The cost of the permit will show in this interface. Click on **Purchase this Permit** to proceed.

Confirm Parking Permit Registration

Requested Lot: Company Staff lot

Semester: November 2022

Permit Total: \$130.00

Permit #: STAFF1002 ▾

Permit Start Date: Nov 01, 2022

Sub-Total: \$130.00

Taxes: \$16.90

Total Owing: \$146.90

Please verify that the above information is correct.[Purchase this Permit](#)[Cancel](#)

This will then take you to the **Confirm Parking Permit Registration** page.

Payments Due

No pending locker payments.

No pending invoices.

Parking Permit Payments

Submit Date	Permit	Sales Window	Start	End	Amount	
✓ Nov. 24, 2022	STAFF1002	November 2022	Nov. 01, 2022	Nov. 30, 2022	\$130.00	Remove
					Taxes:	\$16.90
					Total:	\$146.90

No pending temp permit payments.

No pending access card payments.

No pending deposit payments.

If everything looks good as far as what you expect the payment to be you may then select the payment type you wish to use.

Once the payment type is selected you will be directed to the **Payment Due** screen where you will see the important information of what you are paying for and what payment type was selected. Click **Submit Payment** Information to proceed with the purchase.

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History

Doe, Jimmy (jimmydoe)

Payments Due

Parking Permit Payments					
Submit Date	Permit	Sales Window	Start	End	Amount
Nov. 24, 2022	STAFF1002	November 2022	Nov. 01, 2022	Nov. 30, 2022	\$130.00
Taxes:					\$16.90
Total:					\$146.90

Taxes: \$16.90

Total: \$146.90

Make Payment Online

Visa and Mastercard payments may be made online. Debit Card, cash, cheque, money order and payroll deduction payments may be made in the Parking Office when you pick up your permit.

In person payments can be made at Security Services.

92 Bridge Street, Suite 101Carleton Place, Ontario K7C 2V3

Payment Method Cash

Submit Payment Information

The screen will refresh with three choices that can be made at this point.

Process Manually - which will process the payment. It is at this point you would collect the cash, cheque, money order, or debit card to process.

Cancel and Keep - This will terminate this transaction but keep the permit in awaiting payment status.

Cancel & Release - This will terminate this transaction and release the permit back into the pool of available permits.

In our example we will select Process Manually to complete the transaction.

Confirmation Number 82bdfza93743749f1a1c
User Jimmy Doe jimmydoe
Amount \$146.90
Submit Date Nov. 24, 2022 @ 01:37 pm View Snapshot ?
Comment Successful Online Payment
Payment Method Cash Change

Process Manually

Cancel & Keep

Cancel & Release

Parking Permit Payments				
Permit				Amount
Adjust	STAFF1002	November 2022	Nov. 01, 2022 - Nov. 30, 2022	\$130.00
				Taxes: \$16.90
				Total: \$146.90

The screen will refresh with a confirmation screen record of the purchase.

Confirmation Number 82bdfza93743749f1a1c
User Jimmy Doe jimmydoe
Amount \$146.90
Submit Date Nov. 24, 2022 @ 01:37 pm View Snapshot ?
Comment Successful Online Payment
Payment Method Cash Change
Processed Nov. 24, 2022 @ 01:39 pm
Processed By john.tomahawk

Refund Payment

Parking Permit Payments				
Permit				Amount
Adjust	STAFF1002	November 2022	Nov. 01, 2022 - Nov. 30, 2022	\$130.00
				Taxes: \$16.90
				Total: \$146.90

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