

Admin Portal Permit Purchase with Credit Card

The Permit

We begin by going to a user's dashboard on the admin portal and proceeding to the Parking tab. In our example we are issuing and paying for a permit on behalf of user over the phone.

Lot Name	Permit Type	Frequency	Remaining	Price	Other Options
Company Staff lot	Standard Permit	Monthly	8 Remaining	\$130.00	Waiting List, Temporary Permit (Daily \$25.00)
East Park	Standard Permit	Monthly	-	-	Waiting List, Temporary Permit (Daily \$1.00)
General Monthly Lot 1	Standard Permit	Monthly	18 Remaining	\$120.00	Waiting List, Temporary Permit (Daily \$6.00)
The Bicycle Lot 1	Standard Permit	Monthly	3 Remaining	\$5.00	Waiting List

We then get taken to the Confirm Parking Permit Registration page where the admin can choose either the next permit available or select a specific permit number. Click on Purchase this Permit to Continue.

Confirm Parking Permit Registration

Requested Lot: Company Staff lot
Semester: November 2022
Permit Total: \$130.00 **prorated*
Permit #:
Permit Start Date:
Sub-Total: \$130.00
Taxes: \$16.90
Total Owing: \$146.90

Please verify that the above information is correct.

The Payments Due screen will open listing items that require payment.

Payments Due

No pending locker payments.

No pending invoices.

Parking Permit Payments						
Submit Date	Permit	Sales Window	Start	End	Amount	
<input checked="" type="checkbox"/> Nov. 24, 2022	<input type="text" value="STAFF1000"/>	November 2022	Nov. 01, 2022	Nov. 30, 2022	\$130.00	<input type="button" value="Remove"/>
					Taxes:	\$16.90
					Total:	\$146.90

No pending temp permit payments.

No pending access card payments.

No pending deposit payments.

The Payment Type

From the payment Due screen the admin can choose a payment method to be used for this purchase. In our example we choose a payment provider. Click on Submit Payment Information to continue.

Payments Due

Parking Permit Payments					
Submit Date	Permit	Sales Window	Start	End	Amount
Nov. 24, 2022	STAFF1000	November 2022	Nov. 01, 2022	Nov. 30, 2022	\$130.00
					Taxes: \$16.90
					Total: \$146.90

					Taxes: \$16.90
					Total: \$146.90

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Visa and Mastercard payments and payroll deduction payment

In person pay

92 Bridge s

Payment Method

- Select Method
- Enabled payment types for this user
 - Visa
 - HP: EdgeExpress**
 - Electronic Funds Transfer
- Payment types NOT enabled for this user
 - Cash
 - Cheque
 - Money Order
 - Payroll Deduction
 - Mastercard
 - Debit Card
 - Internal Payment
 - Student Account
 - CampusCard
 - Visa (External)
 - Mastercard (External)
 - CampusCard (External)
 - No Charge/Complimentary
 - Paid through Collections

A confirmation Screen will appear listing the payment type. Click on Submit Payment Information button to proceed to the payment gateway.

Payments Due

Parking Permit Payments					
Submit Date	Permit	Sales Window	Start	End	Amount
Nov. 24, 2022	STAFF1000	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 101 Carleton Place, Ontario K7C 2V3

Payment Method HP: EdgeExpress

[Submit Payment Information](#)

You will be directed to the payment provider's input form. Fill out the form and click Make Payment to complete the purchase.

Order Information

Total Amount (\$): \$146.90

Transaction Type: CREDITSALE

Card Information

Card Number:*

Expiry:*

CVV:*

Customer Information

First Name:

Last Name:

Address One:*

City:

Country:

State or Province:

Postal Code:*

[Make Payment](#)

[Cancel](#)

A transaction record will appear. This information is stored and can be accessed form the user's payment history or you can search for the Confirmation Number in various search tools.

Transaction Details

Reciept header beside HST in a table

HST #1234556789

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Confirmation Number	33abdz349bde94fe4892
User	John Doe johndoe
Amount	\$146.90
Submit Date	Nov. 24, 2022 @ 04:42 pm View Snapshot ?
Comment	Online Credit Card Payment
Payment Method	Visa
Card Number	**** * 1111
Processed	Nov. 24, 2022 @ 04:44 pm
Processed By	john.tomahawk

[Refund Payment](#)

Parking Permit Payments			
Permit			Amount
Adjust	STAFF1000	November 2022	Nov. 01, 2022 - Nov. 30, 2022
			\$130.00

Taxes: \$16.90

Total: \$146.90

Payment Notes ? [Refresh](#)

[Add Note](#)

Revision #2

Created 15 May 2024 07:42:34

Updated 25 June 2025 14:21:57