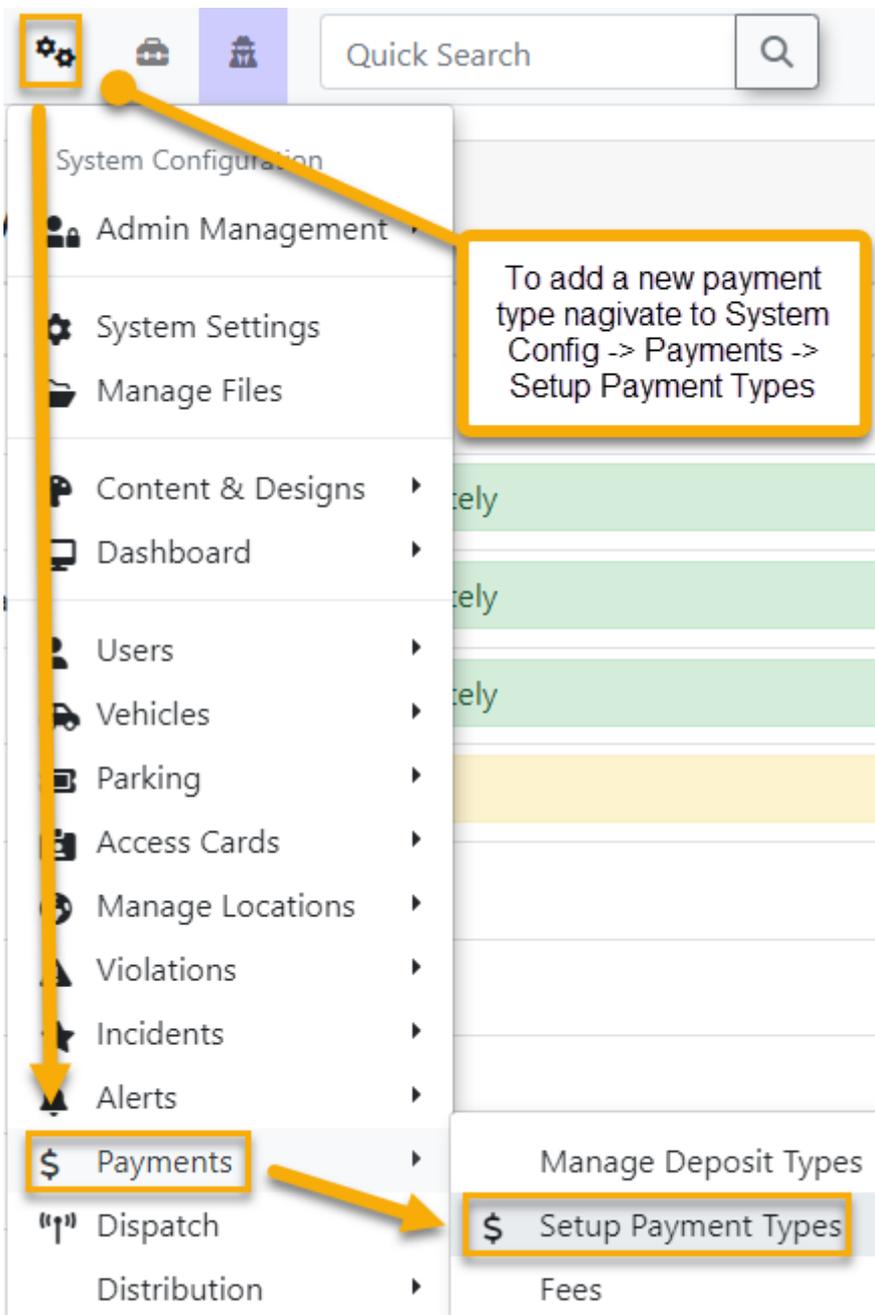


SchoolPay

OPS-COM supports [SchoolPay](#) hosted payment integration. This means your OPS-COM users can use SchoolPay to pay for items in OPS-COM such as permits, lockers, violations, etc.

Add a new Payment Type:

You can create a new payment type by selecting **System Configuration** → **Payments** → **Setup Payment Types** → **Add Type**.



If you don't see "Setup Payment Type" as shown above you may need to give your [role the permission](#) to do so.

System Configuration

- Admin Management
 - Manage Roles
 - Manage Groups
 - Edit Admin Users
- System Settings
- Manage Files
- Content & Designs
- Dashboard
- Users
- Vehicles
- Parking
- Access Cards
- Manage Locations
- Violations
- Incidents
- Alerts
- Payments
- Dispatch
- Distribution

Administrator Roles

Role	Permissions	Edit
System Administrator	Permissions	[Edit]
Tomahawk	Permissions	[Edit]
System Manager	Permissions	[Edit]
Appeals Officer	Permissions	[Edit]
Counter Staff	Permissions	[Edit]
Dispatcher	Permissions	[Edit]
Financial Manager	Permissions	[Edit]
Incident Manager	Permissions	[Edit]
Incident Officer	Permissions	[Edit]
Locker Manager	Permissions	[Edit]
Nicole Temp	Permissions	[Edit]
Parking Manager	Permissions	[Edit]

Editing Permissions: System Administrator

- Manage User Credit Cards: Can add and remove credit cards from users. Can only view the last four digits of the card.
- View Payments: Ability to view payments
- Edit Payments: Ability to edit payments
- Change Payment Type: Ability to change the Payment Type of a payment
- Drop Payments: Ability to drop payments
- Mark Bulk Payments: Ability to mark Bulk payments for bulk processing
- Refund Payments: Ability to refund payments, but not process them
- Process Refunds / Adjustments: Ability to Process refunds and adjustments
- Edit Payment Types: Ability to configure available payment types.

Select "**SchoolPay - Hosted**" as your provider → **Next Step**.

Add New Payment Type

Provider: SchoolPay - Hosted

Redirect the user to a payment form using SchoolPay before being sent back to OPS-COM.

Close Next Step

Payment Types

Name	Gateway	0	✓	✗	✗	✗
Cash	Manual Processing					
Payroll Deduction	Processed Immediately					
No Charge/Complimentary	Processed Immediately					
Paid through Collections	Processed Immediately					
CampusCard	Test Gateway	Campus Card Details	0	✗	✗	✗
Other	Manual Processing		0	✓	✗	✗
ParkAdmin Credit	Manual Processing		0	✓	✗	✗

Select "Add Type" Then select a payment provider and click next step.

Edit Payment Type User Types:

You should now be brought to the "**Edit Payment Type**" page:

Edit Payment Type

Back

Type Name SchoolPay 1

Description Credit Card via Hosted Payments

Enabled For User Types Settings 4 More settings here

Selected user types will be able to view this payment type. Administrators are still able to override this and select this payment type for the user types that are not selected here.

Inactive for User Types

<input checked="" type="checkbox"/> Staff - Full Time <input checked="" type="checkbox"/> Student - Resident <input type="checkbox"/> Athletics <input type="checkbox"/> Veritas - Complimentary <input type="checkbox"/> Solus <input type="checkbox"/> General Public	<input checked="" type="checkbox"/> Staff - Executive <input checked="" type="checkbox"/> Student - Transit <input type="checkbox"/> Veritas <input type="checkbox"/> North Lot <input type="checkbox"/> Public Works <input type="checkbox"/> Greenville Employees
--	--

Select the user types that will be able to use this payment method. Students, staff, contractors, etc.

3 Add/update payment type

Update Payment Type

Type Name: The type name can be whatever you want it to be, though please note this will also be the name displayed to users when using payment checkout and selecting a payment method. You can reference the specific hosted payment provider such as SchoolPay or something more generic such as "Online Credit Card Payment", "Online payment", "Credit Card", etc. Really it's up to you and what you think makes most sense to your site users when making a payment, also might depend on what payment methods your SchoolPay account supports.

Enabled for User Types: Select the User Types you wish this new Payment Type to be visible to so they can select it during payment checkout. You can change these user types at any time

Edit Payment Type Settings:

There are additional required configuration fields in the **Settings** area:

Edit Payment Type

Back

Type Name	<input type="text" value="SchoolPay"/>
Description	Credit Card via Hosted Payments with SchoolPay
Enabled For User Types	Settings
Enable for Text2ParkMe	This payment processor is not available for Text2ParkMe.
Enable for Permit Renewal Payments	This payment processor is not available for Automated Permit Renewals.
Enable for Guest Payments	<input type="checkbox"/>
Can Change Type After Being Process?	This payment type cannot be changed once the payment has been made.
Prompt Information	<input type="text" value="Email Address"/> ▼
	The email address allows for receipts to be sent back to the user when paying as a guest.
Credentials	
Username	<input type="text"/>
Password	<input type="password"/>
Item ID	<input type="text"/>
Production/Sandbox	<input type="text"/> ▼

Enable for Text2ParkMe: This payment setting isn't currently supported using OPS-COM SchoolPay integration.

Enable for Permit Renewal Payments: This payment setting isn't currently supported using OPS-COM SchoolPay integration.

Enable for Guest Payments: if you aren't using this feature leave the button unchecked.

Prompt Information: Only "Email Address" is supported with SchoolPay Hosted Payments at this time.

Credentials:

- **Username:** Obtained from SchoolPay.
- **Password:** Obtained from SchoolPay.
- **Item ID:** Obtained from SchoolPay.
- **Production/Sandbox:** Select whether you are using your SchoolPay Production/Live credentials or Sandbox/Testing credentials. Additionally, although not required you may find your OPS-COM preview space helpful for testing Sandbox/testing credentials, this way you can keep your production/live OPS-COM data (permits, users, payments, violations, etc) clean/separate during any testing.

Don't forget to save your new payment type by clicking the "Update Payment Type" button along the bottom of the page:

Update Payment Type

Nothing further needs to be done, however if you are curious what the user process looks like when purchasing something in OPS-COM using SchoolPay a number of screenshots are below to show this.

User flow screenshots:

User selects SchoolPay payment type in OPS-COM and supplies an email address for identification and email receipt:

Home Vehicles Permits Appeals Lockers Forms Payments English Justin Generic

This is the content header, it can be customized within the administrative interface to include announcements or instructions.

✓ Cart Checkout Confirm Payment Processing

Payments

Permits			
Sales Window	Submit Date	Permit Number	Amount
Monthly Current	October 27, 2023	TU40	* \$51.79
Permits - Total Owing			\$51.79

* - Prorated

Subtotal	\$45.83
Permit Fee	\$1.15
GST	\$2.29
PST	\$3.67
Total Owing	\$52.94

Select Payment Type
SchoolPay

Email Address
justin1@ops-com.com

Cancel Payment Submit Payment

User confirms payment in OPS-COM:

Home Vehicles Permits Appeals Lockers Forms Payments English Justin Generic

This is the content header, it can be customized within the administrative interface to include announcements or instructions.

✓ Cart ✓ Checkout Confirm Payment Processing

Payments

Permits			
Sales Window	Submit Date	Permit Number	Amount
Monthly Current	October 27, 2023	TU40	* \$51.79
Permits - Total Owing			\$51.79

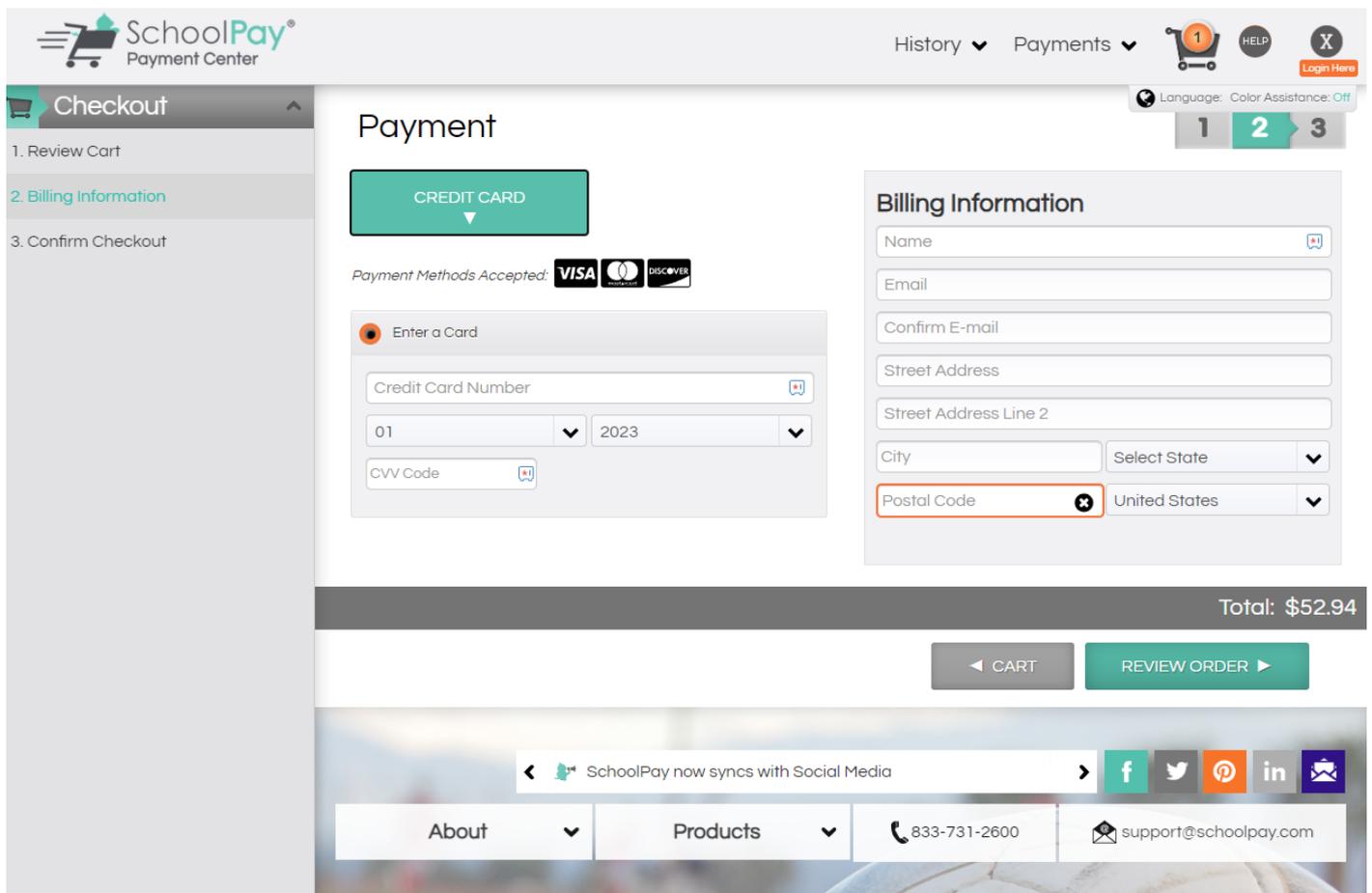
* - Prorated

Subtotal	\$45.83
Permit Fee	\$1.15
GST	\$2.29
PST	\$3.67
Total Owing	\$52.94

Payment Method
SchoolPay

Cancel Payment Confirm Payment

User is then redirected to SchoolPay's secure system for payment details and processing:



SchoolPay[®]
Payment Center

History ▾ Payments ▾    [Login Here](#)

Language: Color Assistance: Off

1 2 3

Checkout

1. Review Cart
2. Billing Information
3. Confirm Checkout

Payment

CREDIT CARD

Payment Methods Accepted:   

Enter a Card

Credit Card Number

01 2023

CVV Code

Billing Information

Name

Email

Confirm E-mail

Street Address

Street Address Line 2

City Select State

Postal Code United States

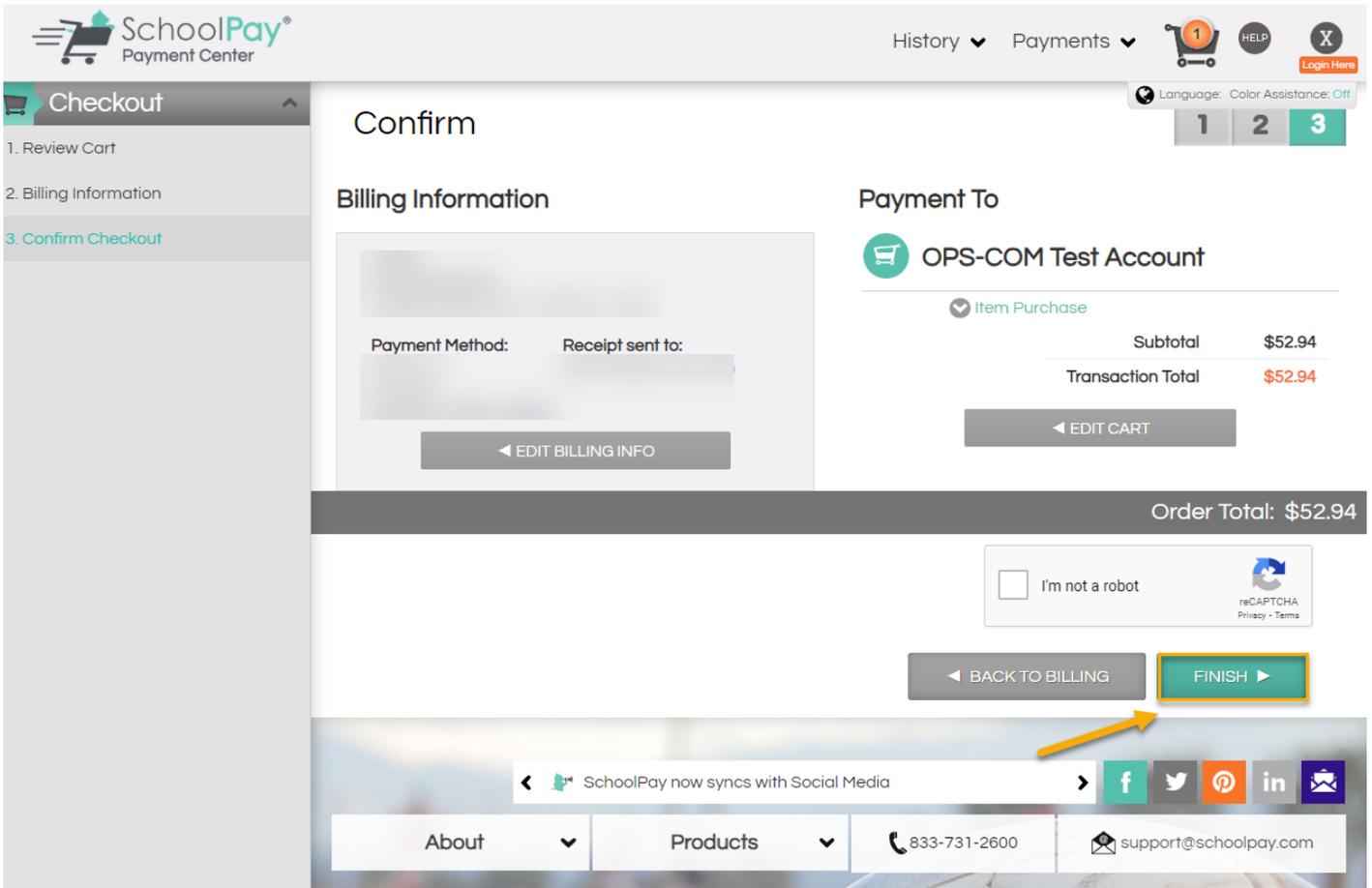
Total: \$52.94

[◀ CART](#) [REVIEW ORDER ▶](#)

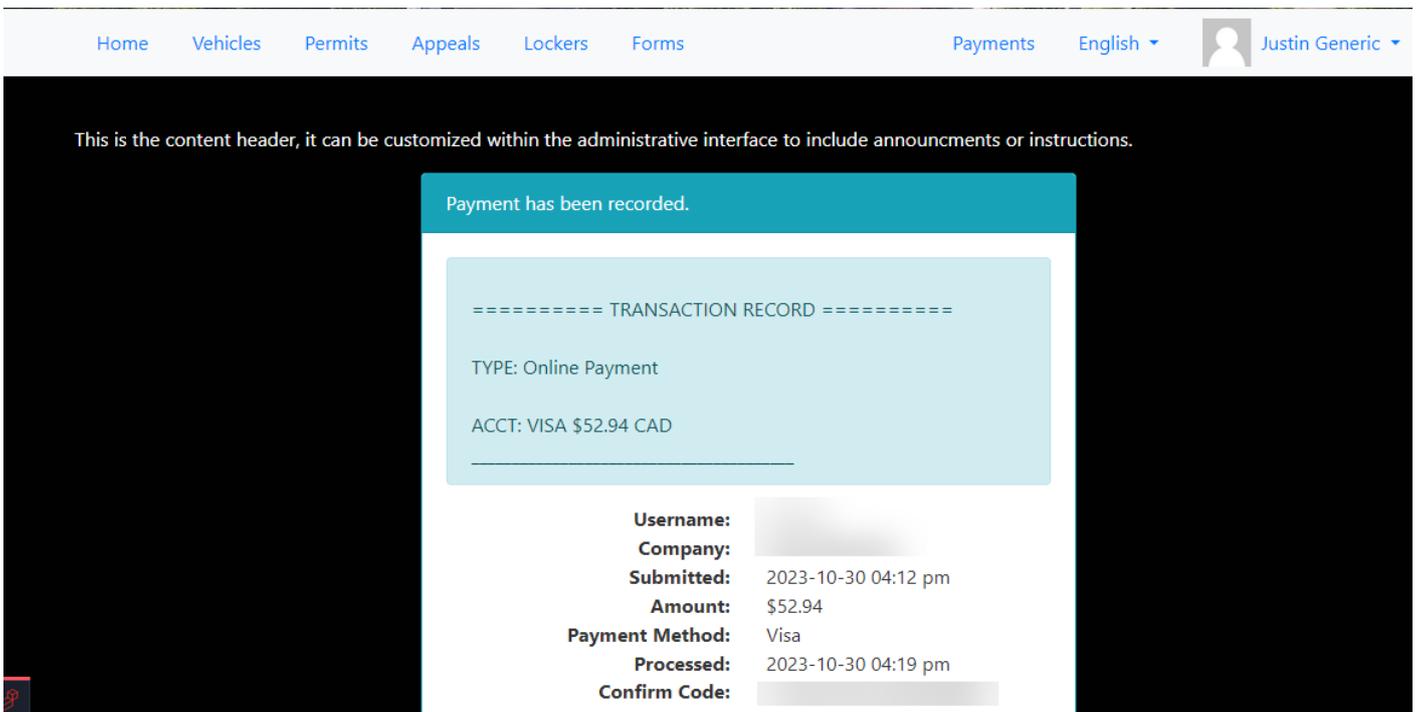


[About](#) ▾ [Products](#) ▾  833-731-2600  support@schoolpay.com

User confirms payment details and selects "Finish" at which point their payment method is charged for the transaction:



If the payment is successful users will be automatically redirected back to OPS-COM checkout with a payment confirmation:



Email receipts will also be sent from SchoolPay and OPS-COM to the user supplied email address.

Revision #3

Created 14 May 2024 08:17:51

Updated 3 July 2025 08:09:49 by Laurie McIntosh