

Accepting a Student Account Payment from the Admin Portal

Accepting a Student Account Payment

To Begin lets select a permit to purchase. In this case the admin is assigning a permit to a student and taking payment via Student Account.

People Alarm
Licence Plate Alarm
 Patricia is on the ERT team and may be parking in no parking zones occasionally

Basic Profile Information Edit

Enabled	Yes
User Directory	OPSCOM
Unique ID	0da92796-760d-4c5d-b818-391247933b37
User Type	Full Time Staff
Username	pbirch
Name	Ms. Patricia Birch
Email Address	pbirch@tomahawk.ca
Phone Number	6132574141
Preferred Language	English
Auto Login Address	Login as user ?

Vehicles Edit

Status	Plate	Type	Province	Make	Year
Active	BIRCH	Passenger	Ontario	Chrysler	2009
Inactive	BIRCH2	Passenger	Ontario	Audi	2014

Active Lockers

Locker	Active Window	Building / Area	Amount
WLR1001	Y: Test Annual	Arena: C - Women's Locker Room	\$113.00

Active Permits

Permit	Active Window	Lot Name	Amount
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In this example we are purchasing a permit in the General Monthly Lot for Patricia Birch.

Manage Lots

User's Default Lots ?

Blue Staff Lot	Standard Permit Yearly 57 Remaining \$375.00	Waiting List	Temporary Permit Daily \$25.00
Company Staff lot	Standard Permit Monthly 7 Remaining \$30.00	Waiting List	Temporary Permit Daily \$25.00
General Monthly Lot 1	Standard Permit Monthly 18 Remaining \$120.00	Waiting List	Temporary Permit Daily \$12.00
Red Staff Lot West	Standard Permit Yearly 119 Remaining \$0.00	Waiting List	
The Bicycle Lot 1	Standard Permit Monthly 4 Remaining \$5.00	Waiting List	

Once the lot has been selected, the admin can then choose a permit to assign to the user. Click on **Purchase this Permit** to continue.

Confirm Parking Permit Registration

Requested Lot: General Monthly Lot 1
Semester: July 2023
Permit Total: \$120.00
Permit #: 1601

Sub-Total:
Total Owing:

Please verify that the above information is correct.

Purchase this Permit Cancel

The payment due page will appear. Click on **Proceed to Payment** to continue.

Payments Due

No pending locker payments.

No pending invoices.

Parking Permit Payments						
Submit Date	Permit	Sales Window	Start	End	Amount	
<input checked="" type="checkbox"/> Jun. 16, 2023	1601	July 2023	Jul. 01, 2023	Jul. 31, 2023	\$120.00	Remove
					Taxes:	\$15.60
					Total:	\$135.60

No pending temp permit payments.

No pending access card payments.

No pending deposit payments.

No pending violation payments.

No pending policy violation payments.

No pending adjustment payments.

[Proceed to Payment](#)

The screen will refresh and the admin will be presented with the **Payment Selection** section of the process.

Payments Due

Parking Permit Payments					
Submit Date	Permit	Sales Window	Start	End	Amount
Jun. 16, 2023	1601	July 2023	Jul. 01, 2023	Jul. 31, 2023	\$120.00
					Taxes: \$15.60
					Total: \$135.60

Taxes: \$15.60

Total: \$135.60

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, Carleton Place, Ontario, K7C 2V3, Canada

Payment Method ▾

Submit Payment Information

In this case we have selected a **Student Account** payment. Click **Submit Payment** to continue.

Payments Due

Parking Permit Payments					
Submit Date	Permit	Sales Window	Start	End	Amount
Jun. 16, 2023	1601	July 2023	Jul. 01, 2023	Jul. 31, 2023	\$120.00
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Select Method

Enabled payment types for this user

- Cash
- Payroll Deduction
- Visa
- Mastercard
- Internal Payment
- Credit Card

Payment types NOT enabled for this user

- Cheque
- Money Order
- Debit Card
- Student Account**
- CampusCard
- Visa (External)
- Mastercard (External)
- CampusCard (External)
- No Charge/Complimentary
- Paid through Collections
- ICB

Select Method

Ma

Visa and Mastercard payments and payroll deduction payments

In person payments

92 Bridge St

Payment Method

Select Method

Submit Payment Information

The screen will refresh and the admin will be presented with the Payment Selection section of the process. In this case we have selected a cash payment. Click **Submit Payment** to continue.

Payments Due

Parking Permit Payments						
Submit Date	Permit	Sales Window	Start	End	Amount	
Jun. 16, 2023	1601	July 2023	Jul. 01, 2023	Jul. 31, 2023		\$120.00
					Taxes:	\$15.60
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92 Bridge Street, Carleton Place, Ontario, K7C 2V3, Canada

Payment Method Student Account

Submit Payment Information

The **Transaction Details** screen will appear. There are three choices available.

- Process Manually which will complete the transaction
- Cancel and Keep which will terminate the transaction but return the locker to awaiting payment status
- Cancel and Release which will also terminate the transaction and release the locker back into the pool of available lockers to rent.

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

Transaction Details

Receipt header beside HST in a table

HST #1234556789

Thank you for parking at Tomahawk University...your payment details appear below.

If you have purchased a temporary parking permit (print at home parking permit), please proceed to the (H)istory page of your ParkAdmin profile and select the printer icon located beside the respective parking permit number.

Confirmation Number	f0ce9z3ca8a6f42dfacf		
User	Patricia Birch	<input type="text" value="pbirch"/>	
Amount	\$135.60		
Submit Date	Jun. 16, 2023 @ 04:28 pm	<input type="button" value="View Snapshot"/>	<input style="background-color: #e0e0e0; border: 1px solid #ccc;" type="button" value="?"/>
Comment	<input type="text" value="Successful Online Payment"/>		
Payment Method	Student Account		<input type="button" value="Change"/>

Parking Permit Payments				
	Permit			Amount
<input type="button" value="Adjust"/>	<input type="text" value="1601"/>	July 2023	Jul. 01, 2023 - Jul. 31, 2023	\$120.00

The payment will be processed and the **Transaction Details** screen will display a receipt. Because the payment method is **Student Account** the item will be marked as paid by student account. A report can be run of daily payments filtered by Student Account. This report can be provided to the financial department to allow finance to retrieve the funds from the student account.

Thank you for parking at Tomahawk University...your payment details appear below.

If you have purchased a temporary parking permit (print at home parking permit), please proceed to the (H)istory page of your ParkAdmin profile and select the printer icon located beside the respective parking permit number.

Confirmation Number f0ce9z3ca8a6f42dfac
User Patricia Birch [pbirch](#)
Amount \$135.60
Submit Date Jun. 16, 2023 @ 04:28 pm [View Snapshot](#) [?](#)
Comment Successful Online Payment
Payment Method Student Account [Change](#)
Processed Jun. 16, 2023 @ 04:28 pm
Processed By john.tomahawk

[Refund Payment](#)

Parking Permit Payments				
	Permit			Amount
Adjust	1601	July 2023	Jul. 01, 2023 - Jul. 31, 2023	\$120.00
				Taxes 13%: \$15.60
				Total: \$135.60

Revision #2

Created 15 May 2024 07:51:13

Updated 5 May 2025 09:49:14