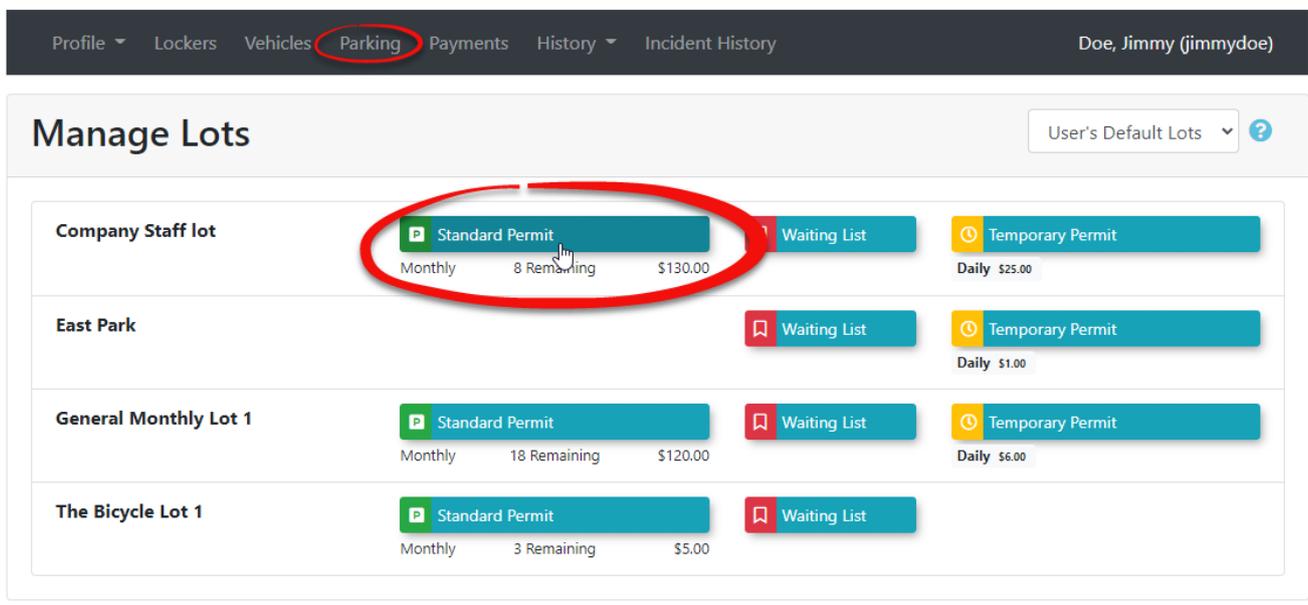


Admin Portal Cash, Cheque or Debit Payment

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. At the top, there is a navigation bar with tabs: Profile, Lockers, Vehicles, Parking (circled in red), Payments, History, and Incident History. The user's name 'Doe, Jimmy (jimmydoe)' is displayed on the right. Below the navigation bar, the 'Manage Lots' section is visible. It features a dropdown menu for 'User's Default Lots' and a list of parking lots. The 'Company Staff lot' is the first lot, and its 'Standard Permit' button is circled in red. The 'Standard Permit' button for this lot shows 'Monthly', '8 Remaining', and '\$130.00'. Other lots include 'East Park', 'General Monthly Lot 1', and 'The Bicycle Lot 1', each with their own 'Standard Permit' and 'Temporary Permit' options.

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

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 #:

Permit Start Date:

Sub-Total: \$130.00
 Taxes: \$16.90
 Total Owning: \$146.90

Please verify that the above information is correct.

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

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History
Doe, Jimmy (jimmydoe)

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="STAFF1002"/>	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.

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.

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.

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Payment Method Select Method ▾

Submit Payment Information

In our example we will choose **Cash** however **Cheque, Money Order** and **Debit Card** work in the same manner.

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.

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Payment Method Select Method ▾

Submit Payment Information

Taxes: \$16.90

Total: \$146.90

Taxes: \$16.90

Total: \$146.90

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

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.

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.

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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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