

# 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.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Doe, John (johndoe)

Manage Lots

User's Default Lots ▾?

Company Staff lot	<div><div>P</div>Standard Permit</div> <div>Monthly8 Remaining\$130.00</div>	<div><div>🔖</div>Waiting List</div>	<div><div>🕒</div>Temporary Permit</div> <div>Daily \$25.00</div>
East Park		<div><div>🔖</div>Waiting List</div>	<div><div>🕒</div>Temporary Permit</div> <div>Daily \$1.00</div>
General Monthly Lot 1	<div><div>P</div>Standard Permit</div> <div>Monthly18 Remaining\$120.00</div>	<div><div>🔖</div>Waiting List</div>	<div><div>🕒</div>Temporary Permit</div> <div>Daily \$6.00</div>
The Bicycle Lot 1	<div><div>P</div>Standard Permit</div> <div>Monthly3 Remaining\$5.00</div>	<div><div>🔖</div>Waiting List</div>	

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 #:

STAFF1000 ▾

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

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

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History

Doe, John (johndoe)

### 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	STAFF1000	November 2022	Nov. 01, 2022	Nov. 30, 2022	\$130.00	<div>Remove</div>
					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
					<b>Taxes: \$16.90</b>
					<b>Total: \$146.90</b>

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

Payment Method Select Method

**Submit Payment Information**

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.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Doe, John (johndoe)

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
<div>Adjust</div> <div>STAFF1000</div> November 2022 <div>Nov. 01, 2022 - Nov. 30, 2022</div>	\$130.00

Taxes:

\$16.90

Total:

\$146.90

Payment Notes ?

Add Note

Revision #2

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Updated 5 May 2025 09:49:14