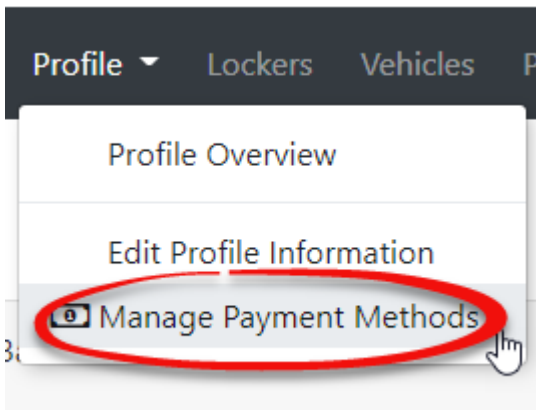


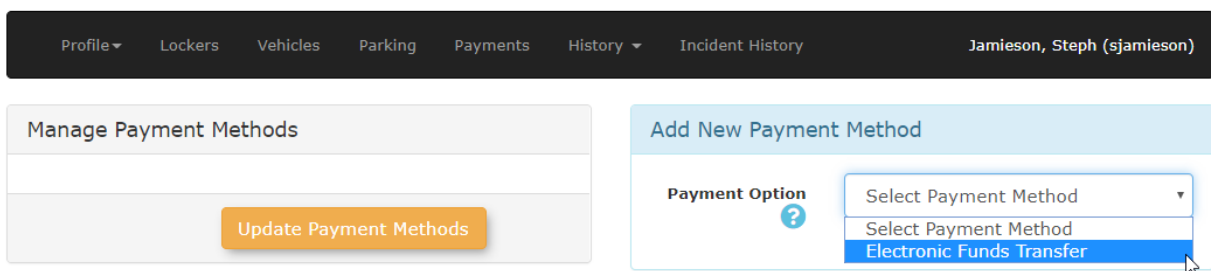
# Electronic Funds Transfer (EFT) Subscriptions

## Setup Payment Type

Search for the user and go to their Profile. Click **Profile, Manage Payment Methods**.



Click **Select Payment Type** and click **Electronic Funds Transfer** from the drop down menu.



An information form will appear allowing you to record the user banking details. Fill out the following fields from the user's void cheque:

- **Label** for this payment method (Typically the bank name and an indication as to what type of account you wish to use. ie: Bank of Tomahawk - Savings)
- **Transit/Branch Number**
- **Bank Number**
- **Account Number**

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History

Doe, Jane (janedoe)

Subscriptions

Text2Park Subscription ?

You do not have a card on file for Text2ParkMe. If you wish to use this service, you must add one now.

No Subscription Selected ▾

Save

Permit Rollover Subscription ?

Subscription missing for rollovers.

No Subscription Selected ▾

Save

Payment Subscription Options

Add New Payment Method ?

Select Payment Type Electronic Funds Transfer ▾

Label Bank of Tomahawk - Savings

Transit/Branch 12345 Bank 004 Account 12345123467

Add Bank Information

Click **Add Bank Information** to save this Payment Method.

A message is displayed that the payment method was added and it appears on the right hand-side.

## Subscriptions

Text2Park Subscription ?

You do not have a card on file for Text2ParkMe. If you wish to use this service, you must add one now.

No Subscription Selected ▾

Save

Permit Rollover Subscription ?

Subscription missing for rollovers.

No Subscription Selected ▾

Save

## Payment Subscription Options

Add New Payment Method ?

Select Payment Type

Select Payment Method ▾

Stored Subscription Payment Methods

Electronic Funds Transfer:  
Toronto-Dominion Bank (operating as TD Canada Trust)

Remove

# Add to Subscription

Click the **Payment Method** dropdown menu and choose **Electronic Funds Transfer**.

## Subscriptions

## Text2Park Subscription ?

You do not have a card on file for Text2ParkMe. If you wish to use this service, you must add one now.

No Subscription Selected ▾

Save

## Permit Rollover Subscription ?

Subscription missing for rollovers.

No Subscription Selected ▾

Save

No Subscription Selected

Cash

Cheque

Payroll Deduction

Student Account

**HP: EdgeExpress**

No method available

**Electronic Funds Transfer**

Electronic Funds Transfer

**GW: Moneris**

No method available

**JS: Bambora**

## Payment Subscription Options

## Add New Payment Method ?

Select Payment Type

Select Payment Method ▾

## Stored Subscription Payment Methods

Electronic Funds Transfer:

Toronto-Dominion Bank (operating as TD Canada Trust)

 Remove

Open

Click the **Method Details** dropdown menu and choose **Bank of Tomahawk**. Click the **Update Subscriptions** button.

This user is now configured for EFT payments for permit rollovers.

Revision #2

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Updated 11 September 2024 13:40:49