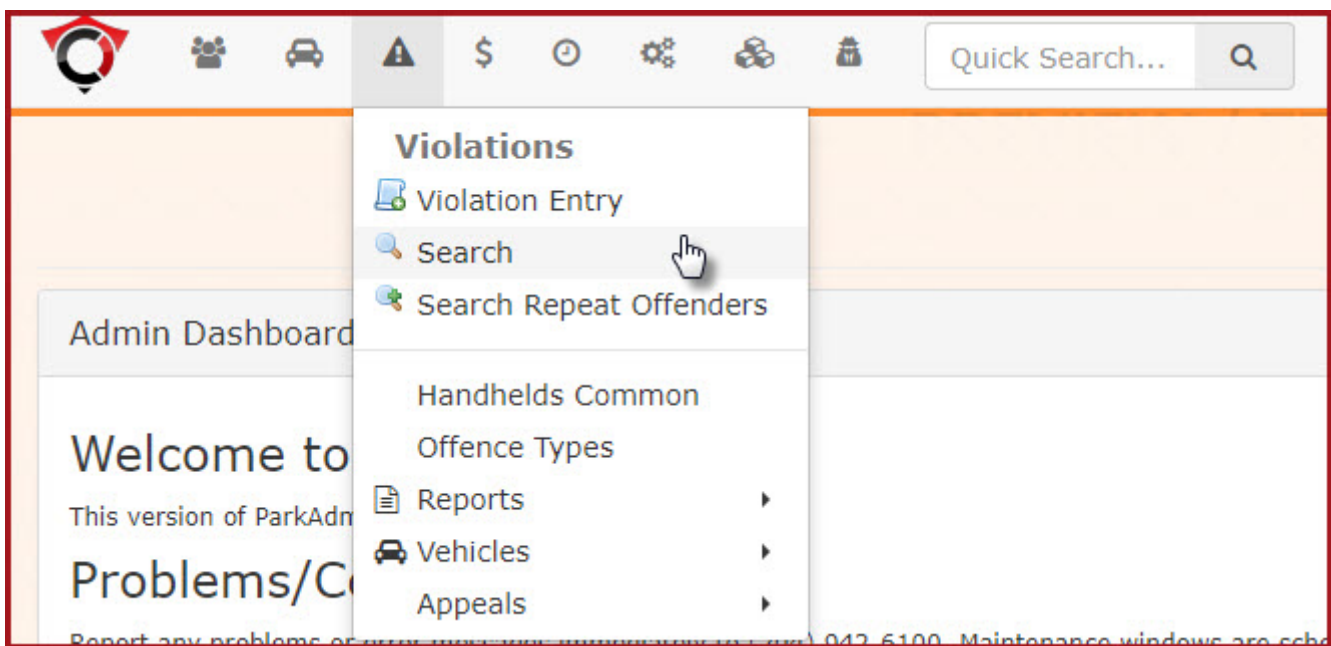


# Paying a Violation Anonymously on the Administrator Interface

To begin, go to the **Violations Menu** and select **Search**.



Enter either the ***Ticket Number*** or the ***License Plate*** number in the Search Text Field and click on **Search using only text**.

Search Text

and/or

First Name

Last Name

Student / Employee #

Drivers Licence

Date Search by

Start Date

up to and including

User State:

This will return a listing of violations.

Note that the **Plate Number** has been found. (1)

By clicking on the Ticket Number (2) you will bring up the **Violation Information** pop up screen.

Click on the **Make Anonymous Payment** button to proceed to the Payment Entry process.

Warning

Offence Type

Search Text

First Name

Last Name

Student / Employee #

Drivers Licence

Date Search by

Start Date

up to and including

User State:

Search using only text

Generate Mailing from L

Listing 2 records

| TICKET # | USERNAME | PLATE  | PROV | DESCRIPTION                              |
|----------|----------|--------|------|--|
| 5-001000 |          | MNB123 | MB   | Parked - Expired<br>ISSUED: Nov. 9, 2017 |
| 5-001001 |          | MNB123 | MB   | Parked - Expired<br>ISSUED: Nov. 9, 2017 |

The listed Permit # is at the time of violation being issued.

\* Ticket has an associated appeal status. (Upheld, Reduce, Cancel)

Click on a header to change sort order.

Violation Information

Ticket: 5-001000-50

Date Issued: Thu. Nov 9, 2017 at 11:02

Date Due: Nov 16, 2017

Ticket Type: Private Property

Licence plate: MNB123

Province: Manitoba

Plate Type: Passenger

No associated drivers.

Offences:

Parked - Expired Parking Permit \$50.00 - \$10.00

Offence Location: Lot 1- Portage Place Parkade

Ticket Writer: patrol

Entered By: patrol

Fine: \$40.00

Total: \$50.00 - \$10.00 (discounts) = \$40.00

Edit / Update

Make Anonymous Payment

Link to Incident

Close Window

Violation Notes

Add Note

The **Payments Due** window will open allowing you to check to select the ticket you wish to pay.

(4)

Click **Proceed to Payment** (5) in order to advance to the payment due window.

Return to Admin
Profile
Vehicles
Parking
Payments
History
.0

Payments Due

Parking Permit Payments

No pending permit payments.

Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Violation Payments

4

| Issued   | Ticket # | Value   | Notes      |
|--|----------|---------|------------|
| <input checked="" type="checkbox"/> Nov. 9, 2017 | 5-001000 | 40.00   | discounted |
| Violations Total:                                |          | \$40.00 |            |

Policy Violation Payments

No pending violation payments.

Adjustments

No pending adjustment records.

5

Proceed to Payment

In the **Payment Due** window, you can select the method of payment. (6)

Return to Admin
Profile
Vehicles
Parking
Payments
History
.0

Payments Due

Violation Payments

| Issued            | Ticket # | Value   | Notes      |
|-------------------|----------|---------|------------|
| Nov. 9, 2017      | 5-001000 | 40.00   | discounted |
| Violations Total: |          | \$40.00 |            |

**Total: \$40.00**

Make Payment Online

Payment Method:

Select Method

6

Submit Payment Information

Note the list of payment types. Click **Submit Payment** to continue to process the payment.

Return to Admin

Profile

Vehicles

Parking

Payments

History

0

Payments Due

Violation Payments

| Issued            | Ticket # | Value   | Notes      |
|-------------------|----------|---------|------------|
| Nov. 9, 2017      | 5-001000 | 40.00   | discounted |
| Violations Total: |          | \$40.00 |            |

Total: \$40.00

Make Payment Online

Payment Method: 

Select Method

Submit

Select Method

Cash

Cheque

Money Order

Payroll Deduction

Visa

Mastercard

Debit Card

Internal Payment

Visa (External)

Mastercard (External)

No Charge/Complimentary

Paid through Collections

ICB

Credit / Interac

Visa (Adjustment)

Mastercard (Adjustment)

Other

Text2ParkMe

American Express

The screen will refresh, listing the transaction you are about to process. Click **Confirm Payment Information** (7)

Return to Admin

Profile

Vehicles

Parking

Payments

History

0

Payments Due

Violation Payments

| Issued            | Ticket # | Value   | Notes      |
|-------------------|----------|---------|------------|
| Nov. 9, 2017      | 5-001000 | 40.00   | discounted |
| Violations Total: |          | \$40.00 |            |

Total: \$40.00

Make Payment Online

Payment Method: Visa (External)

Confirm Payment Information

7

The payment will process and the screen will refresh with the **Transaction Detail** Window. At this point the transaction is complete.

Return to Admin

Profile

Vehicles

Parking

Payments

History

0

Transaction Details

Thank you for parking with us...your payment details appear below.

Need further assistance? - Call or email the FNP Parking Ltd office;

(204) 942-6100

parking@theforks.com

Confirmation Number:

2031303911442

Amount:

\$40.00

Submit Date:

Nov. 10, 2017 @ 10:51am

View Snapshot

Comment:

Payment at Parking Office

Payment Method:

Visa (External)

Change

Processed:

Nov. 10, 2017 @ 10:53am

Processed By:

bigpark

Refund is not available as no user is associated with this payment.

Violations:

|  | Issued Date  | Ticket # | Amount  |
|--|--------------|----------|---------|
|  | Nov. 9, 2017 | 5-001000 | \$40.00 |
|  |              | Total:   | \$40.00 |

Total:

\$40.00

Once the transaction is complete, you can search the violation and see that it is marked as "**PROCESSED**"

Search Text

5-001000

and/or

First Name

Last Name

Student / Employee #

Drivers Licence

Date Search by

Issued Date

Start Date

clear

up to and including

clear

User State:

All

Search using only text

Search with text and date range

Generate Mailing from Listed

Mark Listed as Processed

Listing 1 records

| TICKET # | USERNAME | PLATE  | PROV | DESCRIPTION  | STATUS | AMOUNT    |
|----------|----------|--------|------|--|--------|-----------|
| 5-001000 |          | MNB123 | MB   | Parked - Expired Parking Permit                          |        | 40.00     |
|          |          |        |      | ISSUED: Nov. 9, 2017 DUE: Nov. 16, 2017 Private Property |        | PROCESSED |

Page Total: \$40.00

Unpaid/Outstanding: \$0.00

