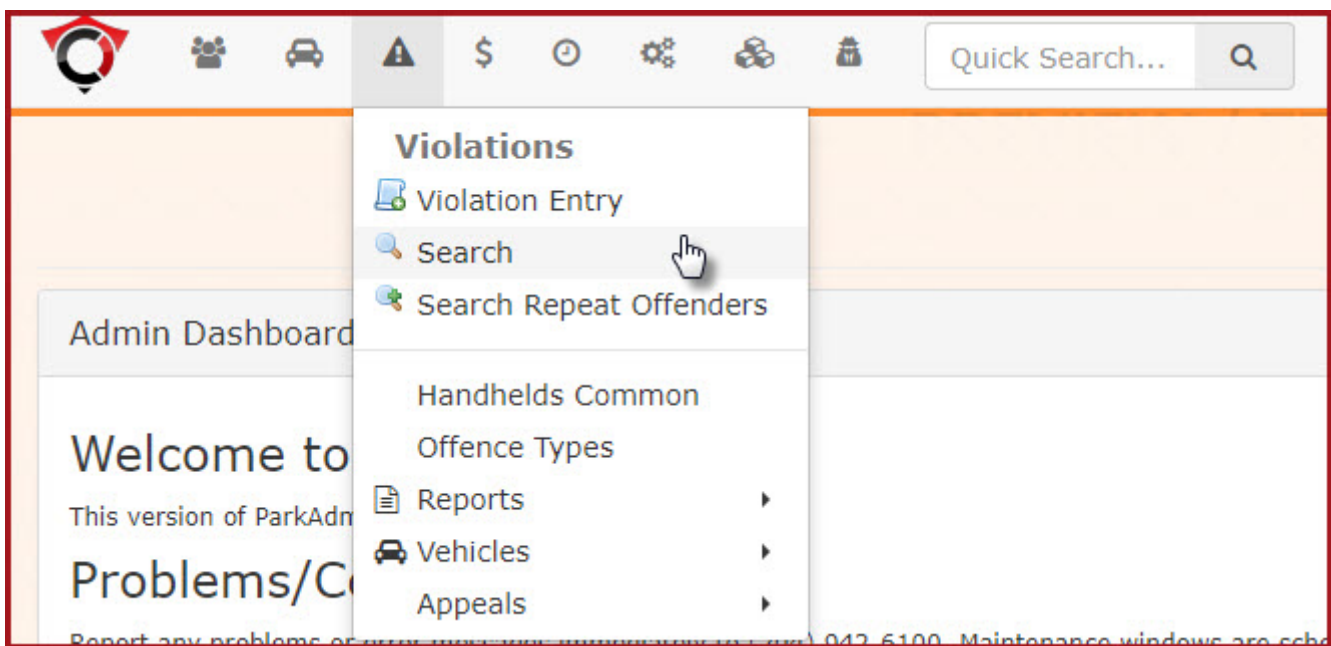


# Paying a Violation Anonymously on the Administrator Interface

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 ISSUED: Nov. 9, 2017
5-001001		MNB123	MB	Parked - Expired 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

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

Submit

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

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

