

# Payment for a locker from the Admin Portal

## Paying for a locker.

To begin click on the **Lockers** menu item in the user's profile on the admin portal.

Profile ▾**Lockers** Vehicles Parking Payments History ▾ Incident History

Birch, Patricia (pbirch)

**People Alarm**  
**Licence Plate Alarm**  
Patricia is on the ERT team and may be parking in no parking zones occasionally

Basic Profile InformationEdit

EnabledYes

User DirectoryOPSCOM

Unique ID0da92796-760d-4c5d-b818-391247933b37

User TypeFull Time Staff

Usernamepbirch

NameMs. Patricia Birch

Email Addresspbirch@tomahawk.ca

Phone Number6132574141

Preferred LanguageEnglish

Auto Login AddressLogin as user?

VehiclesEdit

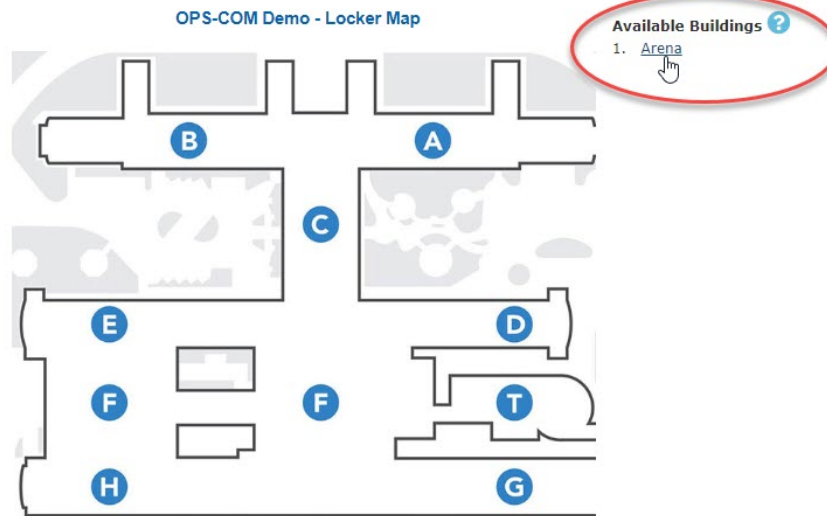
Status	Plate	Type	Province	Make	Year
Active	BIRCH	Passenger	Ontario	Chrysler	2009
Inactive	BIRCH2	Passenger	Ontario	Audi	2014

Violations

	Ticket	Issued	Value	Notes
	TT-10003	Jul. 30, 2019	\$35.00	<b>Reduced</b> Feb 28, 2019 <i>Overdue</i>
	21-01001	Aug. 27, 2019	\$50.00	<i>Overdue</i>

The locker registration page appears with a list of buildings with lockers available.

## Locker Registration



The locker selection page will open allowing the admin to choose the locker area within the building chosen. In this case we are looking for a locker in the women's locker room.

## Locker Registration - Locker Selection

**Arena**

Use the pulldown to view available lockers by location.

[Y] - Yearly [S] - Semester [M] - Monthly

[Y] B - Men's Locker Room ▾  
[Y] B - Men's Locker Room  
[Y] C - Women's Locker Room  
MLR1001  
MLR1002  
MLR1003  
MLR1004  
\* [Not Visible to Users]

Reserve this Locker

[Return to main page](#)

The form is titled 'Arena'. It contains a message 'Use the pulldown to view available lockers by location.' and three buttons: '[Y] - Yearly', '[S] - Semester', and '[M] - Monthly'. Below these is a dropdown menu. The dropdown menu is open, showing a list of options: '[Y] B - Men's Locker Room' (selected), '[Y] B - Men's Locker Room', '[Y] C - Women's Locker Room', 'MLR1001', 'MLR1002', 'MLR1003', and 'MLR1004'. Below the dropdown menu is a note '\* [Not Visible to Users]'. At the bottom of the form is a button 'Reserve this Locker' and a link 'Return to main page'.

The admin may then select the specific locker number they wish to assign to the user. Click on **Reserve Locker** to continue.

## Locker Registration - Locker Selection

## Arena

Use the pulldown to view available lockers by location.

Make a Selection ▾  
WLR1001  
WLR1002  
WLR1003  
WLR1004  
▾

\* [Not Visible to Users]

[Return to main page](#)

The confirm **Locker Registration** page will open where the admin can verify the information about the locker being assigned. Click on **Confirm Info** to continue.

## Confirm Locker Registration

Test Annual

**Account Status:** ENABLED

Ms. Patricia Birch [pbirch] 

pbirch@tomahawk.ca

390 Lincoln Dr

Ottawa, Ontario

k7c2v2

6132574141

**Emp. Number:** TU8254

**Locker Information**

**Semester:** Test Annual

**Requested Locker #:** WLR1001

**Building:** Arena

**Area:** C - Women's Locker Room

**Rental Cost:** \$100.00

Taxes 13% : \$ 13.00

Total Owing: \$ 113.00

Please verify that the above information is correct.

[Return to main page](#)

The payment due page will appear. Click on **Proceed to Payment** to continue.

## Payments Due

Locker Payments		
Submit Date	Locker	Amount
<input checked="" type="checkbox"/> Jun. 16, 2023	<input type="text" value="WLR1001"/>	\$100.00 <a href="#">Remove</a>
		<b>Taxes: \$13.00</b>
		<b>Total: \$113.00</b>

No pending invoices.

No pending permit payments.

No pending temp permit payments.

No pending access card payments.

No pending deposit payments.

No pending violation payments.

No pending policy violation payments.

No pending adjustment payments.

[Proceed to Payment](#)

The screen will refresh and the admin will be presented with the Payment Selection section of the process.

## Payments Due

### Locker Payments

Submit Date	Locker	Amount
Jun. 16, 2023	WLR1001	\$100.00
		<b>Taxes: \$13.00</b>
		<b>Total: \$113.00</b>

**Taxes: \$13.00****Total: \$113.00**

### 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, Carleton Place, Ontario, K7C 2V3, Canada

Payment Method

Select Method ▾

**Submit Payment Information**

In this case we have selected a **Cash** payment. Click **Submit Payment** to continue.

## Payments Due

Locker Payments		
Submit Date	Locker	Amount
Jun. 16, 2023	WLR1001	\$100.00
		<b>Taxes: \$13.00</b>
		<b>Total: \$113.00</b>
		<b>Taxes: \$13.00</b>
		<b>Total: \$113.00</b>

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92 Bridge Street, Carleton Place, Ontario, K7C 2V3, Canada

Payment Method

Cash ▾

Submit Payment Information

The transaction Details screen will appear. There are three choices available.

- Process Manually which will complete the transaction
- Cancel and Keep which will terminate the transaction but return the locker to awaiting payment status
- Cancel and Release which will also terminate the transaction and release the locker back into the pool of available lockers to rent.

IN our example we will select Process Manually to complete the transaction.

# Transaction Details

Reciept header beside HST in a table HST #1234556789

Thank you for parking at Tomahawk University...your payment details appear below.

*If you have purchased a temporary parking permit (print at home parking permit),  
please proceed to the (H)istory page of your ParkAdmin profile and select the printer icon  
located beside the respective parking permit number.*

Confirmation Number

f1c91z25e183944dfad0

User

Patricia Birch 

pbirch

Amount

\$113.00

Submit Date

Jun. 16, 2023 @ 04:12 pm 

View Snapshot ?

Comment

Successful Online Payment

Payment Method

Cash 

Change

Process Manually

Cancel & Keep

Cancel & Release

Locker Payments			
	Submit Date	Locker	Amount
<div>Adjust</div>	Jun. 16, 2023	<div>WLR1001</div>	\$100.00

The payment will be processed and the Transaction Details screen will display a receipt.

## Transaction Details

Receipt header beside HST in a table

HST #1234556789

Thank you for parking at Tomahawk University...your payment details appear below.

*If you have purchased a temporary parking permit (print at home parking permit),  
please proceed to the (H)istory page of your ParkAdmin profile and select the printer icon  
located beside the respective parking permit number.*

Confirmation Number	f1c91z25e183944dfad0
User	Patricia Birch <span>pbirch</span>
Amount	\$113.00
Submit Date	Jun. 16, 2023 @ 04:12 pm <span>View Snapshot ?</span>
Comment	Successful Online Payment
Payment Method	Cash <span>Change</span>
Processed	Jun. 16, 2023 @ 04:13 pm
Processed By	john.tomahawk

Refund Payment

Locker Payments			
	Submit Date	Locker	Amount
Adjust	Jun. 16, 2023	WLR1001	\$100.00

Taxes 13%: \$13.00

Total: \$113.00

Payment Notes ? ↺

Add Note

Revision #2  
Created 15 May 2024 07:48:18  
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