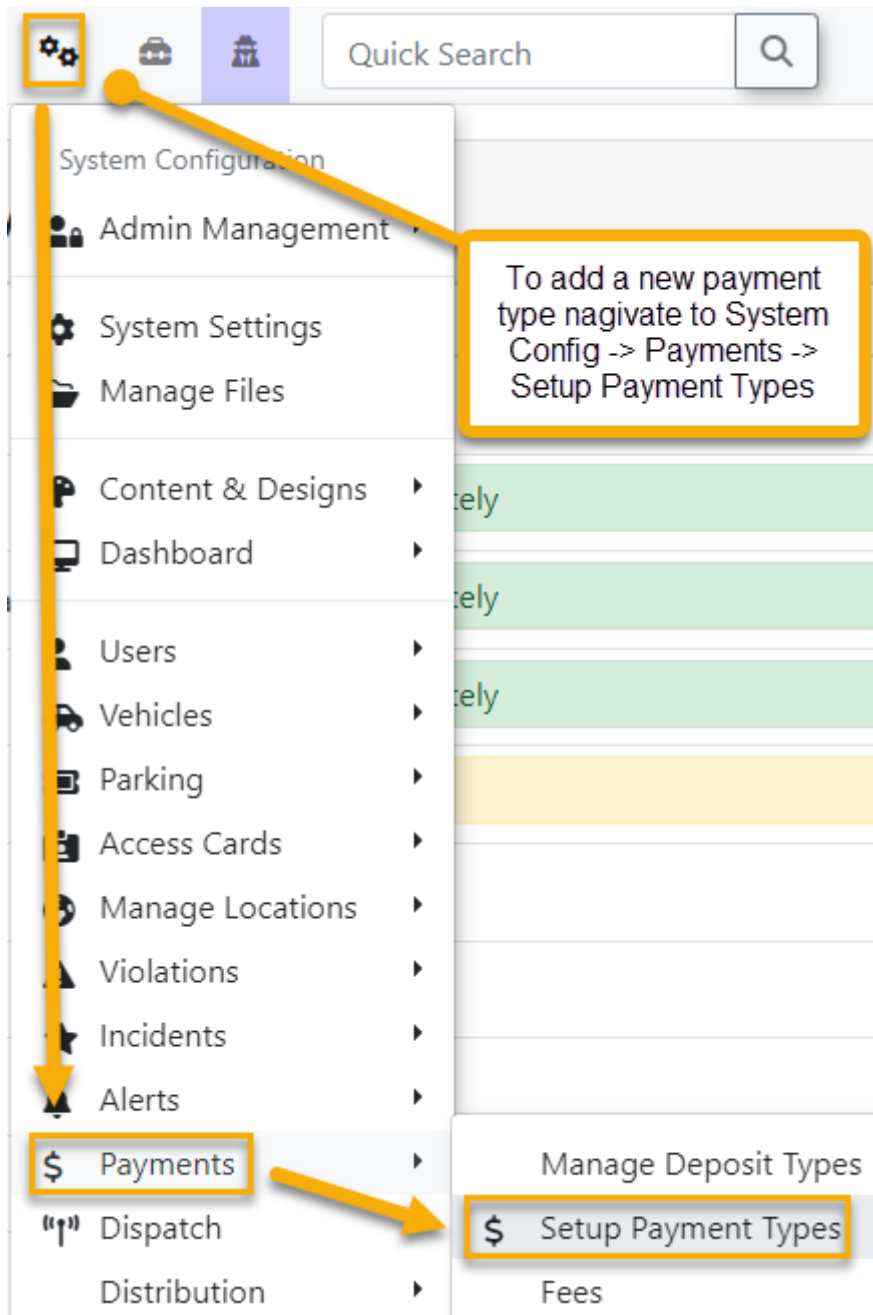


# SchoolPay

## Add a new Payment Type:

You can create a new payment type by selecting **System Configuration** → **Payments** → **Setup Payment Types** → **Add Type**.



If you don't see "Setup Payment Type" as shown above you may need to give your [role the permission](#) to do so.

The screenshot shows the 'Manage Administrator Roles' page. On the left, a sidebar menu has 'Admin Management' expanded, with 'Manage Roles' highlighted. A callout box points to 'Manage Roles' with the text: 'Edit the permissions of the role your admin account is part of'. In the main area, a table lists administrator roles. The 'System Administrator' role is selected, and its 'Permissions' are being edited. A callout box points to the 'Permissions' column header with the same text: 'Edit the permissions of the role your admin account is part of'. On the right, the 'Editing Permissions: System Administrator' panel shows a list of permissions. The 'Edit Payment Types' permission is highlighted with a callout box. Above this panel, a toolbar contains various icons, including a dollar sign icon which is also highlighted with a callout box.

Select "**SchoolPay - Hosted**" as your provider → **Next Step**.

The screenshot shows the 'Add New Payment Type' dialog box. The 'Provider' field is set to 'SchoolPay - Hosted', which is highlighted with a callout box. Below the field, there is a description: 'Redirect the user to a payment form using SchoolPay before being sent back to OPS-COM.' At the bottom of the dialog, there are 'Close' and 'Next Step' buttons. The 'Next Step' button is highlighted with a callout box. In the background, the 'Payment Types' table is visible, and an 'Add Type' button is highlighted with a callout box. A text box with an arrow pointing to the 'Add Type' button contains the text: 'Select "Add Type" Then select a payment provider and click next step.'

## Edit Payment Type User Types:

You should now be brought to the "**Edit Payment Type**" page:

## Edit Payment Type

[Back](#)

Type Name

4 More settings here

Settings

SchoolPay

Credit Card via Hosted Payments

1 Select a name your users will see when selecting a payment method at checkout, can be whatever you want.

For example: "SchoolPay"  
"Online Payment"  
"Credit Card"

Enabled For User Types

Selected user types will be able to view this payment type. Administrators are still able to override this and select this payment type for the user types that are not selected here.

Inactive for User Types

☒ Staff - Full Time

☒ Student - Resident

☐ Athletics

☐ Veritas - Complimentary

☐ Solus

☐ General Public

☒ Staff - Executive

☒ Student - Transit

☐ Veritas

☐ North Lot

☐ Public Works

☐ Greenville Employees

2 Select the user types that will be able to use this payment method. Students, staff, contractors, etc.

3 Add/update payment type

Update Payment Type

**Type Name:** The type name can be whatever you want it to be, though please note this will also be the name displayed to users when using payment checkout and selecting a payment method. You can reference the specific hosted payment provider such as SchoolPay or something more generic such as "Online Credit Card Payment", "Online payment", "Credit Card", etc. Really it's up to you and what you think makes most sense to your site users when making a payment, also might depend on what payment methods your SchoolPay account supports.

**Enabled for User Types:** Select the User Types you wish this new Payment Type to be visible to so they can select it during payment checkout. You can change these user types at any time

## Edit Payment Type Settings:

There are additional required configuration fields in the **Settings** area:

# Edit Payment Type

[Back](#)

Type Name	<input type="text" value="SchoolPay"/>
Description	<div>Credit Card via Hosted Payments with SchoolPay</div>
Enabled For User Types	<div>Settings</div>
Enable for Text2ParkMe	<div>This payment processor is not available for Text2ParkMe.</div>
Enable for Permit Renewal Payments	<div>This payment processor is not available for Automated Permit Renewals.</div>
Enable for Guest Payments	<input type="checkbox"/>
Can Change Type After Being Process?	This payment type cannot be changed once the payment has been made.
Prompt Information	<div><div>Email Address</div><div>The email address allows for receipts to be sent back to the user when paying as a guest.</div></div>
<h2>Credentials</h2>	
Username	<input type="text"/>
Password	<input type="password"/>
Item ID	<input type="text"/>
Production/Sandbox	<div><input type="text"/> <span>▼</span></div>

**Enable for Text2ParkMe:** This payment setting isn't currently supported using OPS-COM SchoolPay integration.

**Enable for Permit Renewal Payments:** This payment setting isn't currently supported using OPS-COM SchoolPay integration.

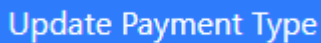
**Enable for Guest Payments:** if you aren't using this feature leave the button unchecked.

**Prompt Information:** Only "Email Address" is supported with SchoolPay Hosted Payments at this time.

**Credentials:**

- **Username:** Obtained from SchoolPay.
- **Password:** Obtained from SchoolPay.
- **Item ID:** Obtained from SchoolPay.
- **Production/Sandbox:** Select whether you are using your SchoolPay Production/Live credentials or Sandbox/Testing credentials. Additionally, although not required you may find your OPS-COM preview space helpful for testing Sandbox/testing credentials, this way you can keep your production/live OPS-COM data (permits, users, payments, violations, etc) clean/separate during any testing.

Don't forget to save your new payment type by clicking the "Update Payment Type" button along the bottom of the page:

A blue rectangular button with the text "Update Payment Type" in white.

Nothing further needs to be done, however if you are curious what the user process looks like when purchasing something in OPS-COM using SchoolPay a number of screenshots are below to show this.

## User flow screenshots:

User selects SchoolPay payment type in OPS-COM and supplies an email address for identification and email receipt:

HomeVehiclesPermitsAppealsLockersFormsPaymentsEnglishJustin Generic

This is the content header, it can be customized within the administrative interface to include announcements or instructions.

✓ Cart

Checkout

Confirm Payment

Processing

Payments

Permits			
Sales Window	Submit Date	Permit Number	Amount
Monthly Current	October 27, 2023	TU40	* \$51.79
Permits - Total Owing			\$51.79
* - Prorated			

Subtotal	\$45.83
Permit Fee	\$1.15
GST	\$2.29
PST	\$3.67
Total Owing	\$52.94

Select Payment Type

SchoolPay

Email Address

justin1@ops-com.com

Cancel Payment

Submit Payment

User confirms payment in OPS-COM:

HomeVehiclesPermitsAppealsLockersFormsPaymentsEnglishJustin Generic

This is the content header, it can be customized within the administrative interface to include announcements or instructions.

✓ Cart

✓ Checkout

Confirm Payment

Processing

Payments

Permits			
Sales Window	Submit Date	Permit Number	Amount
Monthly Current	October 27, 2023	TU40	* \$51.79
Permits - Total Owing			\$51.79
* - Prorated			

Subtotal	\$45.83
Permit Fee	\$1.15
GST	\$2.29
PST	\$3.67
Total Owing	\$52.94


Payment Method

SchoolPay

Cancel Payment

Confirm Payment

User is then redirected to SchoolPay's secure system for payment details and processing:



History

Payments

1

2

3

HELP

X

Login Here

Checkout




1. Review Cart

2. Billing Information

3. Confirm Checkout

Payment

CREDIT CARD

Payment Methods Accepted:   

Enter a Card

Credit Card Number

01 2023

CVV Code

Billing Information

Name

Email

Confirm E-mail

Street Address

Street Address Line 2

City

Select State

Postal Code






United States

Total: \$52.94

CART

REVIEW ORDER

SchoolPay now syncs with Social Media

About

Products

833-731-2600

support@schoolpay.com

User confirms payment details and selects "Finish" at which point their payment method is charged for the transaction:

[History](#)
[Payments](#)

Checkout

1. Review Cart  
2. Billing Information  
3. Confirm Checkout

## Confirm

### Billing Information

Payment Method:

Receipt sent to:

EDIT BILLING INFO

### Payment To

OPS-COM Test Account

Item Purchase

Subtotal	\$52.94
Transaction Total	\$52.94

EDIT CART

Order Total: \$52.94

☐ I'm not a robot

reCAPTCHA Privacy Terms

BACK TO BILLING

FINISH

[SchoolPay now syncs with Social Media](#)

About

Products

833-731-2600

support@schoolpay.com

If the payment is successful users will be automatically redirected back to OPS-COM checkout with a payment confirmation:

[Home](#)
[Vehicles](#)
[Permits](#)
[Appeals](#)
[Lockers](#)
[Forms](#)

[Payments](#)
[English](#)

Justin Generic

This is the content header, it can be customized within the administrative interface to include announcements or instructions.

Payment has been recorded.

===== TRANSACTION RECORD =====

TYPE: Online Payment  
ACCT: VISA \$52.94 CAD

Username:

Company:

Submitted:

Amount:

Payment Method:

Processed:

Confirm Code:

2023-10-30 04:12 pm

\$52.94

Visa

2023-10-30 04:19 pm

Email receipts will also be sent from SchoolPay and OPS-COM to the user supplied email address.



Revision #2

Created 14 May 2024 08:17:51

Updated 5 May 2025 09:49:14