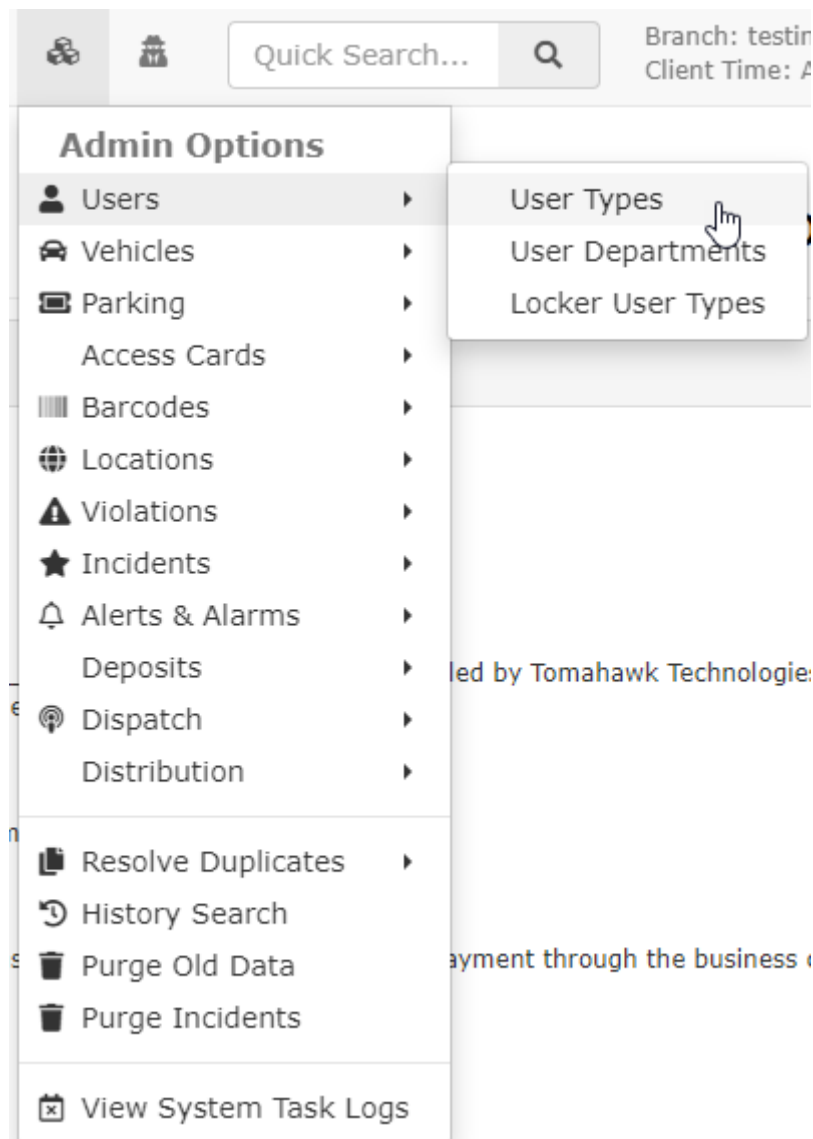


# Setting Payment Types by User Type

## Configuring Payment Types

The first step is to find the user type you wish to apply the permission to use a specific payment type to. This tool can be found In the Admin Options Menu. Hover over Users and select User Types from the drop down list.



Once the User Type Administration screen appears click edit on the user type for which you wish to configure a payment type.

User Type Administration				Create New User Type
User Type Group		Name	# of Users	# of Payment Types
	Edit	ADA User	1	0
	Edit	Contractor	8	0
Public	Edit	New User	1	9
Public	Edit	Public User	3	9
Public	Edit	Resident 1	3	9
Public	Edit	Resident 2	3	9
Staff	Edit	Company Executive	0	10
Staff	Edit	Company Staff	6	10
Staff	Edit	Full Time Staff	7	10
Staff	Edit	Part Time Staff	0	10
Staff	Edit	Physician	1	10
Student	Edit	Full Time Student	5	9
Student	Edit	Part Time Student	0	9

The screen will refresh with the following form for you to make your selections. (See the section on the bottom labeled Allowed Payment types.)

Payment types that are active for this specific user will list in the section labeled **Active Payment Types**.

## Edit User Type

Back

Type Name

ADA User

Grouping

Public

☐ Visible to users

Extra Active Vehicles

1

Number of additional vehicles allowed to be active

Allowed Payment Types

Selected payment types will be visible and selectable by the user type. Administrators are still able to override this and select a payment type that is not selected here.

Active Payment Types

Type Name	Description	Prompts For			
<input checked="" type="checkbox"/> Mastercard	Manual Processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Visa	Manual Processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Debit Card	Manual Processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> ParkAdmin Credit	Manual Processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

# Adding Payment Types

Payment types that are not active for the user will appear in a section labeled **Inactive Payment Types**. By selecting these additional payment types and clicking on **Update User Type** the page will refresh and the new allowed payment type will then appear in the Active Payment Types list.

## Edit User Type

[Back](#)

Type Name

ADA User

Grouping

Public

☐ Visible to users

Extra Active Vehicles

1

Number of additional vehicles allowed to be active

Allowed Payment Types

Selected payment types will be visible and selectable by the user type. Administrators are still able to override this and select a payment type that is not selected here.

### Active Payment Types

Type Name	Description	Prompts For			
<input checked="" type="checkbox"/> Mastercard	Manual Processing		x	x	x
<input checked="" type="checkbox"/> Visa	Manual Processing		x	x	x
<input checked="" type="checkbox"/> Debit Card	Manual Processing		x	x	x
<input checked="" type="checkbox"/> ParkAdmin Credit	Manual Processing		x	x	x

### Inactive Payment Types

Type Name	Description	Prompts For			
<input type="checkbox"/> American Express	Manual Processing		x	x	x
<input type="checkbox"/> Diners Club	Manual Processing		x	x	x
<input type="checkbox"/> Discover	Manual Processing		x	x	x
<input type="checkbox"/> GW: Moneris	Credit Card via Gateway with Moneris	Credit Card	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> HP: CashNet	Credit Card via Hosted Payments with CashNet	Email Address	<input checked="" type="checkbox"/>	x	x
<input type="checkbox"/> HP: EdgeExpress	Credit Card via Hosted Payments with EdgeExpress	Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x
<input type="checkbox"/> HP: Moneris	Credit Card via Hosted Payments with Moneris	Email Address	<input checked="" type="checkbox"/>	x	x

# Extended Payment Information

For each payment type selected there is extended information. You will see a general description of the payment type as well as an indication of what the user will be prompted for when selecting the payment type.













For example in a Hosted Payment scenario such as EdgeExpress the user will be prompted to enter an email address prior to being directed to the payment provider where they will enter their credit card information.

There are also three columns on the far right that will indicate by X or checkmark for specific uses of the payment type:

Column 1 - Indicates this payment type can be used for guest payments

Column 2 - Indicates this payment type can be used for permit and invoice renewal payments

Column 3 - Indicates this payment type can be used for Text2ParkMe subscriptions

Type Name	Description	Prompts For			
			1	2	3
<input type="checkbox"/> Diners Club	 Manual Processing		x	x	x
<input type="checkbox"/> Discover	 Manual Processing		x	x	x
<input type="checkbox"/> GW: Moneris	 Credit Card via Gateway with Moneris	Credit Card	x	✓	✓
<input type="checkbox"/> HP: CashNet	 Credit Card via Hosted Payments with CashNet	Email Address	✓	x	x
<input type="checkbox"/> HP: EdgeExpress	 Credit Card via Hosted Payments with EdgeExpress	Email Address	✓	✓	x
<input type="checkbox"/> HP: Moneris	 Credit Card via Hosted Payments with Moneris	Email Address	✓	x	x
<input type="checkbox"/> JS: Bambora	 Inline Checkout with BamboraCheckout		✓	✓	✓
<input type="checkbox"/> JS: Moneris Checkout	 Inline Checkout with MonerisCheckout	Email Address	✓	x	x
<input type="checkbox"/> Mastercard (External)	 Manual Processing		x	x	x

## Refunds

Refunds are listed in Yellow boxes. Be sure to also select the corresponding refund types to allow the admin to refund to the appropriate payment type. Click on Update User Type to save your selections.

<input type="checkbox"/> Cash Refund	Manual Processing
<input type="checkbox"/> Cheque Refund	Manual Processing
<input type="checkbox"/> Debit Card Refund	Manual Processing
<input type="checkbox"/> Internal Payment Refund	Manual Processing
<input type="checkbox"/> Money Order Refund	Manual Processing
<input type="checkbox"/> Other Refund	Manual Processing
<input checked="" type="checkbox"/> ParkAdmin Credit	Manual Processing
<input type="checkbox"/> Payroll Deduction Refund	Manual Processing
<input type="checkbox"/> Student Account Refund	Manual Processing

Update User Type
Delete User Type

# Configuring Payment Types for Subscriptions

When using a payment provider we can set up payment types to be used in subscriptions and guest payments. To begin click on the edit icon.

Active Payment Types						
Type Name	Description	Prompts For				
<input checked="" type="checkbox"/> HP: EdgeExpress	Credit Card via Hosted Payments with EdgeExpress	Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Cash	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Cheque	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Debit Card	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> ParkAdmin Credit	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Inactive Payment Types						
Type Name	Description	Prompts For				
<input type="checkbox"/> American Express	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Diners Club	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Discover	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

You will land on a page that shows the current user types that are allowed to use this payment type. To edit the subscription configuration click on settings.

## Edit Payment Type

Back

Type Name

HP: EdgeExpress

Description














Credit Card via Hosted Payments with EdgeExpress

Enabled For User Types

Settings

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.

Activated for User Types

<input checked="" type="checkbox"/> Full Time Student		<input checked="" type="checkbox"/> Public User	
<input checked="" type="checkbox"/> Full Time Staff		<input checked="" type="checkbox"/> Part Time Staff	
<input checked="" type="checkbox"/> Part Time Student		<input checked="" type="checkbox"/> Resident 1	
<input checked="" type="checkbox"/> Company Staff		<input checked="" type="checkbox"/> Company Executive	
<input checked="" type="checkbox"/> ADA User		<input checked="" type="checkbox"/> Resident 2	
<input checked="" type="checkbox"/> Physician		<input checked="" type="checkbox"/> New User	
<input checked="" type="checkbox"/> Contractor			

In this section you will see items that can be selected for the use of this payment type.

## Edit Payment Type

Back

Type Name

HP: EdgeExpress

Description

Credit Card via Hosted Payments with EdgeExpress

Enabled For User Types

Settings

Enable for Text2ParkMe

☐

Enable for Permit Renewal Payments

☐

Enable for Guest Payments

☐

Can Change Type After Being Process?

This payment type cannot be changed once the payment has been made.

Prompt Information

Email Address

The email address allows for receipts to be sent back to the user when paying as a guest.

No settings are available for this payment type.

Update Payment Type

Select the items you wish to allow the payment type to be used for. In this case we are enabling Text2ParkMe, subscriptions to permit renewals as well as guest payments.



## Edit Payment Type

[Back](#)

Type Name

HP: EdgeExpress

Description

Credit Card via Hosted Payments with EdgeExpress

[Enabled For User Types](#)

Settings

Enable for Text2ParkMe

☒

Enable for Permit Renewal Payments

☒

Enable for Guest Payments

☒

Can Change Type After Being Process?

This payment type cannot be changed once the payment has been made.

Prompt Information

Email Address
▼

The email address allows for receipts to be sent back to the user when paying as a guest.

No settings are available for this payment type.

Update Payment Type

Once set and saved you will see indicators on the payment type lists showing what the payment type can be used for.

Active Payment Types					
Type Name	Description	Prompts For			
<input checked="" type="checkbox"/> HP: EdgeExpress	Credit Card via Hosted Payments with EdgeExpress	Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Cash	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Cheque	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Debit Card	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ParkAdmin Credit	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inactive Payment Types					
Type Name	Description	Prompts For			
<input type="checkbox"/> American Express	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Diners Club	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Discover	Manual Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Processing as an Admin

When processing payments as an Admin you will now see the payment types split up between what the user would be allowed to use for that User Type and what an Admin can choose.

Select Method

Enabled payment types for this user

Visa

Mastercard

Debit Card

American Express

Payment types NOT enabled for this user

Cash

Cheque

Money Order

Payroll Deduction

Internal Payment

Visa (External)

Mastercard (External)

No Charge/Complimentary

Paid through Collections

ICB

Online Credit Card

Visa (Adjustment)

Mastercard (Adjustment)