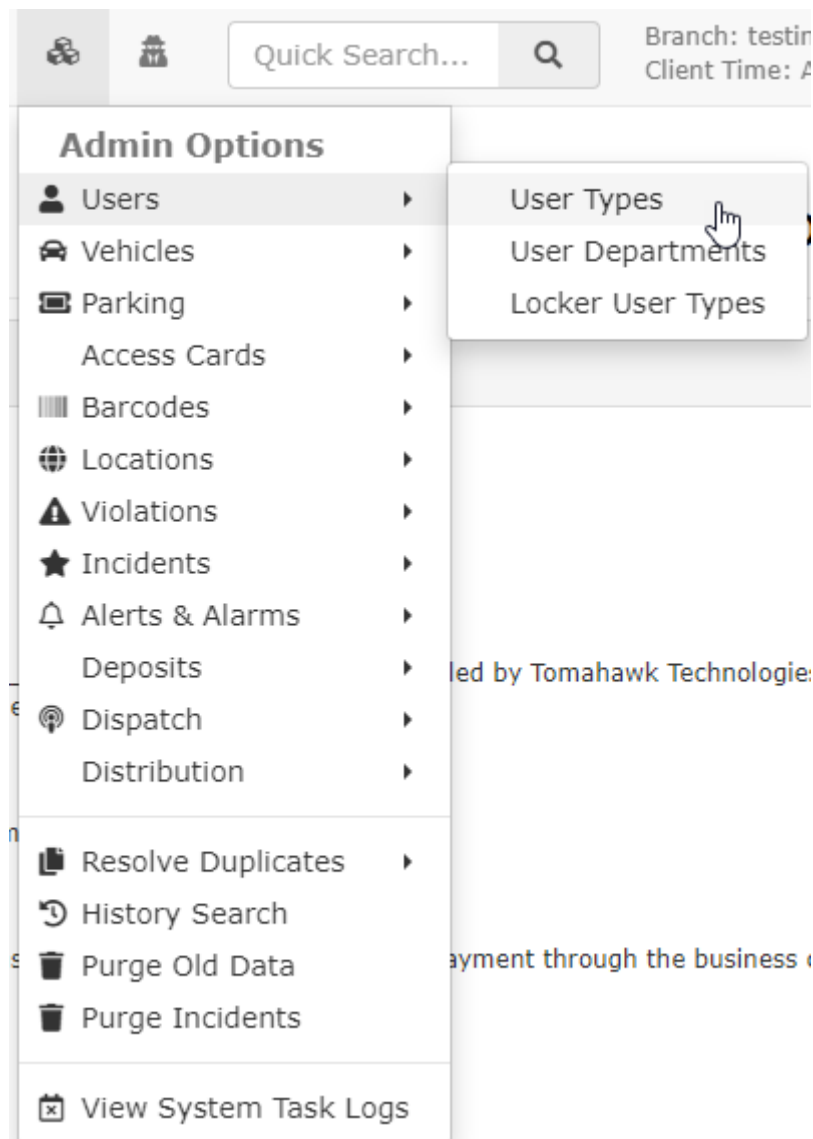# Setting Payment Types by User Type

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.

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

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			
✔ Mastercard	✎	Manual Processing		✕	✕	✕
✔ Visa	✎	Manual Processing		✕	✕	✕
✔ Debit Card	✎	Manual Processing		✕	✕	✕
✔ ParkAdmin Credit	✎	Manual Processing		✕	✕	✕

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

|	
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	🏧	💳	📱
✔	Mastercard	✎	Manual Processing		✕	✕	✕
✔	Visa	✎	Manual Processing		✕	✕	✕
✔	Debit Card	✎	Manual Processing		✕	✕	✕
✔	ParkAdmin Credit	✎	Manual Processing		✕	✕	✕

Inactive Payment Types

	Type Name		Description	Prompts For	🏧	💳	📱
☐	American Express	✎	Manual Processing		✕	✕	✕
☐	Diners Club	✎	Manual Processing		✕	✕	✕
☐	Discover	✎	Manual Processing		✕	✕	✕
☐	GW: Moneris	✎	Credit Card via Gateway with Moneris	Credit Card	✕	✔	✔
☐	HP: CashNet	✎	Credit Card via Hosted Payments with CashNet	Email Address	✔	✕	✕
☐	HP: EdgeExpress	✎	Credit Card via Hosted Payments with EdgeExpress	Email Address	✔	✔	✕
☐	HP: Moneris	✎	Credit Card via Hosted Payments with Moneris	Email Address	✔	✕	✕

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
☐	Diners Club	✎	Manual Processing		✕	✕	✕
☐	Discover	✎	Manual Processing		✕	✕	✕
☐	GW: Moneris	✎	Credit Card via Gateway with Moneris	Credit Card	✕	✓	✓
☐	HP: CashNet	✎	Credit Card via Hosted Payments with CashNet	Email Address	✓	✕	✕
☐	HP: EdgeExpress	✎	Credit Card via Hosted Payments with EdgeExpress	Email Address	✓	✓	✕
☐	HP: Moneris	✎	Credit Card via Hosted Payments with Moneris	Email Address	✓	✕	✕
☐	JS: Bambora	✎	Inline Checkout with BamboraCheckout		✓	✓	✓
☐	JS: Moneris Checkout	✎	Inline Checkout with MonerisCheckout	Email Address	✓	✕	✕
☐	Mastercard (External)	✎	Manual Processing		✕	✕	✕

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.

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.

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

✔ Full Time Student		✔ Public User	
✔ Full Time Staff		✔ Part Time Staff	
✔ Part Time Student		✔ Resident 1	
✔ Company Staff		✔ Company Executive	
✔ ADA User		✔ Resident 2	
✔ Physician		✔ New User	
✔ Contractor			

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

Edit Payment Type

<div style="text-align:right">Back</div>

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

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	🏛	🖥	📱
✔	HP: EdgeExpress	✎	Credit Card via Hosted Payments with EdgeExpress	Email Address	✔	✔	✔
✔	Cash	✎	Manual Processing		✗	✔	✗
✔	Cheque	✎	Manual Processing		✗	✔	✗
✔	Debit Card	✎	Manual Processing		✗	✗	✗
✔	ParkAdmin Credit	✎	Manual Processing		✗	✗	✗

Inactive Payment Types

	Type Name		Description	Prompts For	🏛	🖥	📱
☐	American Express	✎	Manual Processing		✗	✗	✗
☐	Diners Club	✎	Manual Processing		✗	✗	✗
☐	Discover	✎	Manual Processing		✗	✗	✗

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.