

# Credit Card Management in OPS-COM

## Managing Credit Cards

Search for the user that you want to manage a credit card for and select the user to get to their profile

### User Search

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|                       |                         |   |
|-----------------------|-------------------------|---|
|                       | Username / Name / Email | <input type="text"/>  |
|                       | User Number             | <input type="text"/>  |
| ▼ More Search Options | Phone Number            | <input type="text"/>  |
|                       | Plate                   | <input type="text"/>  |
|                       | Department              | <input type="text"/>  |
|                       | Tax Exemption Code      | <input type="text"/>  |
|                       | User Types              | <div style="border: 1px solid #ccc; padding: 2px;"><ul style="list-style-type: none"><li>Athletics Member</li><li>Complimentary</li><li>Daily Reserved</li><li>Demo</li></ul></div> |

Hover over the **Profile** menu and click **Credit Cards**.

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History Doe, John (johndoe)

- Profile Overview
- Edit Profile Information
- Credit Cards**
- Other Payment Methods
- Subscription Settings

**People Alarm**  
**Licence Plate Alarm**  
This is a test of the flags content length as displayed in the pop up

Basic Profile Information Edit

|                    |  |
|--------------------|--|
| Enabled            | Yes  |
| User Directory     | OPSCOM   |
| Unique ID          | ead1845e-d28e-43bc-a75f-b8c25a97b41d   |
| User Type          | Company Staff  |
| Locker User Type   |  |
| Username           | johndoe  |
| Name               | Mr. John Bob Doe   |
| Email Address      | john.doe@tomahawk.ca   |
| Auto Login Address | <span style="background-color: #009688; color: white; padding: 2px 5px;">Login as user</span> <span style="font-size: 1.2em; color: #009688;">?</span> |

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Active Address

|         |                |
|---------|----------------|
| Address | 123 Any Street |
| City    | AnyTown        |

Vehicles Edit

| Status | Plate  | Type      | Province | Make      | Year |
|--------|--------|-----------|----------|-----------|------|
| Active | ABC316 | Passenger | Ontario  | Dodge     | 2000 |
| Active | JDOE   | Passenger | Ontario  | Chevrolet | 2012 |

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Violations

|  | Ticket   | Issued       | Value   | Notes   |
|--|--|--------------|---------|---------|
|  | <span style="background-color: #009688; color: white; padding: 2px 5px;">TT-19012</span> | Jun. 2, 2021 | \$50.00 | Overdue |
|  | <span style="background-color: #009688; color: white; padding: 2px 5px;">TT-19015</span> | Jun. 2, 2021 | \$50.00 | Overdue |
|  | <span style="background-color: #009688; color: white; padding: 2px 5px;">TT-19016</span> | Jun. 2, 2021 | \$50.00 | Overdue |
|  | <span style="background-color: #009688; color: white; padding: 2px 5px;">TT-19022</span> | Jun. 4, 2021 | \$55.00 | Overdue |

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Active Permits

The **Credit Card utility** will display. The admin can fill out the card information on the right, and click **Add Credit Card** to register the credit card in the system.

#### Note

Designate the credit card as the default or **Prime Card** to allow the rollover process to automatically use this card for recurring permit payments.

### Manage Existing Cards

|  |                                   |                                 |
|--|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Primary Card            | GW: Moneris:<br>****4111*****1111 | <input type="checkbox"/> Delete |
| <input checked="" type="checkbox"/> Primary Card | GW: Moneris:<br>****4516*****9955 | <input type="checkbox"/> Delete |

[Update Credit Cards](#)

Revision #2

Created 30 April 2024 08:26:50

Updated 11 September 2024 13:40:49