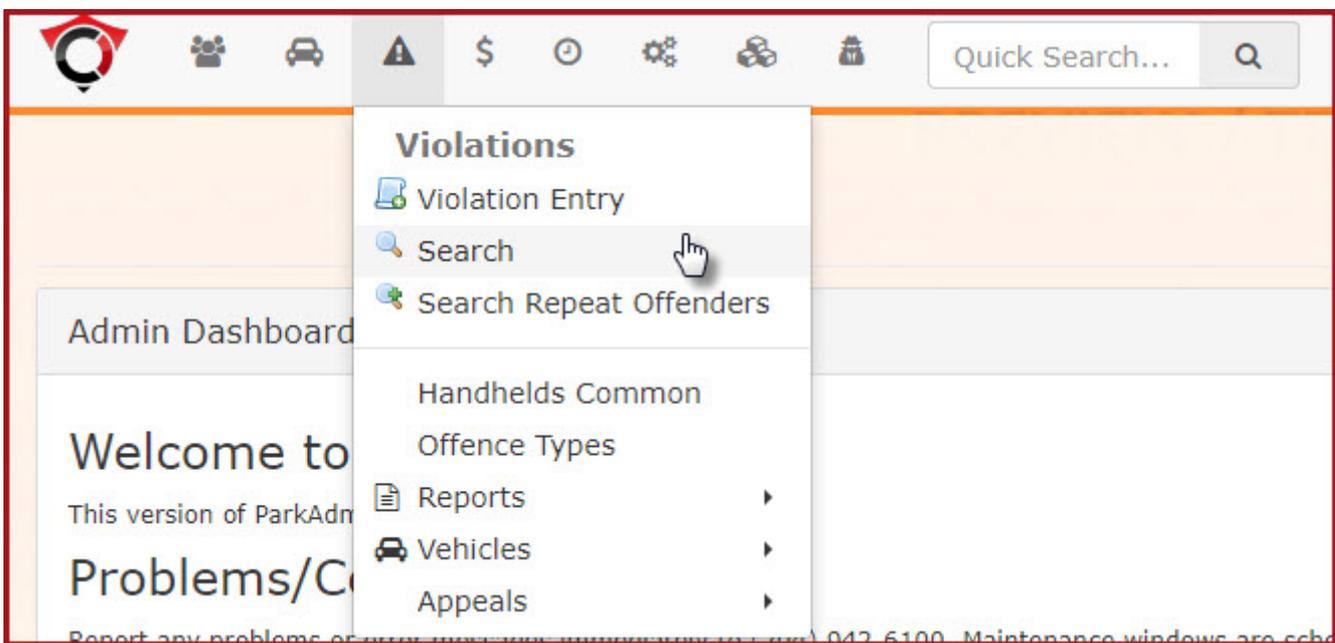


Paying a Violation Anonymously on the Administrator Interface

To begin, go to the **Violations Menu** and select **Search**.



Enter either the **Ticket Number** or the **License Plate** number in the Search Text Field and click on **Search using only text**.

Search Text

and/or

First Name

Last Name

Student / Employee #

Drivers Licence

Date Search by

Start Date

up to and including

User State:

This will return a listing of violations.

Note that the **Plate Number** has been found. (1)

By clicking on the Ticket Number (2) you will bring up the **Violation Information** pop up screen.

Click on the **Make Anonymous Payment** button to proceed to the Payment Entry process.

Warning Offence Type

Search Text and/or

First Name

Last Name

Student / Employee #

Drivers Licence

Date Search by up to and including

User State:

[Search using only text](#)

[Generate Mailing from L](#)

Listing 2 records

TICKET #	USERNAME	PLATE	PROV	DESCRIPTION
5-001000		MNB123	MB	Parked - Expired ISSUED: Nov. 9, 2017
5-001001		MNB123	MB	Parked - Expired ISSUED: Nov. 9, 2017

The listed Permit # is at the time of violation being issued.
* Ticket has an associated appeal status. (Upheld, Reduce, Cancel)
Click on a header to change sort order.

Violation Information

Ticket: **5-001000-50**

Date Issued: Thu. Nov 9, 2017 at 11:02
Date Due: Nov 16, 2017
Ticket Type: Private Property

Licence plate: MNB123
Province: Manitoba
Plate Type: Passenger
No associated drivers.

Offences:
Parked - Expired Parking Permit \$50.00 -\$10.00

Offence Location: Lot 1- Portage Place Parkade
Ticket Writer: patrol
Entered By: patrol

Fine: \$40.00
Total: **\$50.00 - \$10.00 (discounts) = \$40.00**

[Edit / Update](#) [Make Anonymous Payment](#) [Link to Incident](#) [Close Window](#)

Violation Notes

[Add Note](#)

The **Payments Due** window will open allowing you to check to select the ticket you wish to pay.

(4)

Click **Proceed to Payment** (5) in order to advance to the payment due window.

Return to Admin Profile Vehicles Parking Payments History .0

Payments Due

Parking Permit Payments
No pending permit payments.

Temp. Permit Payments
No pending permit payments.

Access Card Payments
No pending access card payments.

Violation Payments

	Issued	Ticket #	Value	Notes
<input checked="" type="checkbox"/>	Nov. 9, 2017	5-001000	40.00	<i>discounted</i>
Violations Total:			\$40.00	

Policy Violation Payments
No pending violation payments.

Adjustments
No pending adjustment records.

4
5
Proceed to Payment

In the **Payment Due** window, you can select the method of payment. (6)

Return to Admin Profile Vehicles Parking Payments History .0

Payments Due

Violation Payments

	Issued	Ticket #	Value	Notes
<input type="checkbox"/>	Nov. 9, 2017	5-001000	40.00	<i>discounted</i>
Violations Total:			\$40.00	

Total: \$40.00

Make Payment Online

Payment Method: Select Method 6

Submit Payment Information

Note the list of payment types. Click **Submit Payment** to continue to process the payment.

Return to Admin Profile Vehicles Parking Payments History .0

Payments Due

Violation Payments

Issued	Ticket #	Value	Notes
Nov. 9, 2017	5-001000	40.00	discounted
Violations Total:		\$40.00	

Total: \$40.00

Make Payment Online

Payment Method: Select Method

- Select Method
- Cash
- Cheque
- Money Order
- Payroll Deduction
- Visa
- Mastercard
- Debit Card
- Internal Payment
- Visa (External)
- Mastercard (External)
- No Charge/Complimentary
- Paid through Collections
- ICB
- Credit / Interac
- Visa (Adjustment)
- Mastercard (Adjustment)
- Other
- Text2ParkMe
- American Express

Submit

PREVIEW / TESTING SPACE

The screen will refresh, listing the transaction you are about to process. Click **Confirm Payment Information** (7)

Return to Admin Profile Vehicles Parking Payments History .0

Payments Due

Violation Payments

Issued	Ticket #	Value	Notes
Nov. 9, 2017	5-001000	40.00	discounted
Violations Total:		\$40.00	

Total: \$40.00

Make Payment Online

Payment Method: Visa (External)

Confirm Payment Information **7**

The payment will process and the screen will refresh with the **Transaction Detail** Window. At this point the transaction is complete.

Return to Admin
Profile Vehicles Parking Payments History ▾
0

Transaction Details

Thank you for parking with us...your payment details appear below.
Need further assistance? - Call or email the FNP Parking Ltd office;
(204) 942-6100 parking@theforks.com

Confirmation Number: 2831303911442

Amount: \$40.00
Submit Date: Nov. 10, 2017 @ 10:51am [View Snapshot](#)
Comment: Payment at Parking Office

Payment Method: Visa (External) ▾ Change

Processed: Nov. 10, 2017 @ 10:53am
Processed By: bigpark

Refund is not available as no user is associated with this payment.

Violations:

	Issued Date	Ticket #	Amount
	Nov. 9, 2017	5-001000	\$40.00
Total:			\$40.00

Total: \$40.00

Once the transaction is complete, you can search the violation and see that it is marked as "**PROCESSED**"

Search Text

and/or

First Name

Last Name

Student / Employee #

Drivers Licence

Date Search by Issued Date ▾

Start Date clear

up to and including clear

User State: All ▾

Search using only text
Search with text and date range

Generate Mailing from Listed
Mark Listed as Processed

Listing 1 records

TICKET #	USERNAME	PLATE	PROV	DESCRIPTION	STATUS	AMOUNT
5-001000		MNB123	MB	Parked - Expired Parking Permit <small>ISSUED: Nov. 9, 2017 DUE: Nov. 16, 2017 Private Property</small>	50.00 [-\$10.00]	40.00 PROCESSED

Page Total: \$40.00
 Unpaid/Outstanding: \$0.00

Updated 11 September 2024 13:40:49