

# Easy Payments Through Your User Profile!

Ready to pay for your parking or other services? Awesome! This page will guide you through the simple steps to make payments using your OPS-COM user profile. Let's get started! ☐

**Please note:** Keep in mind that not all parking providers accept Cash or Cheque. Always double-check with your specific provider to see what payment options they offer.

## Quick Steps:

### Paying with Cash or Cheque (Promise to Pay)

This option lets you select items you want to pay for and then complete the payment in person at your parking provider's office.

1. Log in to your '**User Profile**' and click on the '**Payments**' tab.
2. Check only the items you're paying for now. **Heads up!** If you have a Violation under review, **leave it unchecked** until the review is finished.
3. Click the '**Continue to Checkout**' button.
4. On the 'Payment Method' screen, choose '**Cash or Cheque**' (if it's an option).
5. Click the '**Submit Payment**' button.
6. Your items will show as '**Paid but not Processed**'.
7. **You'll need to visit your parking provider's office to complete the payment.**

### Paying with Credit Cards

1. Follow the steps above to get to the 'Payment Method' selection.
2. Choose '**Credit Card**' or a similar option.
3. You'll be taken to the secure payment page of our payment provider.
4. Enter all your credit card details.
5. Click the '**Process Transaction**' button (the name might vary).
6. Once your payment goes through, you'll see a receipt page, and your payment is complete!

## Step-by-Step Instructions:

## Paying with Cash or Cheque (Promise to Pay)

1. Once you've logged into your OPS-COM user profile, find and click on the '**Payments**' tab. This will take you to a page that lists your expenses and payment history. You'll also see this page as the final step when you're buying parking permits or renting lockers.
2. On this page, you'll see a list of items with checkboxes next to them. **Carefully check only the boxes next to the items you intend to pay for right now.**
3. **Important!** If you have any parking Violations that are currently being reviewed, make sure you **do not check** the box next to them. You should only pay for these after the review process is complete. You can use **Shift+Click** to quickly select or deselect all items if needed.
4. After you've selected all the items you want to pay for, click the '**Continue to Checkout**' button, usually located on the side or bottom of the page.
5. This will take you to the 'Payment Method' selection screen. If your parking provider accepts cash or cheque payments, you'll see an option for '**Cash or Cheque**'. Select this option.
6. Once you've chosen 'Cash or Cheque', click the '**Submit Payment**' button. The system will now note that you intend to pay using this method.
7. Your selected items will be marked as '**Paid but not Processed**'. **To finalize your payment, you must physically go to your parking provider's office and complete the transaction with cash or a cheque.** They will then update the payment status in the system.

## Paying with Credit Cards

1. Follow the same steps as in the "Paying with Cash or Cheque (Promise to Pay)" section until you reach the '**Payment Method**' selection screen.
2. On the 'Payment Method' screen, choose the option that says '**Credit Card**' or something similar (like Visa, MasterCard, etc.).
3. You'll be securely redirected to the website of our trusted payment provider. This is where you'll enter your credit card information safely.
4. On the payment provider's page, fill in all the required fields, such as your credit card number, expiration date, CVV/CVC code, and billing address.
5. Once you've entered all your information, click the button to process the transaction. Keep in mind that the exact wording of this button might be different depending on the payment provider your parking provider uses (for example, it might say 'Pay Now', 'Submit', or 'Process').
6. After your payment is successfully processed, you'll be automatically returned to a receipt page within OPS-COM. This page will confirm that your payment is complete, and the status of your items will be updated.

---

Revision #9

Created 23 April 2024 08:26:52

Updated 14 May 2025 09:47:17 by Shannon Jones