

# Making Payments with a User Profile

**Please note:** Not all parking providers support Cash or Cheque (Promise to Pay) payments. Always check with your parking provider to understand their specific payment options and policies.

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

1. To make payments, login to your profile and click 'Payments'. This will take you to a page detailing your expense and payment history.

This screen will also appear as the last step in any of the items that you are purchasing (e.g. buying parking permits or renting lockers).

The screenshot shows the 'Payments' page with a dark background. It contains two tables of permits and a summary section on the right.

Temp Permits					
Start Date	End Date	Permit Number	Amount		
<input checked="" type="checkbox"/>	2020-07-01	2020-07-10	8	\$226.00	<input type="checkbox"/>
Permits - Total Owing			\$226.00		

Permits					
Sales Window	Submit Date	Permit Number	Amount		
<input checked="" type="checkbox"/>	Test Annual	2020-06-26	0003	\$395.50	<input type="checkbox"/>
Permits - Total Owing			\$395.50		

Summary	
Subtotal	\$550.00
Taxes	\$71.50
Total Owing	\$621.50

[Continue to Checkout](#)

2. Check off only the items that you are paying at this time.

If you have a Violation under review, make sure this is unchecked until the review process is complete. You can use shift+click to toggle on all payments.

3. Once you have confirmed the items that you are paying, select the 'Continue to Checkout' button at the side of the page to proceed.
4. This will bring you to the 'Payment Method' selection screen where you can choose the 'Cash or Cheque' payment type if available. When you are finished click 'Submit Payment' button.

5. Your items will be marked as 'Paid but not Processed'. You must go to your parking provider's office to finish the payment process.

## **Paying with Credit Cards**

1. Follow the steps above until you get to the 'Payment Method' selection. This time chose 'Credit Card' or another method that is similar.
2. You will be sent to the Hosted Payment Provider and prompted to enter all fields required.

3. To process the payment, select the 'Process Transaction' button at the bottom of the screen. Once your payment is processed you will be returned to a receipt page. This payment is now complete.

The 'Process Transaction' button may change depending on the payment provider your parking provider is using.

Mandatory fields marked by \*

**Payment Method**

HP:

Moneris

Please choose a payment method.



Online

**Payment Details**

**Transaction Amount:** \$1401.90 (CAD)

**Order ID:** 58da2zb8a6204493face

Please complete the following details exactly as they appear on your card.  
Do not put spaces or hyphens in the card number.

**Cardholder Name\*:**

**Card Number\*:**

**Expiry Date (MMYY)\*:**



mastercc  
ID Check

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

**Process Transaction**

**Cancel Transaction**

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