

# Manage your Payment Methods & Subscriptions

Ready to add a credit card? Let's get that done! Here's how:

## Quick Steps:

1. Log in and click 'Manage Credit Cards'.
2. Follow the screen's instructions and hit 'Add Credit Card'.
3. You'll see your card and a 'Credit Card successfully stored' message.

**Heads up: If your parking office allows it,** you can setup your card to pay for items like temporary parking. **If they don't allow this,** your card can only be used for subscription term parking payments.

## Detailed Steps

1. Login to your user account on the OPS-COM portal and click the **Manage Credit Cards** menu.
2. Follow the instructions on the screen below and click the **Add Credit Card** button.

The screenshot displays the 'Subscriptions' and 'Payment Subscription Options' sections of the OPS-COM portal. The 'Subscriptions' section on the left includes two subscription types: 'Text2Park Subscription' and 'Permit Rollover Subscription'. Both have a dropdown menu set to 'No Subscription Selected' and a 'Save' button. A yellow warning box for Text2Park states: 'You do not have a card on file for Text2ParkMe. If you wish to use this service, you must add one now.' A light blue instruction box at the bottom explains: 'Select "No Subscription Selected" to prevent the services from making charges to your account for that specific subscription. If no options are available, please add a payment method first.' The 'Payment Subscription Options' section on the right contains fields for 'Select Payment Type' (set to 'GW: Moneris'), 'Card Holder Name' (John Doe), 'Card Number' (4111111111111111), 'Card Expiry' (12/2024), and 'CVV' (123). A blue button labeled 'Subscription Payment Methods' is at the bottom.

### Subscriptions

#### Text2Park Subscription

You do not have a card on file for Text2ParkMe. If you wish to use this service, you must add one now.

No Subscription Selected Save

#### Permit Rollover Subscription

Subscription missing for rollovers.

No Subscription Selected Save

Select "No Subscription Selected" to prevent the services from making charges to your account for that specific subscription. If no options are available, please add a payment method first.

### Payment Subscription Options

Select Payment Type GW: Moneris

Card Holder Name John Doe

Card Number 4111111111111111

Card Expiry 12 2024

CVV 123

Subscription Payment Methods

3. The stored credit card will appear in the **Stored Subscription Payment Methods** area and you will see "**Credit Card successfully stored**" in green.

This screenshot shows the 'Subscriptions' and 'Payment Subscription Options' sections. At the top right, a green notification banner states 'Credit Card successfully stored.' The 'Subscriptions' section on the left has two panels: 'Text2Park Subscription' and 'Permit Rollover Subscription'. Both panels show a message that no card is on file and a 'No Subscription Selected' dropdown menu with a 'Save' button. A light blue informational box at the bottom of the subscriptions section explains that selecting 'No Subscription Selected' prevents charges. The 'Payment Subscription Options' section on the right includes a 'Select Payment Type' dropdown, a 'Subscription Payment Methods' button, and a 'Stored Subscription Payment Methods' list. The list shows a card from Moneris with the number 4111\*\*\*\*\*1111 and an expiry date of 12/24, with a 'Remove' button next to it.

## Subscription Setup

Some payment methods, such as Payroll Deduction and EFT cannot be setup by a user. Contact your Parking office to find out about setting these options up.

1. To add a payment subscription to Text2Park or Term Permits, click the drop down and chose your payment type from the list and click **Save**.

This screenshot shows the 'Subscriptions' and 'Add Payment Option' sections. The 'Subscriptions' section on the left has two panels: 'Text 2 Park Subscription' and 'Permit Rollover subscription'. The 'Text 2 Park Subscription' panel shows a message that no card is on file and a dropdown menu that is open, displaying 'GW: Moneris: 4111\*\*\*\*\*1111 Card Expiry: 12/19' and a 'Save' button. The 'Permit Rollover subscription' panel shows a message that the subscription was set up by an administrator and a 'Payroll Deduction' button. The 'Add Payment Option' section on the right includes a 'Select Payment Type' dropdown, an 'Add Payment Method' button, and a 'Stored Payment Methods' list. The list shows a card from Moneris with the number 4111\*\*\*\*\*1111 and an expiry date of 12/19, with a 'Remove' button next to it.

2. If you do not have a subscription selected or setup, this will be shown in the selection fields as seen below.

## Subscriptions

### Text2Park Subscription

You do not have a card on file for Text2ParkMe. If you wish to use this service, you must add one now.

No Subscription Selected

Save

### Permit Rollover Subscription

Subscription missing for rollovers.

No Subscription Selected

Save

Select "No Subscription Selected" to prevent the services from making charges to your account for that specific subscription. If no options are available, please add a payment method first.

## Payment Subscription Options

Select Payment Type

No Payment Type Selected

[Subscription Payment Methods](#)

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