

Manage your Payment Methods & Subscriptions

Ready to add a credit card? The following guide will walk you through that!

Please note: Not all parking providers support this feature. If you don't see the **Manage Credit Cards** option, you might want to reach out to your parking provider to request they enable this functionality.

Quick Steps:

1. Log in and go to your **Profile**.
2. Click **Manage Credit Cards**.
3. Click **Add Payment Method** and choose your **Payment Subscription** type.
4. Follow the prompts to add your credit card details.
5. You'll see your card and a "Credit Card successfully stored" message.
6. You can remove a card by clicking the trash can.

Heads up: If your parking provider 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. Log in to your user account on the OPS-COM portal and click on your **Profile**.
2. Click **Add Payment Method**.
3. Choose your subscription type and follow the instructions on the screen and click **Add Payment Method**.
4. The stored credit card will appear in the **Stored Subscription Payment Methods** area and you will see "Credit Card successfully stored" in green.

Subscription Setup

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

If you want to enable your card to pay for monthly permits that recur, toggle on **Permit Rollover**.

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