

SchoolPay

The SchoolPay Hosted Payment Setup process allows administrators to configure SchoolPay as an integrated payment gateway within the system. Its primary purpose is to enable users to securely pay for items—such as permits, lockers, and violations—directly through the SchoolPay platform during checkout. This article is intended for OPSCOM administrators.

Setup and Configuration

Before adding the payment type, ensure you have your specific SchoolPay account credentials (Username, Password, and Item ID) readily available.

1. Hover over **System Configuration** and click **Payments** then **Setup Payment Types**.
2. Click the **Add Type** button.
3. Select **SchoolPay - Hosted** from the provider drop-down menu.
4. Click the **Next Step** button.
5. Enter a clear, descriptive name in the **Type Name** field (e.g., Online Credit Card Payment).
6. Select the specific user groups who should have access to this payment method from the **Enabled for User Types** list.
7. Leave the **Enable for Text2ParkMe** and **Enable for Permit Renewal Payments** checkboxes disabled.

8. Enable the **Enable for Guest Payments** checkbox if you intend to allow anonymous checkout on your portal.
9. Select **Email Address** from the **Prompt Information** field.
10. Enter your **Username**, **Password**, and **Item ID** into the respective credential fields.
11. Select whether you are using your Production or Sandbox credentials from the environment drop-down menu.
12. Click the **Update Payment Type** button to save and activate the gateway.

Using this Feature

Because this is a backend payment gateway configuration, administrators do not manually interact with this feature on a daily basis. Once configured, the SchoolPay integration automatically handles electronic routing when users process transactions on the user portal.

The standard user checkout flow proceeds as follows:

1. Select the SchoolPay payment type during the OPSCOM checkout process.
2. Enter a valid email address when prompted by the system.
3. Click the confirmation button to be securely redirected to the external SchoolPay system.
4. Enter the required credit card details on the SchoolPay interface.
5. Click **Finish** to process the funds and automatically redirect back to the OPSCOM portal.

Visual Cues and Status Indicators

- **Automated Receipts:** Upon a successful transaction and redirection back to OPSCOM, the system displays a final payment confirmation screen. Dual email receipts are automatically generated and sent to the user's supplied email address—one standard receipt from SchoolPay and one itemized receipt from OPSCOM.
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Best Practices and Considerations

Unsupported Features: The OPSCOM SchoolPay integration does not currently support the Text2ParkMe or Permit Renewal payment features.

Do not enable these specific checkboxes during configuration, as they will cause checkout errors.

- **Testing in Sandbox:** Always utilize your OPSCOM preview environment to test your Sandbox credentials before going live. This keeps your live production data—such as active permits, users, and financial records—completely separate and clean during the testing phase.
 - **User-Friendly Naming:** The text you enter into the **Type Name** field is exactly what your users will see when selecting a payment method during checkout. Choose a clear, recognizable name like "Online Credit Card" or "SchoolPay" to avoid confusion.
 - **Check Your Permissions:** If you attempt to follow the setup steps but do not see the **Setup Payment Types** option in your menu, verify your administrative roles. You must have the appropriate system configuration permissions enabled on your account profile to add or edit payment gateways.
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