

## Setting up Quick Pay/Guest Payments

This article describes the Guest Payments feature. Guest Payments allows guest users to look up and pay for violations directly from the user portal without needing to create or log in to an account. This functionality streamlines the payment process for end-users and reduces administrative inquiries.

### Setup and Configuration

For Guest Payments to function, it must first be enabled for specific payment types and then activated in the system's global settings.

**Keep in mind:** compatible third-party payment provider that supports guest transactions must be configured in your OPSCOM system.

See this article on [setting up a third-party payment provider](#).

### Enable Specific Payment Types

First, you must designate which electronic payment types are available for guest transactions.

- Go to **System Configuration, Payments**, and click **Setup Payment Types**.
- Create a new payment type or click the **Edit** icon next to an existing one that you wish to enable for guests.
- Select the **Settings** tab.

- Click the **Enable for Guest Payments** checkbox.
- Click **Save** to confirm the change.

Repeat these steps for all payment types you want to make available for guest payments.

## Activate Global Setting

After enabling the desired payment types, you must activate the feature for the entire system.

- Go to **System Configuration**, and click **System Settings**.
- Select the **Violations** tab.
- Enable the **Enable Anonymous Violation Payments** checkbox.
- Click **Save Settings**.

## Using this Feature

Once Guest Payments are fully configured, a button will appear on the public portal's main login page, allowing users to pay for a violation without logging in.

See this article for [Quick & Easy guest payment instructions](#).

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## Best Practices and Considerations

- **Select which payment types to enable for Guest Payments.** Only enable electronic payment methods (e.g., Credit Card) that can be processed automatically through your payment provider.
- **Confirm your payment provider supports this functionality.** Guest Payments will not work without a compatible payment gateway

configured in OPSCOM. Consult your payment provider's documentation or support if you are unsure.

- **Communicate the availability of this feature to the public.**

Consider adding a note on your organization's parking information page to direct users to this convenient payment option.

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