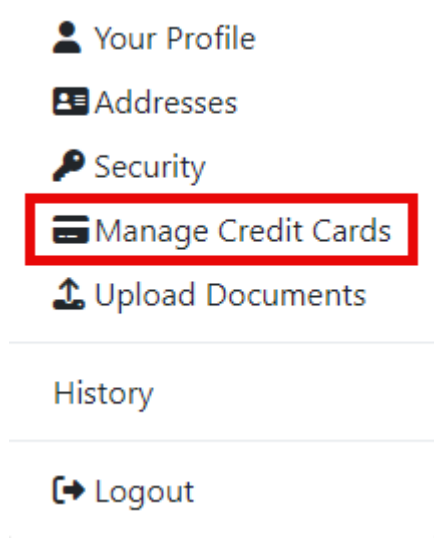


Credit Card Management and Subscriptions

Add a Credit Card

Login to your user account on the OPS-COM portal and click the **Manage Credit Cards** menu.



Follow the instructions on the screen below and click the **Add Credit Card** button.

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

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

Credit Card successfully stored.

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

Subscription Payment Methods

Stored Subscription Payment Methods

GW: Moneris: 4111*****1111

Card Expiry: 12/24 Remove

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.

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

The screenshot shows two side-by-side panels. The left panel, titled "Subscriptions", contains two sections. The top section, "Text 2 Park Subscription", has a yellow message box stating: "You do not have a card on file for Text2ParkMe. If you wish to use this service, you must add one now." Below this is a dropdown menu showing "GW: Moneris: 4111*****1111 Card Expiry: 12/19" and a blue "Save" button. The bottom section, "Permit Rollover subscription", has a yellow message box stating: "Subscription was set up by an administrator. Please contact them to change it." Below this is a light blue button labeled "Payroll Deduction". The right panel, titled "Add Payment Option", has a "Select Payment Type" dropdown menu and a blue button labeled "Add Payment Method". Below this is a section titled "Stored Payment Methods" which lists "GW: Moneris: 4111*****1111 Card Expiry: 12/19" with a yellow "Remove" button next to it.

If the user does not have a subscription selected or setup, this will be shown in the selection fields on the user-side as seen below.

The screenshot shows two side-by-side panels. The left panel, titled "Subscriptions", contains two sections. The top section, "Text2Park Subscription", has a yellow message box stating: "You do not have a card on file for Text2ParkMe. If you wish to use this service, you must add one now." Below this is a dropdown menu showing "No Subscription Selected" and a blue "Save" button. The bottom section, "Permit Rollover Subscription", has a yellow message box stating: "Subscription missing for rollovers." Below this is a dropdown menu showing "No Subscription Selected" and a blue "Save" button. A light blue message box at the bottom of the left panel states: "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 right panel, titled "Payment Subscription Options", has a "Select Payment Type" dropdown menu showing "No Payment Type Selected" and a blue button labeled "Subscription Payment Methods".

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