

Make Payments with a User Profile

Paying with Cash or Cheque (Promise to Pay)

To make payments, login to your profile and click **Payments**.

This will take you to a page detailing your expense and payment history. (This screen will also appear as the last step in any of the items that you are purchasing (e.g. buying parking permits or renting lockers.)

The screenshot shows a 'Payments' page with a dark background. It contains two main tables for permits and a summary section on the right.

Temp Permits				
	Start Date	End Date	Permit Number	Amount
<input checked="" type="checkbox"/>	2020-07-01	2020-07-10	8	\$226.00
Permits - Total Owing				\$226.00

Permits				
	Sales Window	Submit Date	Permit Number	Amount
<input checked="" type="checkbox"/>	Test Annual	2020-06-26	0003	\$395.50
Permits - Total Owing				\$395.50

Subtotal	\$550.00
Taxes	\$71.50
Total Owing	\$621.50

[Continue to Checkout](#)

Check off only the items that you are paying at this time. (If you have a Violation under review, make sure this is unchecked until the review process is complete.) You can use shift+click to toggle on all payments.

Once you have confirmed the items that you are paying, select the **Continue to Checkout** button at the side of the page to proceed.

This will bring you to the Payment Method selection screen where you can choose the Cash or Cheque payment type if available. When you are finished click **Submit Payment** button.

Your items will be marked as Paid but not Processed. You must go to the parking office to finish the payment process.

Paying with Credit Cards

Follow all the steps until you get to the **Payment Method** selection. This time chose credit card or another method that is similar.

You will be sent to the Hosted Payment provider and prompted to enter all fields required. To process the payment, select the **Process Transaction** button at the bottom of the screen. This button may change depending on the payment provider you are using. Once your payment is processed you will be returned to a receipt page. This payment is now complete.

Mandatory fields marked by *

Payment Method

HP:
Moneris

Please choose a payment method.



Payment Details

Transaction Amount: \$1401.90 (CAD)

Order ID: 58da2zb8a6204493face

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:



Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

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