

Credit Card Management in OPS-COM

When do we use this?

Users can manage credit cards on their accounts through OPS-COM portal. Multiple credit cards can be added but only one card may be set as primary. Admins can also add credit card details to a user profile. This card can be the selected payment type for recurring permits and can be auto-charged when permits are rolled over to the next Allocation period. This article will demonstrate how to work with credit cards on user profiles.



Note: To use this card to pay for recurring permits, the user must have purchased his previous permit through the same payment type so that the system would have a record of the payment type used. For more information on using credit cards to pay for permits that have been rolled over click [here](#).



*** **Note:** To do this the admin user must have the Manage User Credit Cards permission turned on ***

1. [Search](#) for user and bring up the correct profile.

User Search

Username / Last Name / Email	<input type="text" value="griffiths"/>	First name or initial	<input type="text"/>
Student Number OR Employee Number	<input type="text"/>		
Phone	<input type="text"/>		
Plate	<input type="text"/>		
Department	<input type="text"/>		
Tax Exemption Code	<input type="text"/>		
User Type(s)	<div><ul style="list-style-type: none">DemoFull Time StaffFull Time StudentPart Time StaffPart Time Student</div> <p>Control + Click to select / deselect multiple types.</p> <p><input type="button" value="Search"/></p>		

	Username	FULL NAME	ADDRESS	CITY	Stu./Emp. No.	User Type
 	griffithsj	griffiths, John	92 Bridge	Carleton Place		Demo

Click on a header to change sort order.
Click on a username to edit profile, register permit or locker, and to view history.
Click  to view system history.
Click  to send user a mail message.

2. Hover over the **Profile** menu and click **Credit Cards**.

The screenshot shows the user profile page for John Griffiths. The navigation menu includes Profile, Lockers, Vehicles, Parking, Payments, History, and Incident History. The user's name is Griffiths, John (griffithsj). A 'People Alarm' notification is visible. The 'Basic Profile Information' section shows the user is enabled, with details for User Type (Demo), Username (griffithsj), Name (Mr. John Richard Griffiths), Email Address (john.griffiths@ops-com.com), and Auto Login Address (Login as user). The 'Active Address' section shows the address: 92 Bridge, Carleton Place, Ontario, K1A2X0. The 'Vehicles' section shows one active vehicle: QWE321, Passenger, Ontario, BMW, 2016. The 'Violations' section shows three tickets: 10-01004 (Nov. 13, 2017, 40.00, discounted), 10-01006 (Nov. 13, 2017, 40.00, discounted), and TT-10002 (Nov. 9, 2017, 50.00). The 'Active Permits' section shows two permits: S1 (Y: Test Annual, After 4PM, \$119.50) and S1 (Y: Next Year Allocation, After 4PM, \$169.50).

- The **Credit Card** utility will display. The admin can fill out the card information on the right, and click **Add Credit Card** to register the credit card in the system.

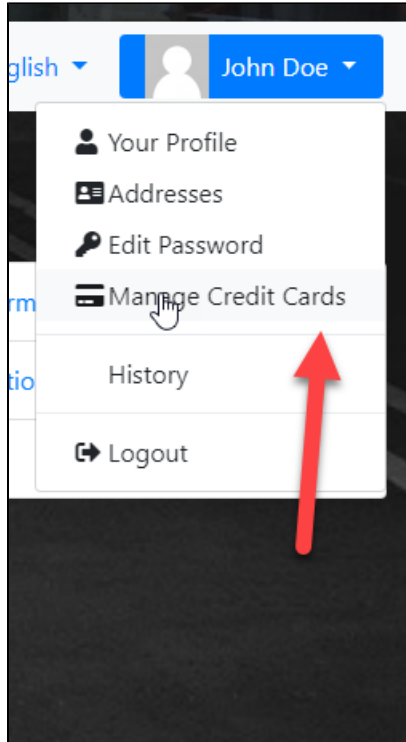
*Note: Designate the credit card as the default or **Prime Card** to allow the rollover process to automatically use this card for recurring permit payments.*

The screenshot shows the credit card management page. The 'Manage Existing Cards' section shows one card: Primary Card (Visa, ****1111, Expires 12/24) with a Delete button and an Update Credit Cards button. The 'Add New Credit Card' section has the following fields: Payment Option (Select Payment Method dropdown), Name on Card (John Smith), Card Number (401288888881881), and Card Expiry (two dropdown menus). There is a Default Card checkbox and an Add Credit Card button.

On the User Portal

User Credit Card Management

1. You can setup and manage your profile menu on the OPS-COM user portal. Click the **Manage Credit Cards** menu.



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

