

# Make Payments with a User Profile

The Make Payments option allows customers to pay for permits, violations or lockers by using a variety of online payment options. The Administrator controls what account payment types are available.

- [Paying with Cash or Cheque \(Promise to Pay\)](#)
- [Paying with Credit Cards](#)
- [Related Pages](#)

## 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' interface with two tables and a summary box. The first table, 'Temp Permits', has columns for Start Date, End Date, Permit Number, and Amount. It lists one item with a checked checkbox, a start date of 2020-07-01, an end date of 2020-07-10, permit number 8, and an amount of \$226.00. The second table, 'Permits', has columns for Sales Window, Submit Date, Permit Number, and Amount. It lists one item with a checked checkbox, a sales window of 'Test Annual', a submit date of 2020-06-26, permit number 0003, and an amount of \$395.50. To the right, a summary box shows a Subtotal of \$550.00, Taxes of \$71.50, and a Total Owning of \$621.50, with a 'Continue to Checkout' button.

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

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

<b>Subtotal</b>	\$550.00
<b>Taxes</b>	\$71.50
<b>Total Owning</b>	\$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**

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 transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

## Related Pages

- [Admin Side Payments](#)
- [Electronic Fund Transfer Configurations](#)
- [Failed Payments Report](#)
- [Make Payments with a User Profile](#)
- [Paying a Violation Anonymously on the Administrator Interface](#)
- [Payments and Transaction Flow](#)
- [Payroll Deduction Workflow](#)
- [Permit Invoicing](#)
- [Selecting User Profile Items](#)
- [Setting Payment Types by User Type](#)
- [User - Profile Tab](#)