

Credit Card Management in OPS-COM

i Users can manage multiple credit cards on their accounts through OPS-COM portal. 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.

- [Managing Credit Cards](#)
- [Related Content](#)

! 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](#).

To do this the admin user must have the Manage User Credit Cards permission turned on.

Managing Credit Cards

[Search](#) for the user that you want to manage a credit card for and select the user to get to their profile

User Search ?

Username / Name / Email	<input type="text"/>
User Number	<input type="text"/>
▼ More Search Options	
Phone Number	<input type="text"/>
Plate	<input type="text"/>
Department	<input type="text"/>
Tax Exemption Code	<input type="text"/>
User Types	<input type="text" value="Athletics Member"/> <input type="text" value="Complimentary"/> <input type="text" value="Daily Reserved"/> <input type="text" value="Demo"/>

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

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History Doe, John (johndoe)

- Profile Overview
- Edit Profile Information
- Credit Cards**
- Other Payment Methods
- Subscription Settings

People Alarm
Licence Plate Alarm
This is a test of the flags content length as displayed in the pop up

Basic Profile Information Edit

Enabled	Yes
User Directory	OPSCOM
Unique ID	ead1845e-d28e-43bc-a75f-b8c25a97b41d
User Type	Company Staff
Locker User Type	
Username	johndoe
Name	Mr. John Bob Doe
Email Address	john.doe@tomahawk.ca
Auto Login Address	Login as user ?

Active Address

Address	123 Any Street
City	AnyTown

Vehicles Edit

Status	Plate	Type	Province	Make	Year
Active	ABC316	Passenger	Ontario	Dodge	2000
Active	JDOE	Passenger	Ontario	Chevrolet	2012

Violations

	Ticket	Issued	Value	Notes
	TT-19012	Jun. 2, 2021	\$50.00	Overdue
	TT-19015	Jun. 2, 2021	\$50.00	Overdue
	TT-19016	Jun. 2, 2021	\$50.00	Overdue
	TT-19022	Jun. 4, 2021	\$55.00	Overdue

Active Permits

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.

Manage Existing Cards

Primary Card

GW: Moneris:
****4111*****1111

Delete

Primary Card

GW: Moneris:
****4516*****9955

Delete

Update Credit Cards

Related Content

- [Credit Card Management in OPS-COM](#)
- [Credit Card Management and Subscriptions](#)