Setting up a recurring payment for UC parking

Go to http://www.canberra.edu.au/on-campus/parking/e-permits

You are then presented with the following screen.
Affiliates have two options for parking.
1. Purchase a 14 day permit
2. Setup a recurring payment every 14 days that will expire at either June 30 or December 31 of the current year.

- **Recurring payment e-Permit** – create an account and store your credit card details so a fortnightly deduction can be made during the year. Affiliates can choose to make recurring payments until the end of June or December of the current year.
Recurring payment e-Permit

This is a 2 part process.
- Firstly you need to setup an account and record your credit card details so automatic deductions can take place every fortnight.
- Then you need to return to the parking website and click the “Purchase” button to buy your e-Permit.

Steps

➤ Click ‘Create Account’

CREATE ACCOUNT

Enter the details below to create your new account.

An account is needed so you can register your credit card details and manage the recurring payments for your parking e-Permit.

➤ Fill out details and hit “Create”. A confirmation email is then sent to your email address.

View

New Account Confirmation

If you did not create a new account please ignore this message.
Sign in (noting the message above re instructions)

- Click on “My Account” > “Manage cards”, and then click on “Register Card”. Enter your card details and then save.
- Go back to [http://www.canberra.edu.au/on-campus/parking/e-permits](http://www.canberra.edu.au/on-campus/parking/e-permits) Click on the “Purchase” link after checking the box for “Yes I have created an account”.

➢ After viewing the details click “Add to cart”

➢ Click “Process Payment”

➢ Enter in the user account details that you have created and click “Sign in”
Select the Card that you setup earlier and choose the period of time that you would like to do recurring payments for (either to June 30 or December 31 for affiliates).

Click “Confirm” to finish the process.

PAYMENT PLAN DETAILS
You have elected to pay using scheduled payments. Select the plan type and the card you have registered for the payments.

Invoice’s will be sent to your registered email address: [email protected] canberra.edu.au

<table>
<thead>
<tr>
<th>Card Name</th>
<th>— Select—</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Plan</td>
<td>to December 31, 2015</td>
</tr>
</tbody>
</table>

Date | Amount
---|---
(ongoing until 31-12-2015 12:00:00) | $28.00

For your protection, an arbitrary token linked to your credit card will be created which can be used for future transactions. The token can only be used by this account, and only through this website. Your full credit card number is transmitted directly to the National Australia Bank (NAB) and only stored by them when you register your card. Only you (the owner) and the NAB (bank) will ever know your full credit card number when using this payment method.

End of document//