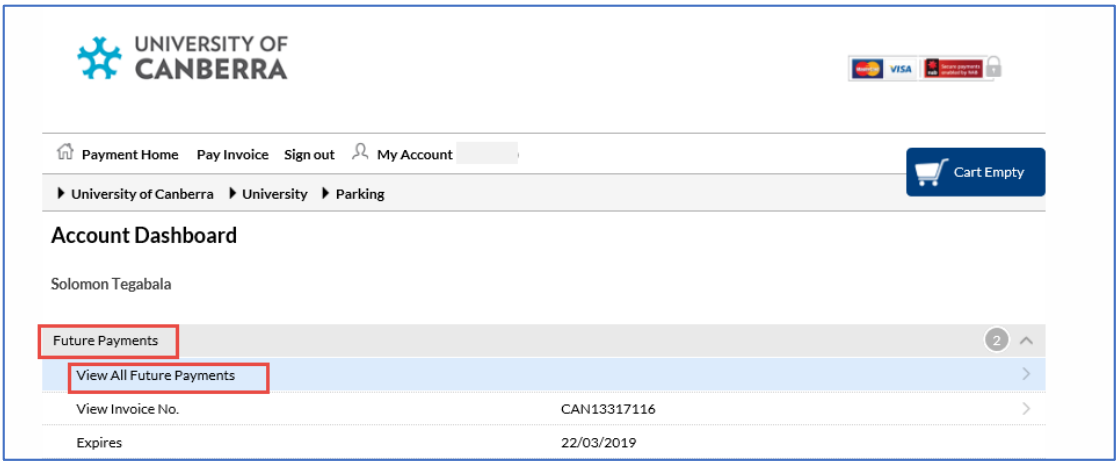
How to cancel my parking permit plan

Staff
Fortnightly recurring permits can be cancelled through the Salary Deductions e-form.

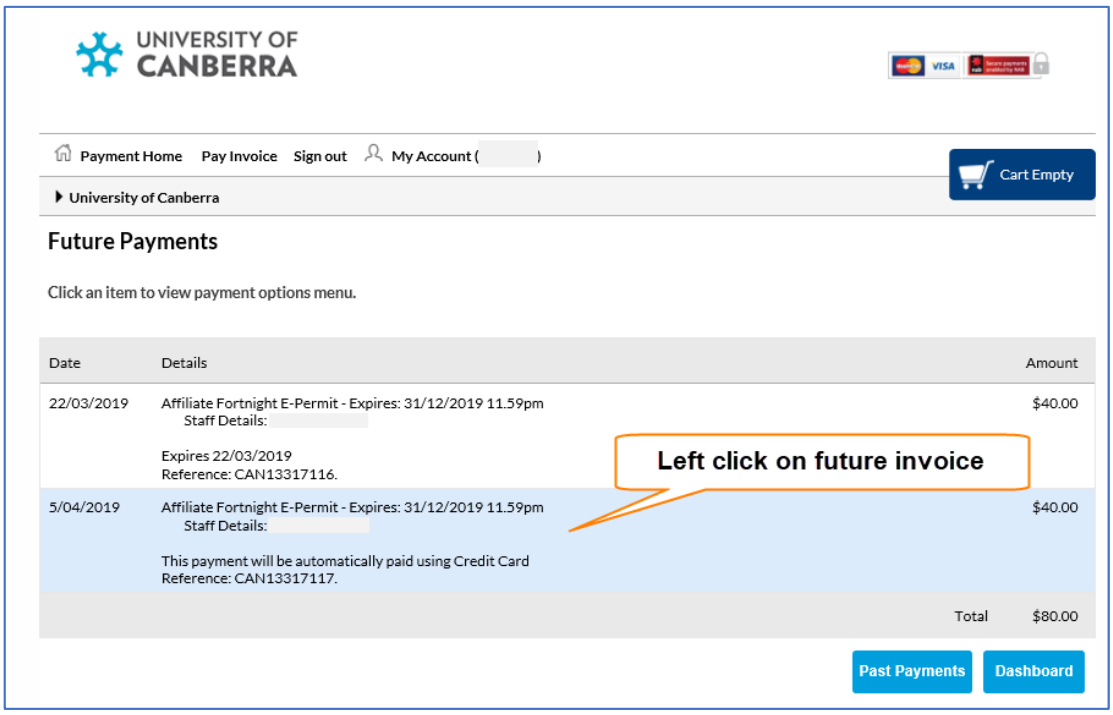
Students and Affiliates
Please follow the below steps to cancel your parking permit plan.

Step 1: log on to your parking account.

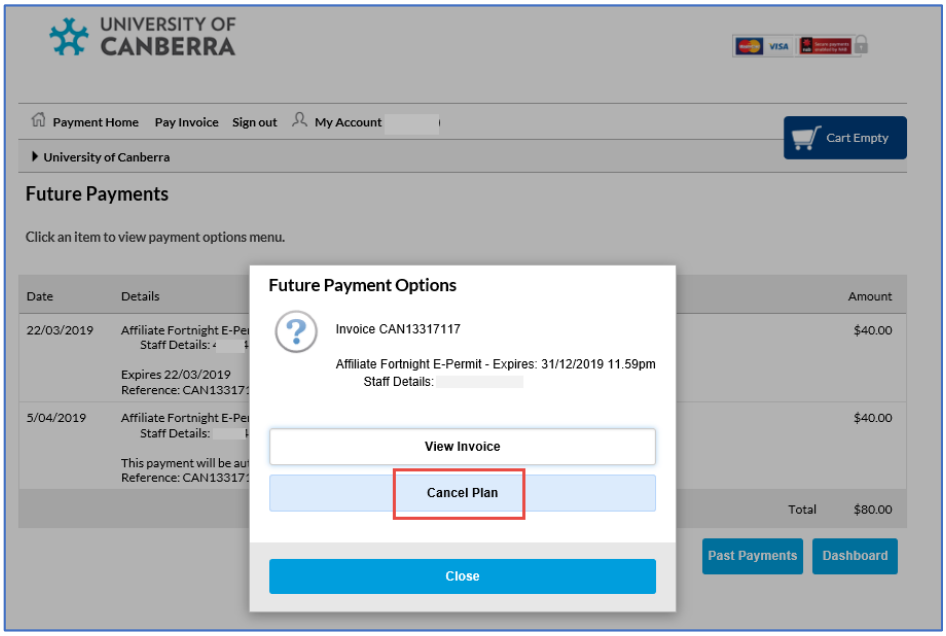
Step 2: Click 'Future Payments'- 'View all future payments'.



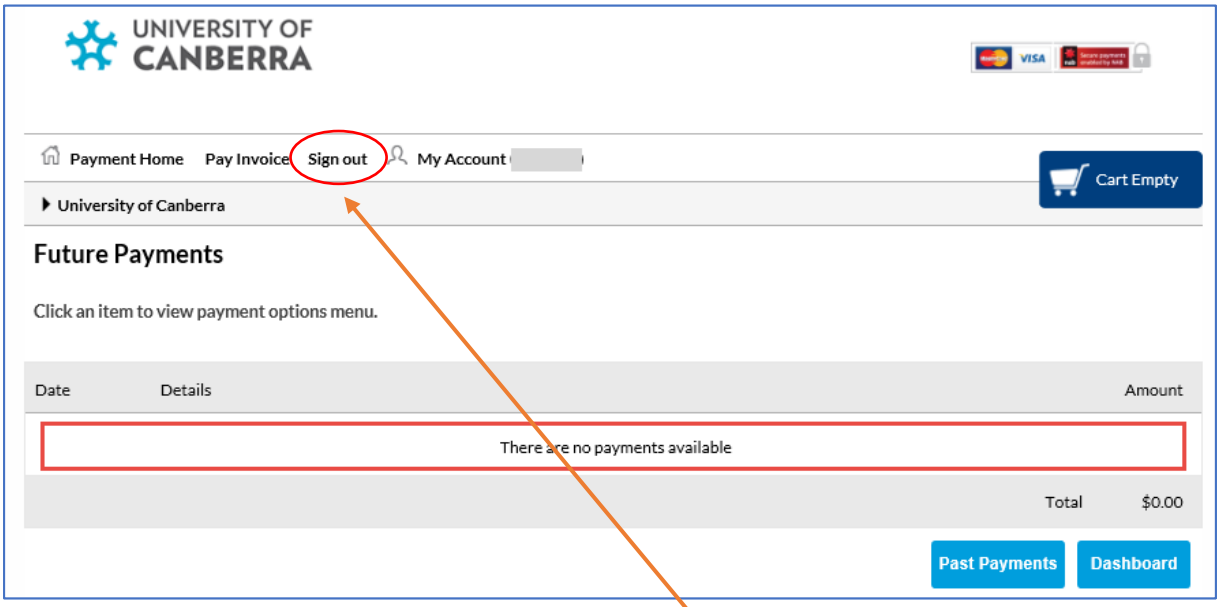
Step 3: Left click your future parking plan invoice. If there is no pop-up, please turn off the pop-up blocker in your web browser. Sign out and sign back in your payment account.



Step 4: Cancel your parking plan by selecting the cancel plan option.



Make sure there are no payments available in 'Future Payments', as it proves successful cancellation.



Please note: Your parking permit will expire after 14 days from your latest recurring deduction, and you can only purchase a new parking plan once your current parking permit has expired.

Exception: If you do not see pop up with 'Cancel Plan' option, please sign out and sign in to your payment account and try the above steps again.