

HOW TO CANCEL A RECURRING PARKING PLAN

Step 1: log on to your account through parking page:

<http://www.canberra.edu.au/on-campus/parking/how-to-pay-for-parking>

Choose your parking category -> manage account:

How to Pay for Parking

Prepaid tickets **Student Parking** Staff Parking **Affiliate Parking**

Manage Account

Manage your permit account

MANAGE ACCOUNT

Or check 'My Account' if you are already logged in.

Payment Home Pay Invoice Sign out **My Account** Cart Empty

University of Canberra University

Step 2: Click 'Future Payments'

Address Book >

Password >

Payment Methods >

2018 parking Manage Future Payments

Future Payments >

Next recurring payment Pay Now

Invoice No. CAT12000369

Date 2018-03-06

Amount \$38.00

Past Payments >

Most Recent Receipt

Invoice No. CAT12000368

Cancelled 2018-02-06

Amount \$38.00

Sign out

Step 3: Click your current parking plan.

Click on this

Future Payments

Click an item to view payment options menu.

Scheduled Date	Details	Amount
2016-03-06	Affiliate e-Permit- recurring fortnightly plan Details: [redacted] Status: Approved	\$38.00
Total		\$38.00

Step 4: Cancel Parking

It will cancel your parking plan (e.g. Fortnightly recurring parking plan).

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.