How to cancel my parking permit plan

Staff

Fortnightly recurring permits can be cancelled through the <u>Salary Deductions e-form</u>.

Students and Affiliates

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

Step 1: Log on to your parking account via this link.

https://canberra.onestopsecure.com/canberra/onestopweb/UniversityofCanberra/WebUser Account

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

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University of Canberra Univer	rsity		
Account Dashboard			
Future Payments			1 ~
Past Payments			~
Payment Plans			1 ^
Student Fortnight E-Permit- Expi	res: 24/12/2020 11.59pm - Scheduled on	Card - ·	>
Payment Methods			>
Credit Card		Card -	
Personal Details			>
Name			
Email			
Phone			
Address Book			>
Two-step Authentication			>

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.

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ର୍ଲି Payment Home Pay Invoice ର୍ଥ My Account (Sign Out		
University of Canberra University		
Future Payments		
Click an item to view payment options menu		
Details	Left click on the invoice	Past Paymen
Today		29/05/20
Student Fortnight E-Permit-Expires: 24/12/2020 11.59pm Student Details: FAILED: 57-Trans. not Permitted to Cardholder. Payment Method: Card -		
Reference: CAN13385049. Plan: Commenced today, Ongoing, Recurs every 2 week(s), Expires 18-12-2020. No. 1		\$22.0
12th June		12/06/20
Student Fortnight E-Permit- Expires: 24/12/2020 11.59pm Student Details: This payment will be processed automatically. Payment Method : Card Reference: CAN13385050. Plan: Commenced today, Ongoing, Recurs every 2 week(s), Expires 18-12-2020. No. 2		\$22.0
Total		\$44.0

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

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University of Cariberra B University		
Future Payments		
Click an item to view payment options	neni	
F	uture Payment Options	_
Details	Invoice CAN13385049 Student Fortnight E-Bermit-Expires: 24/12/2020 11 59pm	Part Payments
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NALED ST Trans out fer-statistic Cards Payment Institut Card + 411111.111	View Invoice	
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Reference CAN(2008000) Plan Commerced Itolay, Orgoing Recurs		\$22.00
Total		\$44.00

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

	VISA DE MARTIN
Payment Home Pay Invoice \mathcal{A} My Account (Sign Out	
University of Canberra University	
Future Payments	
Click an item to view payment options menu	
	Past Payments
Details	Amount
There are no payments available	
There are no payments available Total	\$0.00

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 into your payment account and try the above steps again.