

How to purchase parking permit plan

Staff

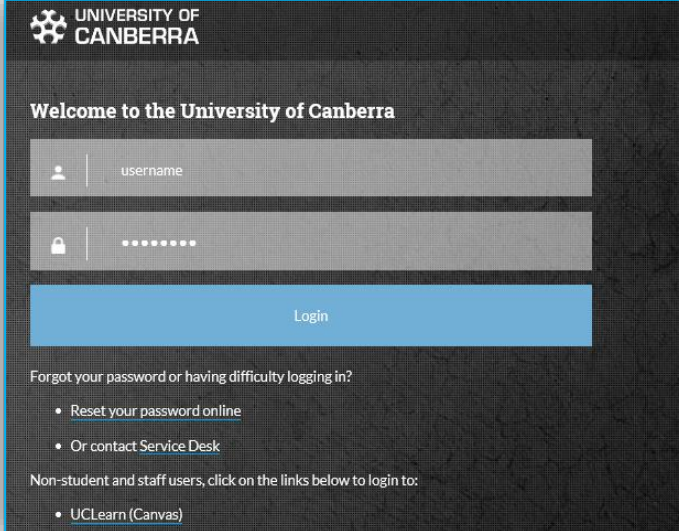
Fortnightly recurring permits can be purchased through the [Salary Deductions e-form](#).

Students and Affiliates

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

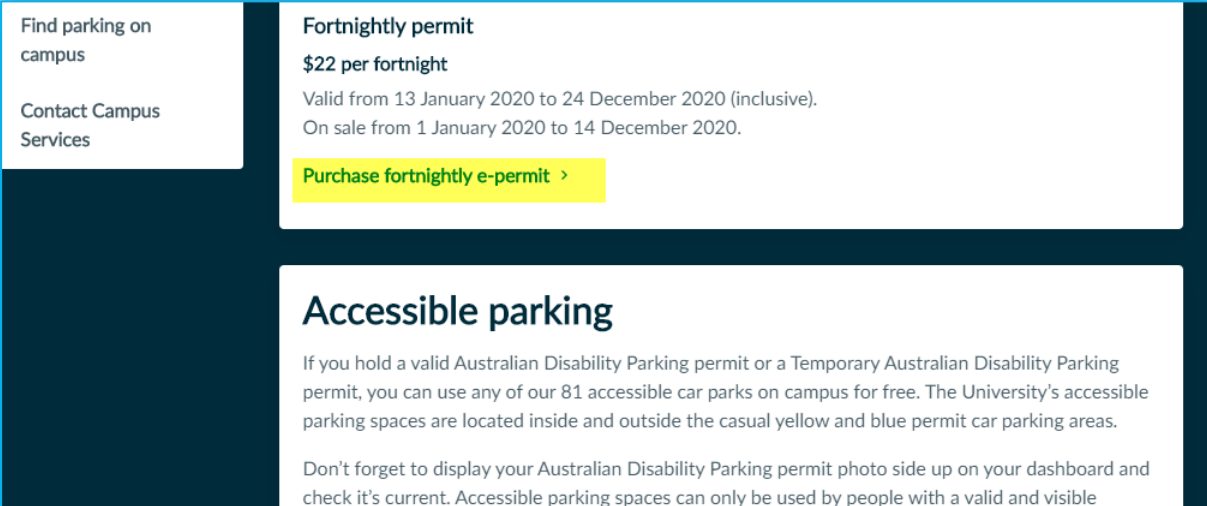
Step 1: Register for a parking account.

- Access '[Parking Permits](#)' and choose your parking category (Student Permits / Affiliate Permits).
- Follow the link and log into my UC.





The screenshot shows the University of Canberra login page. At the top left is the University of Canberra logo and name. Below it is the text "Welcome to the University of Canberra". There are two input fields: one for "username" and one for a password (represented by dots). Below the password field is a blue "Login" button. Underneath the login fields, there is a link for "Forgot your password or having difficulty logging in?" with two options: "Reset your password online" and "Or contact Service Desk". At the bottom, there is a note for "Non-student and staff users, click on the links below to login to:" with a link for "UCLearn (Canvas)".

- Click on 'Purchase fortnightly e-permit' link



The screenshot shows a webpage with a dark blue background. On the left, there is a white box with the text "Find parking on campus" and "Contact Campus Services". To the right, there is a white box with the heading "Fortnightly permit" and the price "\$22 per fortnight". Below this, it says "Valid from 13 January 2020 to 24 December 2020 (inclusive). On sale from 1 January 2020 to 14 December 2020." There is a yellow button with the text "Purchase fortnightly e-permit >". Below this, there is another white box with the heading "Accessible parking" and text explaining that holders of a valid Australian Disability Parking permit can use 81 accessible car parks on campus for free. It also mentions that the permit photo must be displayed on the dashboard and is current.

➤ Click on 'Process Payment' after validating yourself.



[Payment Home](#) [Pay Invoice](#) [My Account](#)

[University of Canberra](#) [University](#) [Parking](#)

Student Fortnight E-Permit- Expires: 24/12/2020 11.59pm

Please complete the following details

Do not purchase a new plan if you've had a failed payment. please email RecurringPayments@canberra.edu to re-process your failed payment in order to gain parking permit immediately. Otherwise the system will automatically retry your next scheduled payment in 14 days.

Student ID (numbers only) *

If your ID is not found, you are not entitled to purchase this option, you may be a staff member or may already have an active permit.

Fortnightly Amount \$ *

Your UC Card will be updated overnight with parking access if you purchase before 4:30pm. If you purchase after 4:30pm your UC Card will be updated the day after tomorrow.

A receipt will be emailed to your registered email address.

This is a recurring fortnightly payment plan which will be active until your last fortnightly deduction date in December unless you cancel it.

Your scheduled payments will only cease after you cancel your plan. It is your responsibility to purchase, manage and cancel your plan.

To cancel the plan at any time – please follow the [Instruction](#) here.

Please choose carefully as this payment is strictly non-refundable.

Am not a Robot *

- If you had set up a payment method in your account previously, this will already be available in your account. If not, you would be prompted to register your card details. Please follow the prompts to register your card.

The screenshot shows the 'Manage Cards' page in the University of Canberra payment system. At the top left is the University of Canberra logo. To the right are logos for Mastercard, VISA, and Health Insurance (Health Insurance Card). Below the logo is a navigation bar with links for 'Payment Home', 'Pay Invoice', 'My Account' (with a profile icon), and 'Sign Out'. On the right side of the navigation bar is a shopping cart icon and the text 'Items: 1 Total: \$22.00'. Below the navigation bar is a breadcrumb trail: 'University of Canberra > University > Parking'. The main heading is 'Manage Cards'. Below the heading is a note: 'Your registered cards are listed below. Cards that are in use by ongoing payment plans cannot be deleted.' Below this note is a table with four columns: 'Name', 'Number', 'Expiry', and 'Action'. The table is currently empty, with the text '(Nothing registered)' centered in the body. At the bottom right of the page are two buttons: 'Register Card' (highlighted with a red box) and 'Back'.

UNIVERSITY OF
CANBERRA

Mastercard VISA Health Insurance (Health Insurance Card)

Payment Home Pay Invoice My Account Sign Out

Items: 1 Total: \$22.00

University of Canberra > University > Parking

Manage Cards

Your registered cards are listed below. Cards that are in use by ongoing payment plans cannot be deleted.

Name	Number	Expiry	Action
(Nothing registered)			

Register Card Back

- Click on 'Next', Provide your card details and Click on 'Verify and continue'. Your card is now registered.

UNIVERSITY OF CANBERRA

Payment Home Pay Invoice My Account Sign Out

University of Canberra University Parking

My Account - Register Card

Enter a name to identify this card, e.g. My Credit Card.

Payment Method Name*

Credit Card

(Do not use your credit card number)

Next Cancel

UNIVERSITY OF CANBERRA

Payment Home Pay Invoice My Account Sign Out

University of Canberra University Parking

My Account - Register Card

Enter the details

Credit Card

Card Number Card Number



Expiry Date Month MM Year YY

Verify and Continue

For your protection no credit card numbers are stored on this website. When credit cards are used as a payment method a token will be created to allow the National Australia Bank (NAB) to use your card for payments. The token can only be used by this account and only through this web site.

When you register a card your full credit card number is transmitted directly to the National Australia Bank (NAB) and stored by them. Only you (the owner) and the NAB (bank) will ever know your full credit card number when using this payment method.

- Select the right category to purchase the parking plan you want. Please be aware that plans with finished sales promotions will not be available for purchase. Click on 'Confirm'.



[Payment Home](#) [Pay Invoice](#) [My Account \(████\)](#) [Sign Out](#)

[University of Canberra](#) [University](#) Items: 1 Total: \$22.00

Payment Plan Details

You have elected to pay using scheduled payments. Select the plan type and the payment method you have registered for the payments.

Receipts will be sent to your registered email address - ██████████@canberra.edu.au

Payment Method *

Credit Card (██████████). Expiry: ██████████

Payment Plan *

2020 Fortnightly Recurring Parking Plan

Commences immediately, Ongoing, Recurs every 2 week(s), Expires 18-12-2020

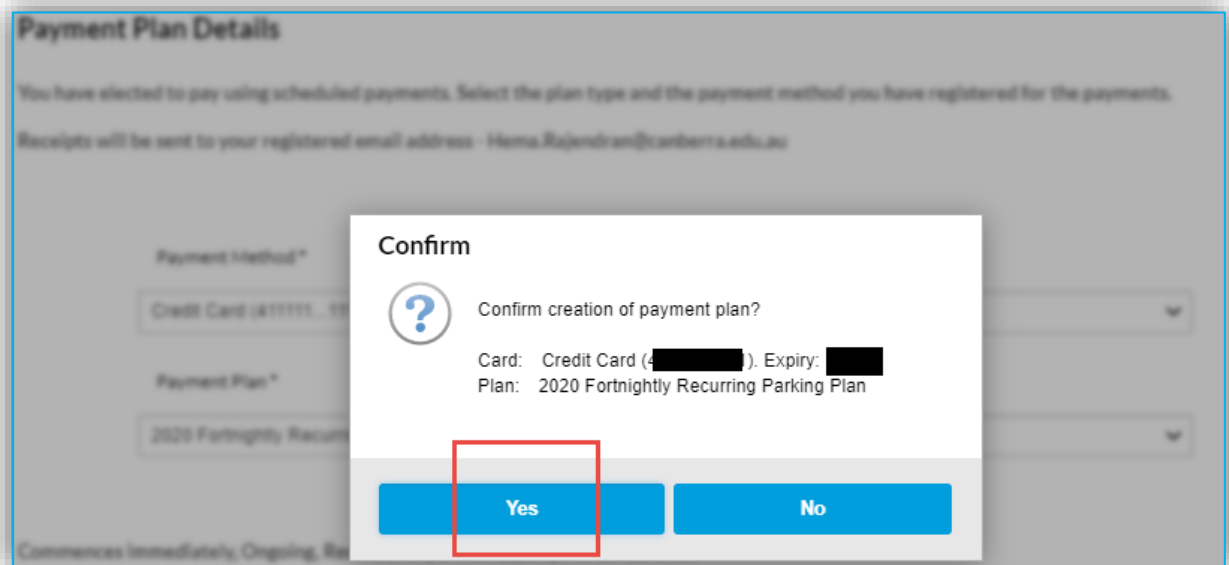
Start Date	Amount	Fee	Payment
29-05-2020 01:57:03	\$22.00	\$0.00	\$22.00
(Ongoing until 18-12-2020 12:00:00)			

For your protection no credit card numbers are stored on this website. When credit cards are used as a payment method a token will be created to allow the National Australia Bank (NAB) to use your card for payments. The token can only be used by this account and only through this web site.

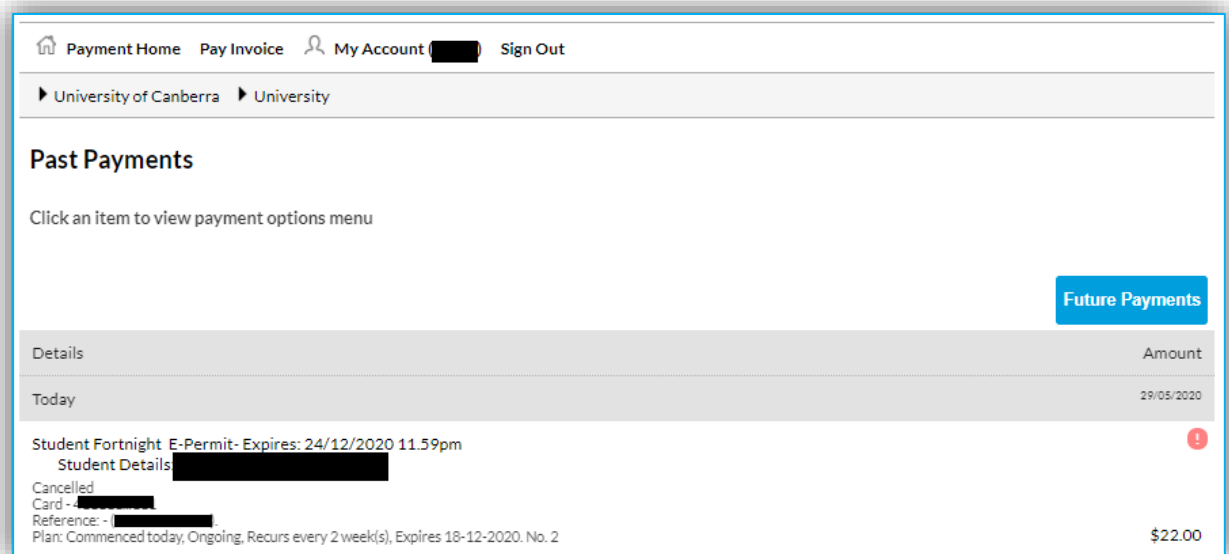
When you register a card your full credit card number is transmitted directly to the National Australia Bank (NAB) and stored by them. Only you (the owner) and the NAB (bank) will ever know your full credit card number when using this payment method.

Confirm Cancel

- Click on 'Yes' to confirm the payment plan creation.



- Your Payment plan has now been created.



- You could update your card details at any point by going to 'MyAccount' - > 'Payment Methods'

