

How to cancel my parking permit plan

Staff

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

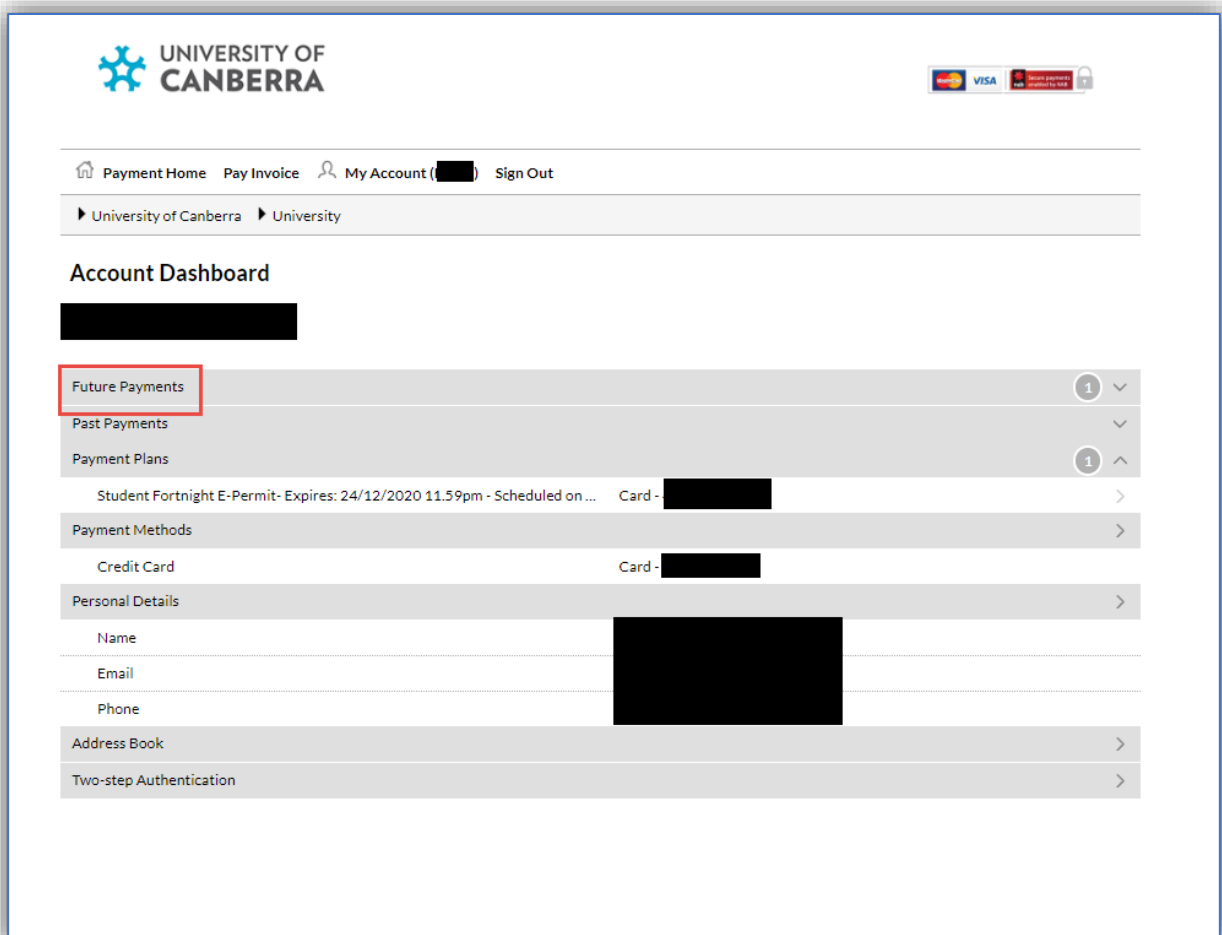
Students and Affiliates

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

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

<https://canberra.onestopsecure.com/canberra/onestopweb/UniversityofCanberra/WebUserAccount>

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.

UNIVERSITY OF CANBERRA

Payment Home Pay Invoice My Account Sign Out

University of Canberra University

Future Payments

Click an item to view payment options menu

Past Payments

Details	Amount
Today	29/05/2020
Student Fortnight E-Permit- Expires: 24/12/2020 11.59pm Student Details: [REDACTED] FAILED: 57-Trans. not Permitted to Cardholder. Payment Method: Card [REDACTED] Reference: CAN13385049 Plan: Commenced today, Ongoing, Recurs every 2 week(s), Expires 18-12-2020. No. 1	\$22.00
12th June	12/06/2020
Student Fortnight E-Permit- Expires: 24/12/2020 11.59pm Student Details: [REDACTED] This payment will be processed automatically. Payment Method: Card [REDACTED] Reference: CAN13385050 Plan: Commenced today, Ongoing, Recurs every 2 week(s), Expires 18-12-2020. No. 2	\$22.00
Total	\$44.00

Left click on the invoice

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

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Payment Home Pay Invoice My Account Sign Out

University of Canberra University

Future Payments

Click an item to view payment options menu

Past Payments

Future Payment Options

Invoice CAN13385049
 Student Fortnight E-Permit- Expires: 24/12/2020 11.59pm
 Student Details: [REDACTED]
 Plan: Commenced today, Ongoing, Recurs every 2 week(s), Expires 18-12-2020. No. 1

View Invoice

Cancel Plan

Close

Details	Amount
Today	29/05/2020
Student Fortnight E-Permit- Expires: 24/12/2020 11.59pm Student Details: 3377844, RACH FAILED: 57-Trans. not Permitted to Cardholder. Payment Method: Card [REDACTED] Reference: CAN13385049 Plan: Commenced today, Ongoing, Recurs every 2 week(s), Expires 18-12-2020. No. 1	\$22.00
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Total	\$44.00

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

Future Payments

Click an item to view payment options menu

[Past Payments](#)

Details	Amount
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.