Guidance for Online Payment System

You may find it easier to read through these notes before clicking on the link below.

Click on the following link brookes.ac.uk/travel/parking/ to access the online parking payment system. You will be prompted to log in to your Open Parking account – this will be the email you used to create the account and your chosen password.

If you are unable to log into your account, click on the ‘I’ve forgotten my password link’ to reset your account.

1) Access your Open Parking account

2) Once you have logged into your account, you will see the blue Online Payment System icon, please see image below. Click on this.
3) Your Permit details will be displayed, as shown below.

The tabs on the navigation bar provide the following information:

- "My vehicles" - vehicles you make payments for.
- "My Cards" - bank cards from which you can buy topups.
- "Booked Sessions" - display of booked sessions for the current permit.

4) i) To "Buy topup" click on the ‘orange icon’, as below.

Please then follow onscreen instructions (e.g. card details).
ii) When “topup” tokens have been purchased confirmation will appear on the screen, see below.

![Topup Successful Alert](image)

iii) Your current Topup balance will now show, as per below.

![Topup History Table](image)
5) You will now need to click on **Book** to pay for your parking.

6) i) You will then be shown the following screen.

Enter the **vehicle registration** that you wish to pay for and it **MUST** be on your permit. For convenience, you can save the vehicle details for another time. Please also select the **parking location** (e.g. Headington Campus) of the vehicle.
ii) You will be asked to confirm the details of the booking. Please check and if content, click the orange Confirm icon.

iii) You will then receive confirmation (as shown below) that your booking has been received, and parking for your vehicle has been paid.

Thank you for using the Oxford Brookes University Online Payment System and we hope you have a nice day.