

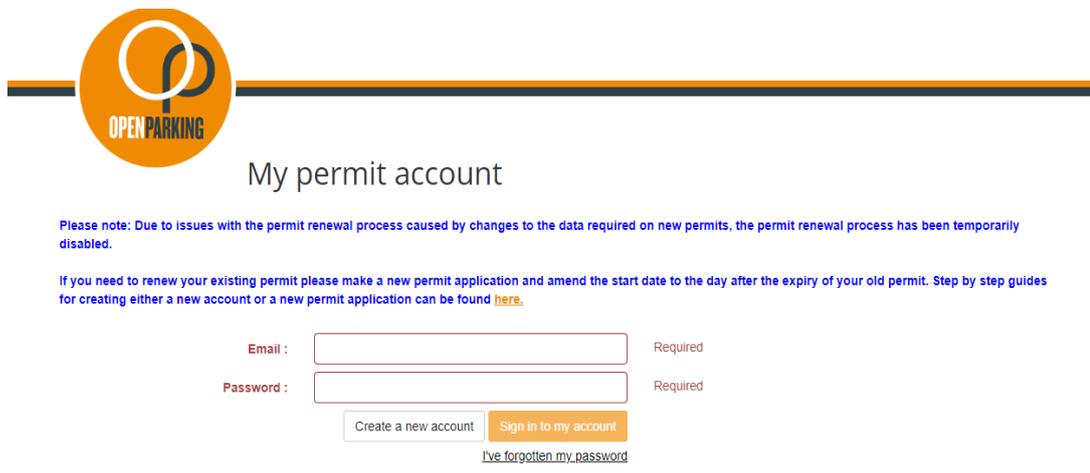
Guidance for Online Payment System

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



My permit account

Please note: Due to issues with the permit renewal process caused by changes to the data required on new permits, the permit renewal process has been temporarily disabled.

If you need to renew your existing permit please make a new permit application and amend the start date to the day after the expiry of your old permit. Step by step guides for creating either a new account or a new permit application can be found [here](#).

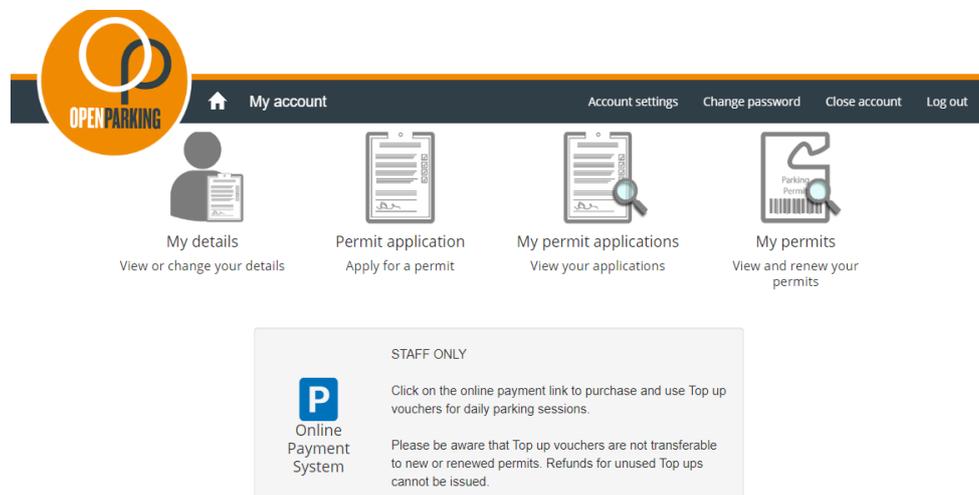
Email : Required

Password : Required

[Create a new account](#) [Sign in to my account](#)

[I've forgotten my password](#)

2) Once you have logged into your account, you will see the **blue** Online Payment System icon, please see image below. Click on this.



My account Account settings Change password Close account Log out

My details
View or change your details

Permit application
Apply for a permit

My permit applications
View your applications

My permits
View and renew your permits

STAFF ONLY

P Online Payment System

Click on the online payment link to purchase and use Top up vouchers for daily parking sessions.

Please be aware that Top up vouchers are not transferable to new or renewed permits. Refunds for unused Top ups cannot be issued.

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.

The screenshot shows the Open Parking website interface. At the top left is the Open Parking logo. The navigation bar includes tabs for 'Book parking', 'My vehicles', 'My cards', and 'Booked sessions', with 'Book parking' selected. A 'Sign out' button is visible on the right. The main content area is titled 'Select permit' and displays 'You have 1 permit active to book parking sessions'. Below this is a table with the following data:

Permit	Status	Work order number	Allowance
OBHESA1206	Valid until 28/02/2021	p0083691	You are entitled to 999 sessions in each 12 month period. ? Topups
HEA-Salary: up to £30000			You have 999 sessions remaining in this period.
Headington - All Headington Campus			Your current top-up balance is 0 sessions.

Below the table, there is a checkbox labeled 'Show expired, suspended, and cancelled permits : '. On the left side, there is a 'Help' section with text explaining permit holders' responsibilities and topup policies.

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

Please then follow on onscreen instructions (e.g. card details).

The screenshot shows the Open Parking website interface for the 'Buy topup' process. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Topup history' and displays the following information:

Permit : OBHESA1206 HEA-Salary: up to £30000 Headington - All Headington Campus
Status : Valid until 28/02/2021

Your current topup balance is 0 sessions.

You may now topup no more than 999 sessions. ?

At the bottom right, there is an orange button labeled 'Buy topup'. On the left side, there is a 'Help' section with text explaining how to use topups and their charges.

ii) When “topup” tokens have been purchased confirmation will appear on the screen, see below.

The screenshot shows a confirmation dialog box with the text "Topup successful." and an "OK" button. The background page is titled "Topup history" and displays the following information:

Permit : OBHESA1206 HEA-Salary: up to £30000 Headington - All Headington Campus
Status : Valid until 28/02/2021

Your current topup balance is 1 sessions.

You may now topup no more than 998 sessions. ?

[Buy topup](#)

Purchased	Status	First used	Last used	Price	Sessions	Balance
15/07/2020 11:56	New			£0.50	1	1
Totals:				£0.50	1	1

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

The screenshot shows the "Topup history" page with the following information:

Permit : OBHESA1206 HEA-Salary: up to £30000 Headington - All Headington Campus
Status : Valid until 28/02/2021

Your current topup balance is 1 sessions.

You may now topup no more than 998 sessions. ?

[Buy topup](#)

Purchased	Status	First used	Last used	Price	Sessions	Balance
15/07/2020 11:56	New			£0.50	1	1
Totals:				£0.50	1	1

5) You will now need to click on **Book** to pay for your parking.

'."/>

OpenParking

Book parking My vehicles My cards Booked sessions Sign out

Select permit

You have 1 permit active to book parking sessions

Permit	Status	Work order number	Allowance
OBHESA1206	Valid until 28/02/2021	p0083691	You are entitled to 999 sessions in each 12 month period. ? Book
HEA-Salary: up to £30000			Topups
Headington - All Headington Campus			You have 999 sessions remaining in this period.
			Your current top-up balance is 1 sessions.

Show expired, suspended, and cancelled permits :

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

 ?' checkbox. Under 'Location', there is a 'Parking location : Please choose a location' dropdown menu. Under 'Duration', there is a 'Parking date : You can book parking for today' and 'This permit allows parking until 16:30.' Below these are 'Continue' and 'Cancel' buttons."/>

Help

Please ensure that the registration number matches the parked vehicle on campus

If the registration number does not match the enforcement ANPR system will not recognise that a topup session has been redeemed for the vehicle.

Account holders can only redeem one topup session a day and this should only be redeemed for a vehicle linked to their issued permit.

Account holders can park in specific car parks subject to the OBU eligibility criteria.

When you've done this click 'Continue'.

Book parking (step 1 of 3)

Vehicles

Use a : New registration number Saved registration n

Registration number :

Save this registration number : ?

Location

Parking location :

Duration

Parking date : You can book parking for today

This permit allows parking until 16:30.

Continue **Cancel**

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.

OPEN PARKING

Book parking My vehicles My cards Booked sessions Sign out

Help
If all the details are correct, please press the confirm button to complete your booking. Alternatively, press cancel to restart the booking process

Book parking (step 2 of 3)

This permit has a current balance of 1 session.
The booking for JYL5D at Headington Hill between 12:10 to 16:30 today will be deducted from this.

Confirm **Cancel**

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

OPEN PARKING

Book parking My vehicles My cards Booked sessions Sign out

Help
This vehicle is now registered on the parking system and Patrol Officers in your area will be sent the details.
Next time you use the service, if you have chosen to save your card or vehicle details you'll find it even quicker to use.
You can review and change these saved details by clicking on the My vehicles and My cards link at the top of the page.

Book parking (step 3 of 3)

Your parking session has been booked.

Parking session details	
Vehicle registration number :	JYL5D
Location :	Headington Hill
Parking allowed from :	12:10 15/07/2020
Parking allowed until :	16:30 15/07/2020
Current balance :	0 sessions

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