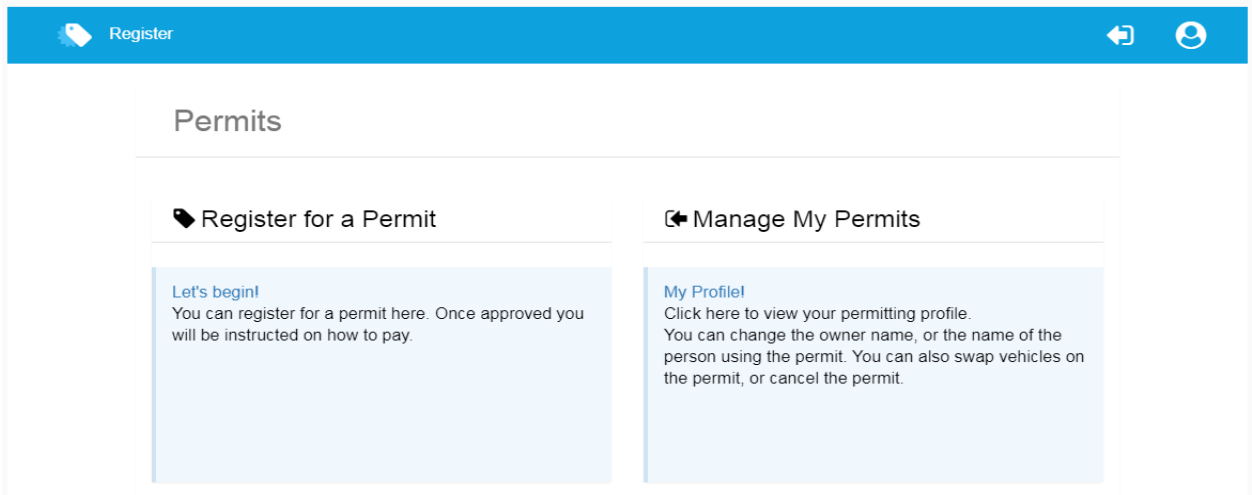


To Pay for your allocated spaces:

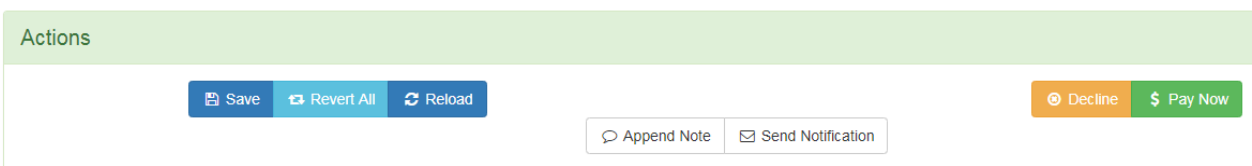
1. Go to <https://www.auburnlabama.org/apply-parking/manage-account/>
2. Click Log In! Under Manage My Permits



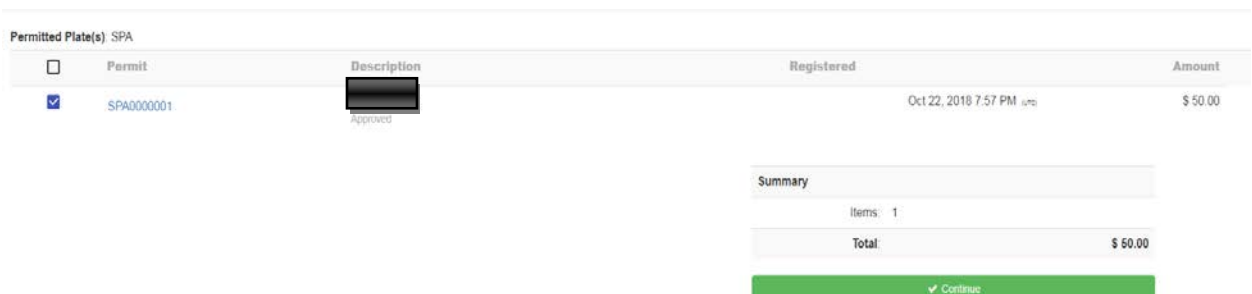
3. Scroll down to My Permits and choose your permit (ex. XXX0000001). You may have to click the dropdown arrow **My Permits - Active -** to view your permit(s) that are 'Pending Payment'



4. After selecting your permit, scroll Down to Actions
5. Select Pay Now



6. Under payment summary select Continue



7. Confirm amount and select 'Accept and Pay'

INV0524-74F22BE-4955800

Invoice Date: Oct 25, 2018 9:49 PM (UTC)

Item	Description	Amount
SPA0000001		\$ 50.00
Items: 1		Subtotal \$ 50.00

[Edit Selected Items](#)

Total	\$ 50.00
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[Accept and Pay](#)

Email Receipt
Would you like to receive the payment receipt by email? If so, please provide the email address below. Leave blank for no receipt.

Address
ventekrevadmin@auburnalabama.org

8. Enter payment details and select Make Payment

Order Information

Total Amount (\$): \$50.00
Charge Type: SALE

Card Information

Card Number: *

Expiry Date: *

CVV: *

Customer Information

Customer Title:

First Name:

Middle Name:

Last Name:

Company Name:

[Make Payment](#)

9. Upon clicking 'Make Payment' you have successfully processed your payment.

INV0524-951DA0B-4720529

Invoice Date: Sep 17, 2018 12:47 PM (UTC)

Item	Description	Amount
Permit Number: SEPT0000070 (September 2018)	PAID	\$ 50.00
Items: 1		Subtotal \$ 50.00

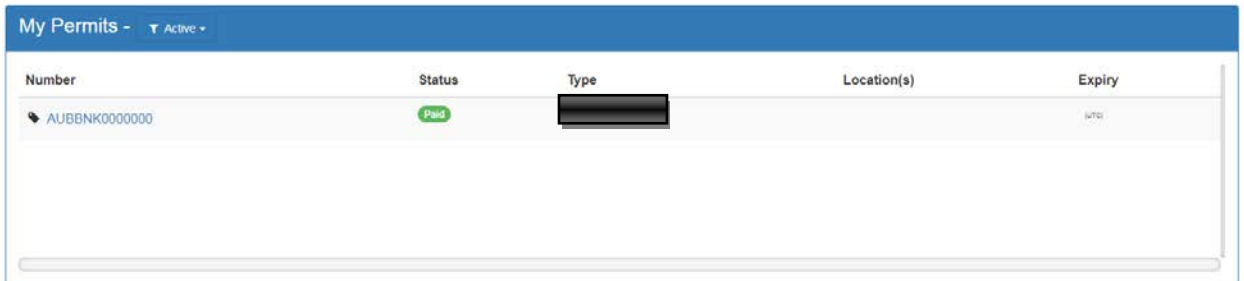
Payment Accepted!

PAID Sep 17, 2018 7:48 AM

Total	\$ 50.00
Paid	\$ 50.00

To enter employee license plates:

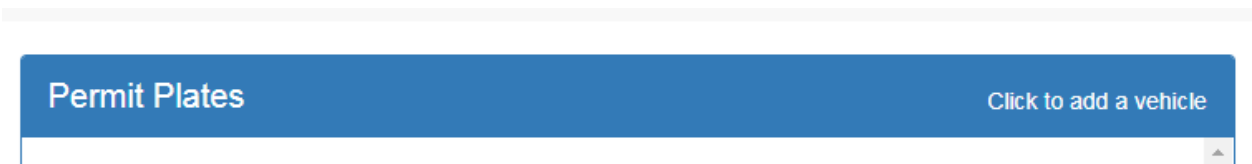
1. Scroll down to My Permits and choose your permit (ex. XXX0000001)



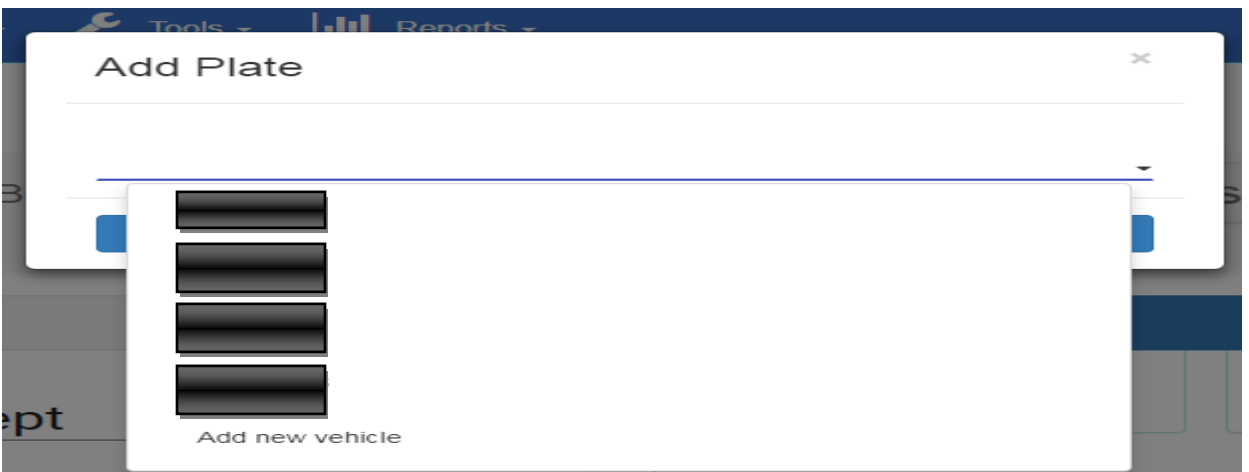
The screenshot shows a table titled "My Permits - Active". The table has five columns: Number, Status, Type, Location(s), and Expiry. A single row is visible with the following data:

Number	Status	Type	Location(s)	Expiry
AUBBNK0000000	Paid			UTC

2. Under Permit Plates select "Click to add a vehicle" (this is next to the plate we enter at registration)



3. Enter the vehicle information (only the license plate is required) and click add



4. Scroll down to Actions and select Save

