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**
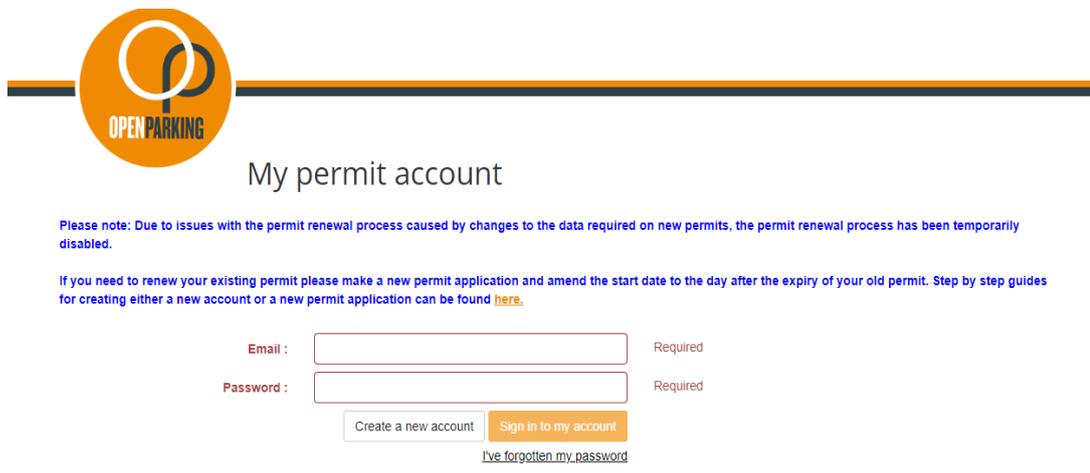
My permit account

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.**
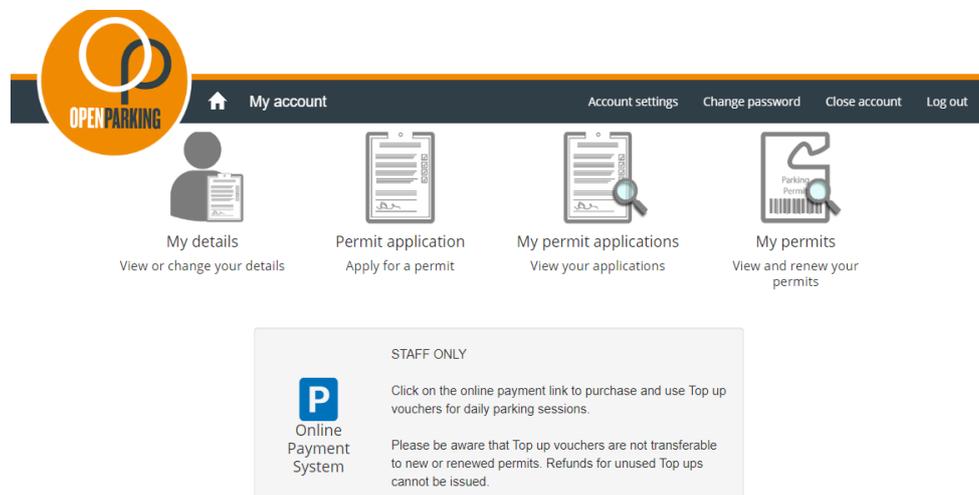
🏠 My account   Account settings   Change password   Close account   Log out

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

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.

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

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

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

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

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