

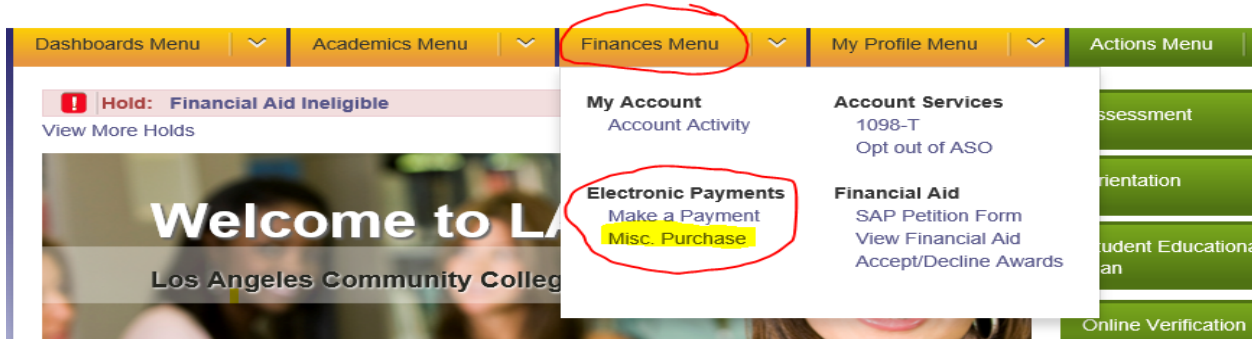
## How to Pay for Parking Online Through PeopleSoft (SIS) Self-Service Portal

First

Log-in to [mycollege.laccd.edu](http://mycollege.laccd.edu)

Step 1

Select the Finances Menu tab, and from the drop down menu select “MISC. Purchase” Item tab



Step 2

Select **Parking LASC** for the term you want to Purchase. Enter the quantity of (1) in the “Quantity Field.”

Available Items	Term	Unit Price	Quantity	Item Total
<a href="#">Parking ELAC</a>	2018 SUM	7.00	<input type="text"/>	0.00
<a href="#">Parking LACC</a>	2018 SUM	10.00	<input type="text"/>	0.00
<a href="#">Parking LAHC</a>	2018 SUM	10.00	<input type="text"/>	0.00
<a href="#">Parking LAMC</a>	2018 SUM	10.00	<input type="text"/>	0.00
<a href="#">Parking LAPC</a>	2018 SUM	7.00	<input type="text"/>	0.00
<a href="#">Parking LASC</a>	2018 SUM	7.00	<input type="text"/>	0.00
<a href="#">Parking LATTG</a>	2018 SUM	10.00	<input type="text"/>	0.00
<a href="#">Parking LAVC</a>	2018 SUM	7.00	<input type="text"/>	0.00
<a href="#">Parking WLAC</a>	2018 SUM	7.00	<input type="text"/>	0.00
<a href="#">Parking LACC</a>	2018 FALL	20.00	<input type="text"/>	0.00
<a href="#">Parking ELAC</a>	2018 FALL	20.00	<input type="text"/>	0.00
<a href="#">Parking LAHC</a>	2018 FALL	20.00	<input type="text"/>	0.00
<a href="#">Parking LAMC</a>	2018 FALL	20.00	<input type="text"/>	0.00
<a href="#">Parking LAPC</a>	2018 FALL	20.00	<input type="text"/>	0.00
<a href="#">Parking LASC</a>	2018 FALL	20.00	<input type="text" value="1"/>	0.00
<a href="#">Parking LATTG</a>	2018 FALL	20.00	<input type="text"/>	0.00
<a href="#">Parking LAVC</a>	2018 FALL	20.00	<input type="text"/>	0.00
<a href="#">Parking WLAC</a>	2018 FALL	20.00	<input type="text"/>	0.00
<b>Parking Total</b>				<b>0.00</b>

Currency used is US Dollar.

**Total**

**0.00**

Step 3

Click “Calculate Total” and then Click “Next”

#### Step 4

Confirm Order and Select Next.

### Confirm Order

Verify the amount and total of the items you have selected for purchase. If correct, click the NEXT push button. If you wish to make changes, click the PREVIOUS push button.

Selected Items	Term	Unit Price	Quantity	Item Total
Parking LASC	2018 FALL	20.00	1	20.00

Currency used is US Dollar.

**Total**

**20.00**

#### Step 5

Select Payment Method, (Credit Card or Electronic Check.)

### Make a Payment







#### Select Payment Method

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

Pay By

#### Step 6

Input Credit Card Account number and click "Continue"

<p>Payment amount: <b>\$4.00</b></p> <p>Payment method: <b>Credit or Debit Card</b></p>	<p><b>Account Information</b></p> <p>*Indicates required fields</p> <p>*Card account number: <input type="text"/></p> <p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p>
<p><b>Credit or Debit Card</b> - We accept the following credit and debit cards.</p> <p>    </p> <p></p>	


## Step 7

### Enter Account Information

- For Visa/ MC it is the 3 digits on the back of card
- For AMEX, it is the 4 digits on the front of card
- Enter the Billing Information of the Card Holder
- After all fields are entered, Click on "Continue"

<b>Payment amount:</b> \$4.00
<b>Payment method:</b> Credit or Debit Card

**Credit or Debit Card** - We accept the following credit and debit cards.



### Account Information

**\*Indicates required fields**

\*Card account number: xxxxxxxxxxxx9040

\*Name on card: [Redacted]

\*Card expiration date: 08/2019

\*Security code: (What is this?) [Redacted]

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### Cardholder Billing information

My billing address is international

\*Billing address: [Redacted]

Billing address line two: [Redacted]

\*City: [Redacted]

\*State/Province: Select a State/Province [Redacted]

\*Postal code: [Redacted]

\*Country: Select a Country [Redacted]

**Continue** **Cancel**

## Step 8

### Click Submit

### Make a Payment

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### Submit Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	[Redacted]
Currency used is US Dollar.	
Card Number	[Redacted]

**CANCEL** **SUBMIT**

## Step 9

PeopleSoft will attempt to process payment. The Results will be a GREEN { ✓ } for Successful or




### Make a Payment

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#### Payment Result

 Your payment has been accepted. Save the information below for your reference.

#### Confirmation Details

Reference Number		Payment Amount	
Card Number		Transaction Date	08/16/2018
		Transaction Status	Successfully Posted

Currency used is US Dollar.

[VIEW CONFIRMED PAYMENT](#)


[MAKE ANOTHER PAYMENT](#)

a RED { ! } for Fail.

### Make a Payment

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#### Payment Result

 Your credit card has been declined.

[MAKE ANOTHER PAYMENT](#)

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The most common reason for fail is:

- Incorrect Card Number
- Incorrect CVV Code
- Incorrect Expiration Date
- Incorrect Card Holder Address Information
- Insufficient Funds or Credit

\*Please allow 24 hours for the Business Office to process Online Parking Permit sales\*

Stop By the Business Office, during Regular Business Hours, to Pick Up Your Parking Permit 😊

**Congratulations, You Are Done!!!**