



# PayMyPark

## PayMyPark Organisations Guide

Welcome to PayMyPark Organisations.

This guide is designed to help organisation administrators use PayMyPark Organisations and all its features. PayMyPark Organisations can only be managed by account administrators.

Most of this guide assumes you are already logged in, have created at least one organisation and are already managing an organisation.

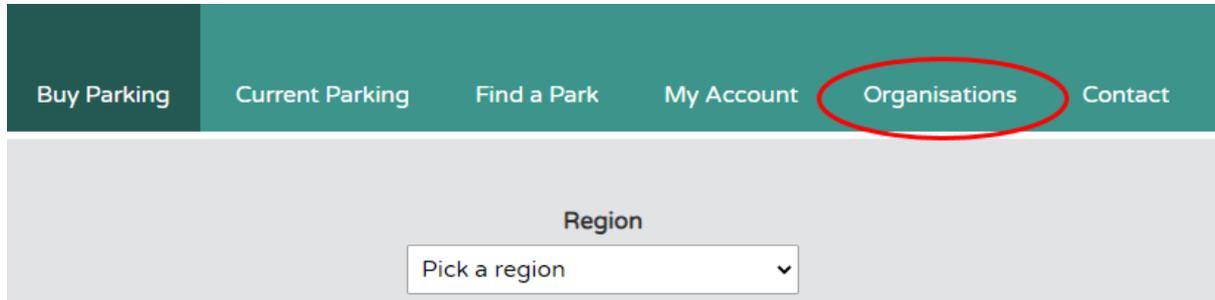
### **What is an Organisation?**

An organisation allows groups of PayMyPark users to share one balance to purchase parking. Organisations can be created by anyone and have as many or as few members as needed.

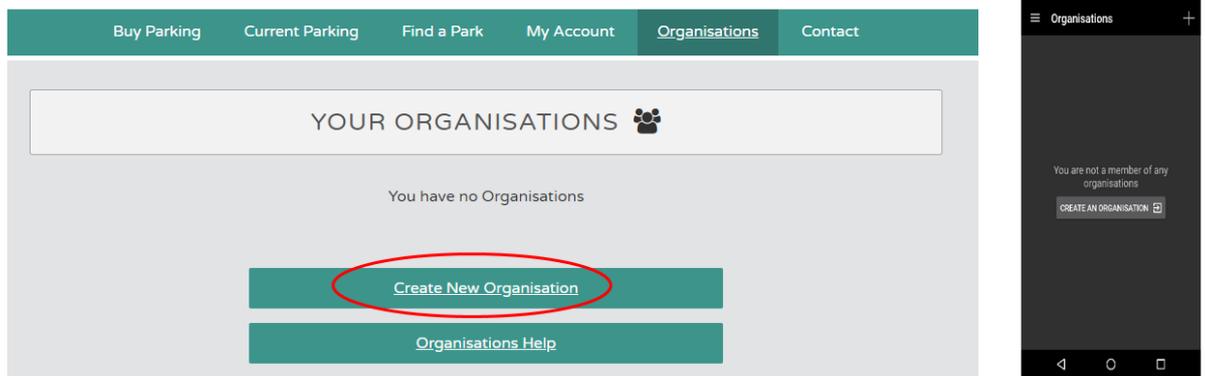
The following document details a typical sequence for creating an organisation.

## Creating an Organisation

- 1) Click "**Organisations**" from the main PayMyPark menu



- 2) Click 'Create New Organisation'  
*If you are using the app, you will be taken to the PayMyPark website.*



3) Add your organisation's details

Create New Organisation

New PayMyPark Organisation

021123456

info@paymypark.com

1 PayMyPark Address  
PayMyPark  
Wellington

Send parking emails to Organisation Email?

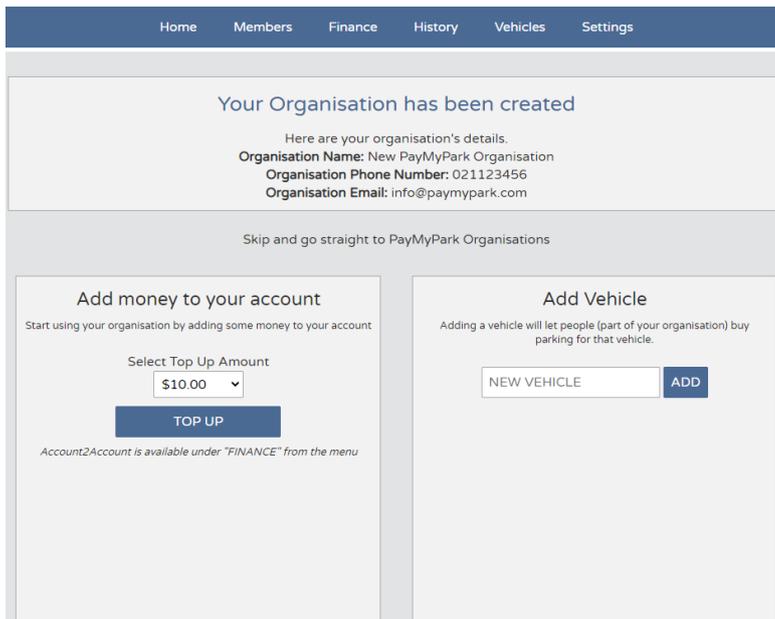
Job Code Level

\*Job Code Level is the level to which you will force the members of your organisation to enter the JOB CODE field while purchasing a parking as part of the Organisation.

CREATE ORGANISATION

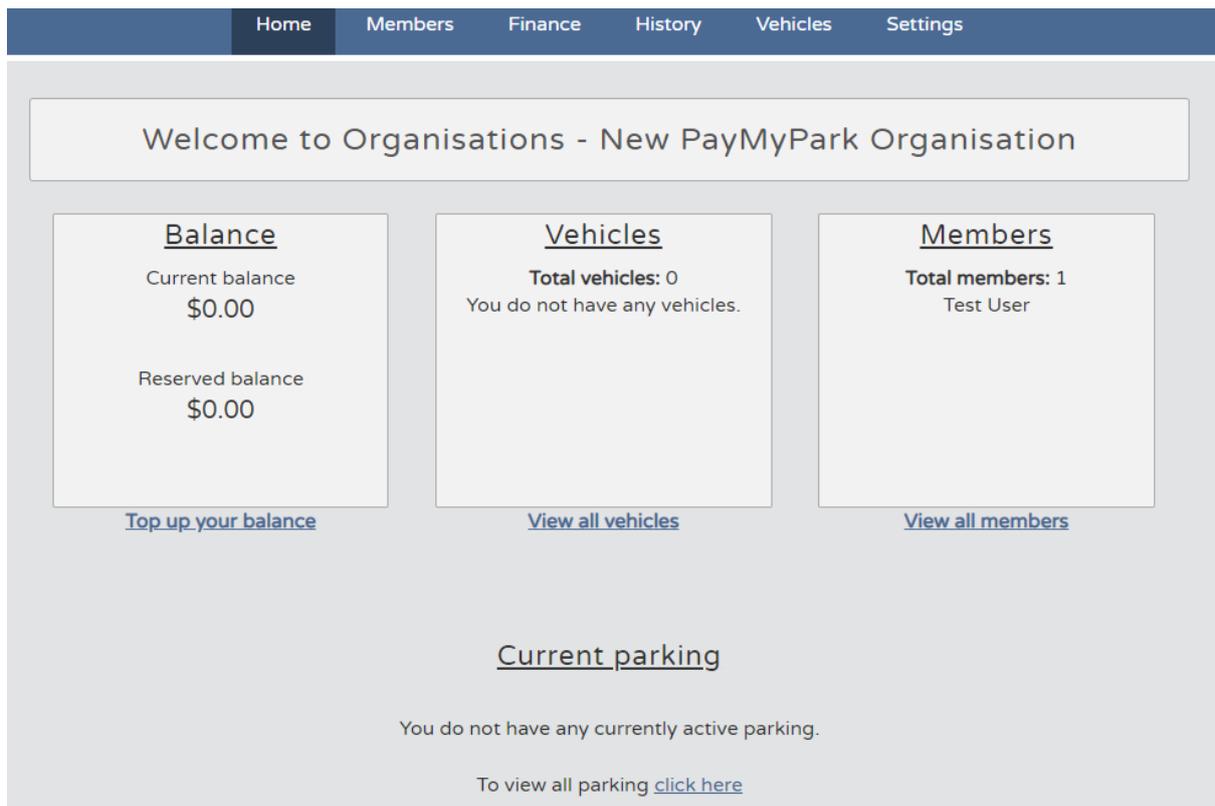
4) Click 'CREATE ORGANISATION'

5) Once your organisation has been created, a screen gives you the opportunity to add money and add vehicles to your organisation. For the purposes of this document, we will use the separate menu items- as for future maintenance the separate menu items must be used.



## Home Screen

Your PayMyPark Organisations Home page contains an overview of your members, your current balance & reserved balance plus your currently active parking.



## Finance

PayMyPark Organisations have separate finances to any of the organisation's members including separate saved cards and separate balance.

To top up/remove a saved card or view your organisation's top up history, click '*FINANCE*' from the main menu.

### Topping up an Organisation's balance

Organisations have the current PayMyPark options of topping up amounts of \$10, \$20, \$50 & \$100, as well as extra amounts of \$120, \$200, \$500 & \$1000.

- 6) Select the amount
- 7) Pick '*Credit Card*' or '*Account2Account*' or if you have a saved card, '*Saved Card*'
- 8) Click '*TOP UP*', if you picked Account2Account or new card, you will be taken to a new page to enter your details.

**Organisation Top Up** 

  
Current balance in :(NZD)  
**\$0.00**  
Reserved balance:  
**\$0.00**

Top up Amount

Fees: **\$0.92**

Select Payment Type

  
**Saved Card(s)**  
*Below is the redacted card number(if any) for your reference. We do not store your credit card details.*

**Latest Top Up History**

No Top Up History to show.  
To view & export all your top up receipts [click here](#).

The screen below shows there is a slider with the option to save a card for future

Top Up - \$10.00

Fees: \$0.92

You are about to top up your account with \$10.00 via credit/debit card purchase.

Would you like to save this card for future use?

Card Number (No dashes or spaces)  
4111111111111111

Card Name (Name that appears on your card)  
TEST USER

Expiry Date CVC  
01 / 2021 111

Card Nickname  
Admin card

**PAY WITH CARD (\$10.92)**

Please refer to our [Terms & Conditions](#) for our policies around protecting your data

If the purchase is successful, the following screen below appears.

✓

**Your purchase was successful**

Your payment has been successfully completed  
**\$10.92 top-up has been added to your account on,**  
Tuesday, 16 June 2020 11:56:50 AM

Top up amount :	\$10.92
Fees (GST incl.) :	\$0.92
<b>Total :</b>	<b>\$11.84</b>
Receipt Number :	15217

Thank you for using PayMyPark.  
[info@paymypark.com](mailto:info@paymypark.com)  
A copy of this receipt has been emailed to your account email address.

## Remove a Saved Card

You can remove a saved credit/debit card from PayMyPark at any time, navigate to the Finance page, and just hit 'Delete.'

  
**Saved Card(s)**

*Below is the redacted card number(if any) for your reference. We do not store your credit card details.*

Redact Card	Expiry Month	Expiry Year	Card Nickname	
411111.....11	Jan	2021	Admin card	<a href="#">Delete</a>

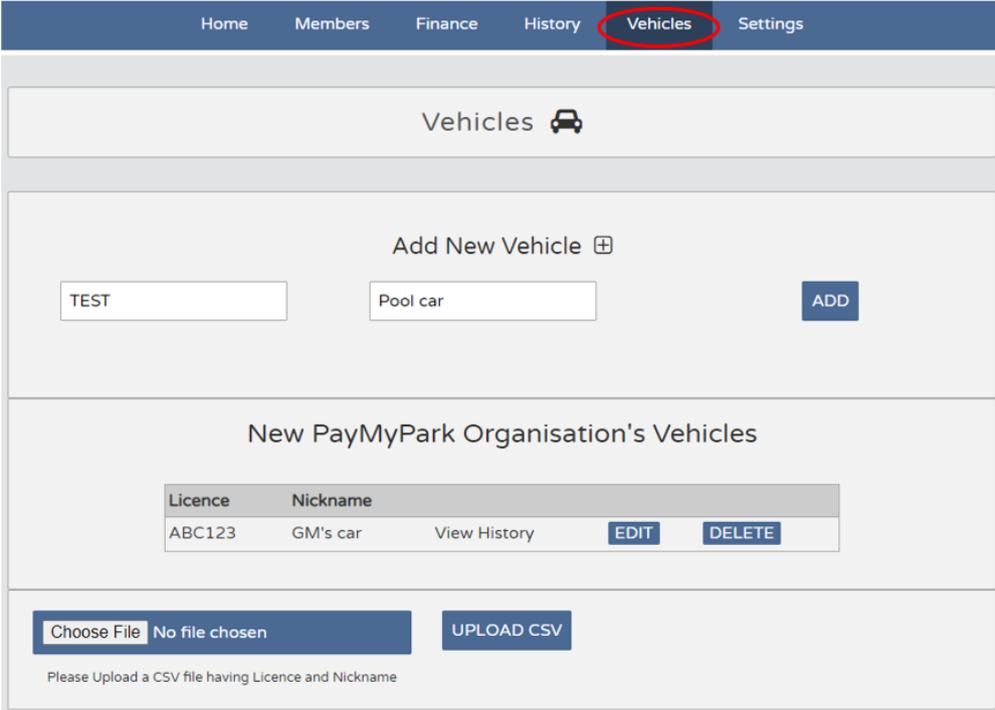
## Vehicles

PayMyPark Organisations have separate vehicles to a personal account. To purchase parking using an organisation’s balance you must select an organisation’s vehicle. A vehicle can exist in both a PayMyPark user’s personal vehicle list and an organisation’s vehicle list.

To access Organisation’s vehicles, click “*Vehicles*” from the main menu.

The screen shot below shows a license plate of TEST with a Nickname of “Pool car” being added to the organisation.

- 9) In **Vehicles** add the plates for the organisational vehicles, in the example below the plate is TEST and an alias for the plate is “Pool car”. Click ADD to add this plate.



Vehicles 

Add New Vehicle 

TEST Pool car [ADD](#)

New PayMyPark Organisation's Vehicles

Licence	Nickname			
ABC123	GM's car	<a href="#">View History</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>

[Choose File](#) No file chosen [UPLOAD CSV](#)

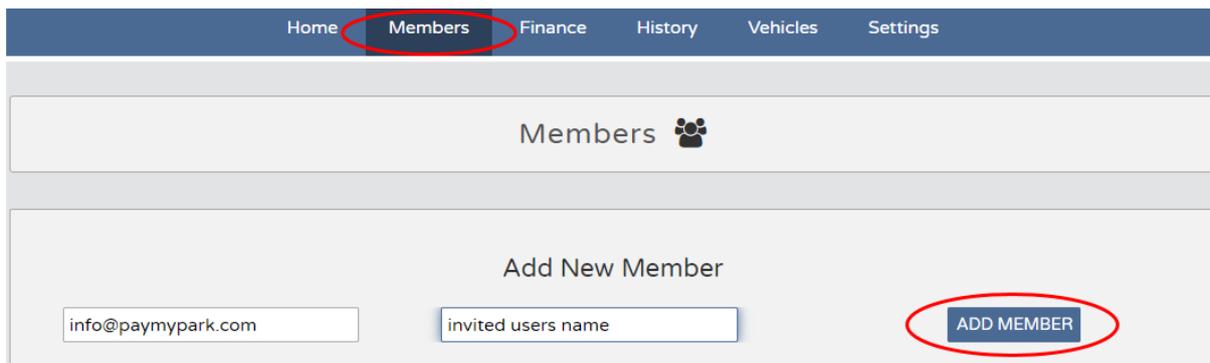
Please Upload a CSV file having Licence and Nickname

## Members

PayMyPark Organisations members is the place where you can add, remove and promote your organisation's members. To manage your members, click "**Members**" from the main menu.

### Invite a PayMyPark User to an Organisation

From the **Members** screen, type the user's email address & first name and click "*ADD MEMBER*". An email will be sent containing a personal invite link that the use can accept or decline. The member may accept under a different email address as the one invited.



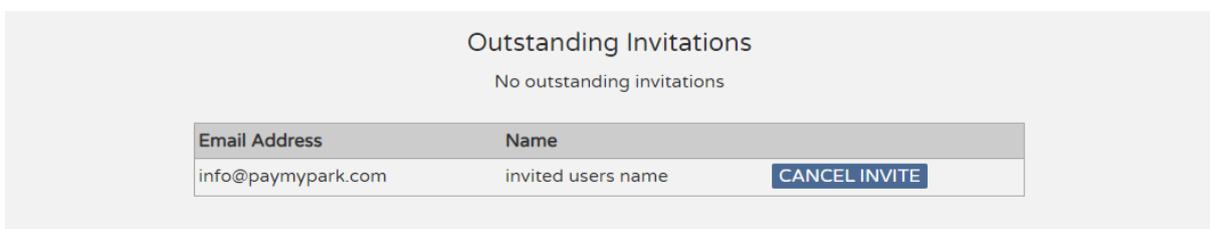
Home **Members** Finance History Vehicles Settings

Members 

Add New Member

info@paymypark.com invited users name **ADD MEMBER**

Their invite will then go into the '*Outstanding Invitations*'. An administrator can cancel an invite at any time up until the invited member accepts/declines the invite themselves.

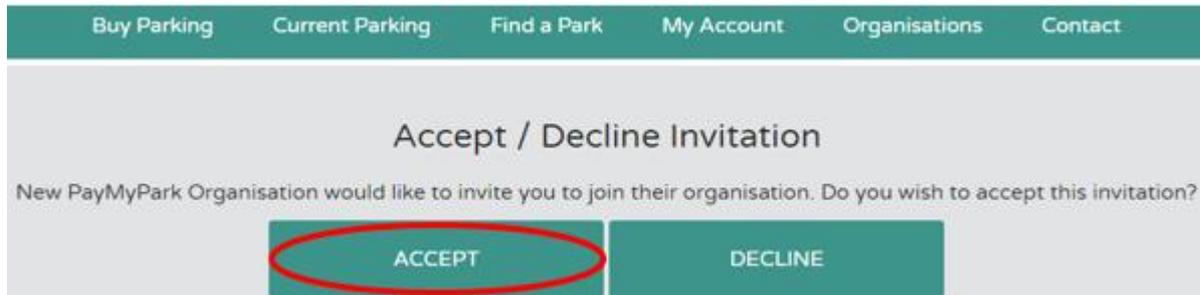


Outstanding Invitations

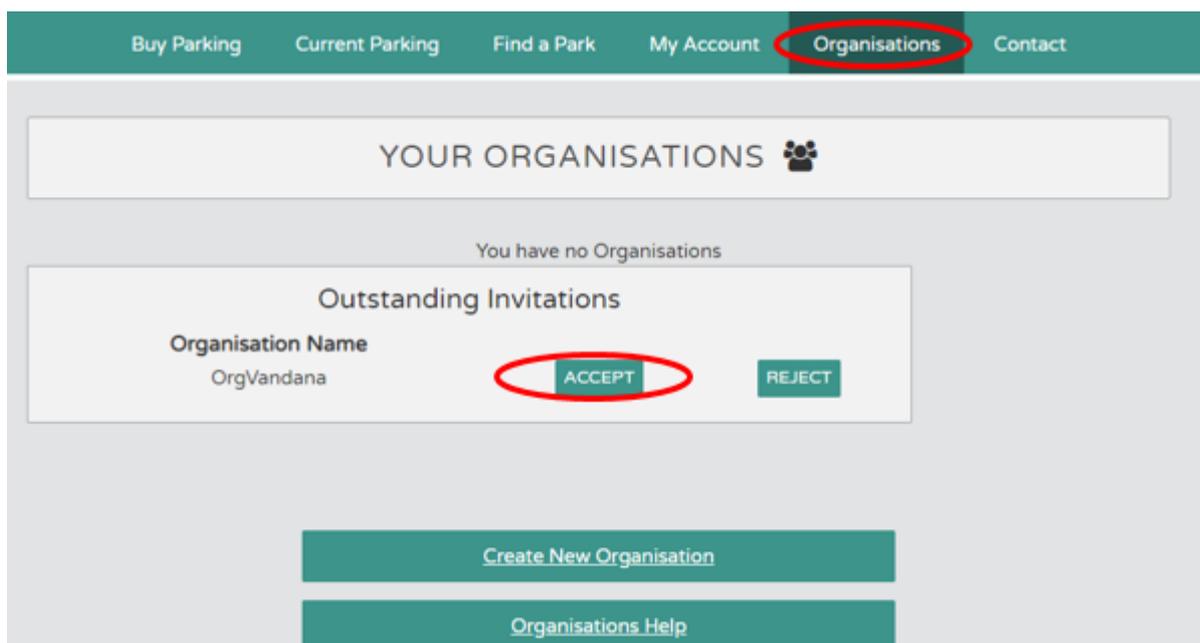
No outstanding invitations

Email Address	Name
info@paymypark.com	invited users name <b>CANCEL INVITE</b>

The invited member will get an email with an invitation link, once they click the link, they will be prompted to login/register and then accept/decline the invitation.



Alternatively invited members can login to the web site, [www.paymypark.com](http://www.paymypark.com), and select menu "Organisations", and accept the invite by clicking on "ACCEPT"

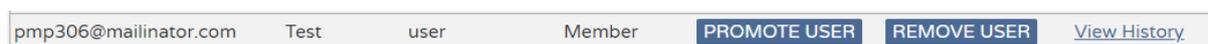


## Remove a User

To remove a user, click '*REMOVE USER*' next to their name. A user won't be notified that they have been removed from an organisation.

## Promote a user to Administrator Status

Members are automatically give '*user*' privileges and cannot administer an organisation. To promote a user to an administrator and allow them to manage your organisation, click '*PROMOTE USER*'



You can also click '*View History*' to view the parking history for that user.

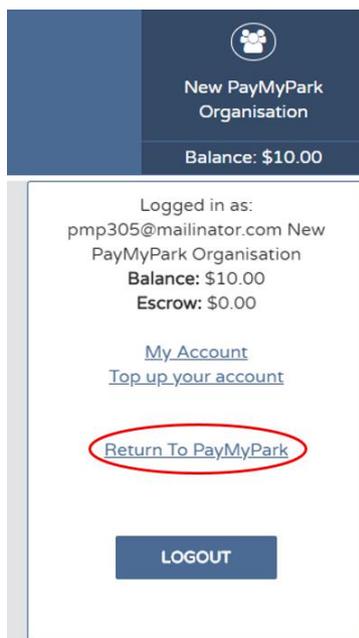
When only one user is left as a member of a PayMyPark Organisation and they attempt to remove themselves, they will be issued a warning that tells them they can only delete the organisation.

## Buy Parking

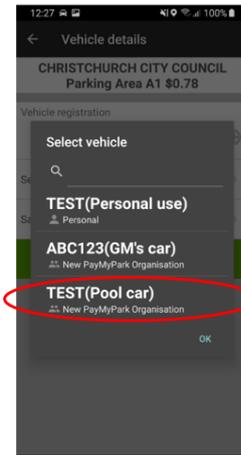
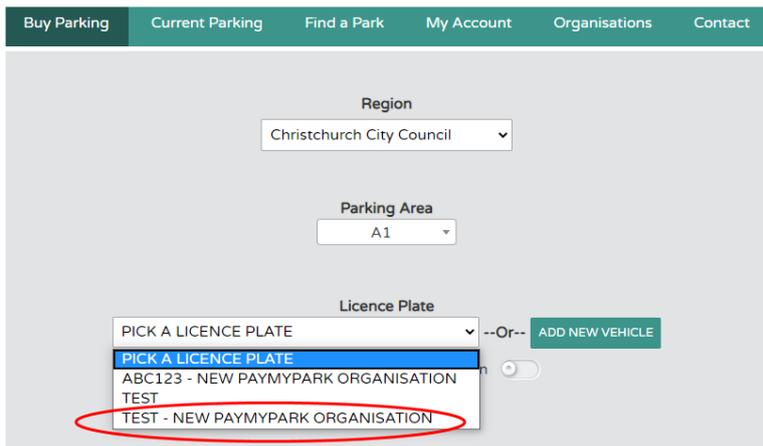
Buying parking for a vehicle under an organisation, takes place in PayMyPark, not PayMyPark Organisations and is one of the few Organisational functions that can be completed on the app.

Screen shots are provided for purchasing via the web site, but in practise nearly all parking purchases will be made via the app.

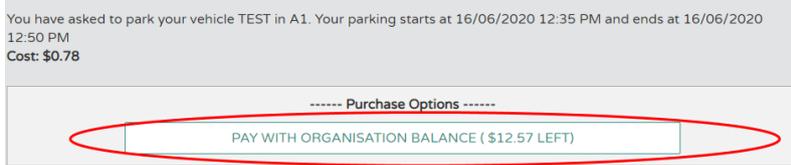
To exit from the Organisational menu, click on the icon on the top, far right-hand-side and select "Return to PayMyPark"



Buying Organisation parking is the same as buying parking for a personal user, except when you pick a vehicle, you select a vehicle that belongs to an organisation.



Organisation purchases can only be purchased using an Organisation's balance. When you choose an organisation's vehicle, the organisation's balance will automatically be selected as the payment method.



*Parking appears in both PayMyPark Organisation's current (and historic) parking as well as the PayMyPark user's personal current (and historic) parking*

## Reporting via the History screen

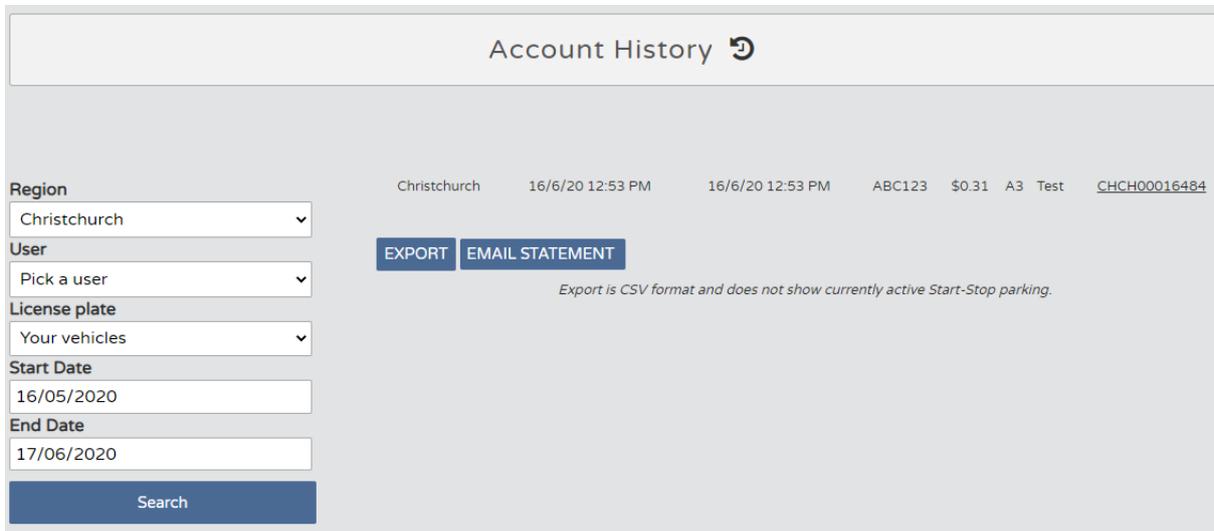
Once users have purchased organisational parking, it is possible for an administrator to generate reports. Access the organisational reporting via main menu item “Organisations”



And then select menu item “History”



A report can be generated and exported as a CSV file for a number of parameters including; by region, user, licence plate and date range. Choose what you would like to filter by in the screen below



|

Typical content of a file downloaded via the “EXPORT” button is shown below

A	B	C	D	E	F	G	H	I	J	K
User	Organisation	Region Name	Start Date	End Date	Type	Location	Licence Plate	Job Code	Cost	Receipt
tom smith	pmp304@mailinator.com	Hutt	15/06/2020 14:10	15/06/2020 14:25	Fixed Period	HC2	A1	TEST5	\$0.38	HUTT00208039
tom smith	pmp304@mailinator.com	Hutt	15/06/2020 14:10	15/06/2020 14:25	Fixed Period	Riverbank	A4	TEST2	\$0.18	HUTT00208038
tom smith	pmp304@mailinator.com	Wellington	15/06/2020 14:09	15/06/2020 14:24	Fixed Period		1002 A4	TEST	\$1.12	51584002
tom smith	pmp304@mailinator.com	Wellington	29/05/2020 11:01	29/05/2020 19:59	Fixed Period		4078 A1		\$10.00	51583965
tom smith	pmp304@mailinator.com	Dunedin	29/05/2020 10:52	29/05/2020 12:07	Fixed Period		1202 A2		\$1.50	496026
tom smith	pmp304@mailinator.com	Dunedin	29/05/2020 10:52	29/05/2020 11:22	Fixed Period		1202 A2		\$1.00	496025
tom smith	pmp304@mailinator.com	Christchurch	29/05/2020 8:46	29/05/2020 10:00	Fixed Period	A1	A2		\$3.10	CHCH00013488
tom smith	pmp304@mailinator.com	Christchurch	29/05/2020 8:44	29/05/2020 8:44	Start-Stop	A3	A2		\$0.00	CHCH00013487

Select the button “EMAIL STATEMENT” to received an emailed .pdf with a statement of purchases over a period with copies of receipts



Account: tom ekholm  
 Email: pmp304@mailinator.com  
 Organisation: pmp304@mailinator.com  
 Statement period: 15 May 2020 - 12 June 2020

### Your parking history

Region / GST Number: Christchurch City Council / 53-198-554

Registration	Start Date	Finish Date	Parking Type	Organisation	Job Note	Amount
A2	29 May 2020 9:00 AM	29 May 2020 10:00 AM	Fixed Period	pmp304@mailinator.com	N/A	\$3.10
A2	29 May 2020 9:00 AM	29 May 2020 8:44 AM	Start-Stop	pmp304@mailinator.com	N/A	\$0.00
<b>Sub Total</b>						<b>\$3.10</b>

Region / GST Number: Dunedin City Council / 51-997-891

Registration	Start Date	Finish Date	Parking Type	Organisation	Job Note	Amount
A2	29 May 2020 11:12 AM	29 May 2020 12:12 PM	Start-Stop	pmp304@mailinator.com	N/A	\$4.00
A2	29 May 2020 11:22 AM	29 May 2020 12:07 PM	Fixed Period	pmp304@mailinator.com	N/A	\$1.50

Receipt(s) for Region: Christchurch City Council



**TAX INVOICE/GST RECEIPT OF PAYMENT**

License plate: A2  
 Location: Christchurch City Council  
 Area: A1  
 Start Time: 29 May 2020 9:00 AM  
 End Time: 29 May 2020 10:00 AM  
 Tariff: \$3.10/hour  
 Receipt Number: CHC-K0013458  
 Parking Charge: 3.10  
 Fee: \$0.00  
 Total: \$3.10  
 Date purchased: 29/05/2020 8:46:46 AM  
 GST Number: 53-198-554  
 Purchased on behalf of: pmp304@mailinator.com

Thanks,  
PayMyPark Support



**TAX INVOICE/GST RECEIPT OF PAYMENT**

License plate: A2  
 Location: Christchurch City Council  
 Area: A1  
 Start Time: 29 May 2020 9:00 AM  
 End Time: 29 May 2020 8:44 AM  
 Tariff: \$3.10/hour  
 Receipt Number: CHC-K0013457  
 Parking Charge: 0.00  
 Fee: \$0.00  
 Total: \$0.00  
 Date purchased: 29/05/2020 8:44:46 AM  
 GST Number: 53-198-554  
 Purchased on behalf of: pmp304@mailinator.com

Thanks,  
PayMyPark Support

## Settings

You can update your organisation’s account details or close the account from the settings page.

To access your PayMyPark Organisations Settings, click “Settings”

An admin can configure a threshold balance and an email will be generated when the organisation balance goes below this threshold balance.

Low Balance Email Notifications

Balance Threshold

Low Balance Email

## Delete an Organisation's Account

Organisations can be deleted at any time by an administrator. Once you delete an account, an email will be sent to the email provided in the organisation's settings with details on how to receive a refund of any account balance less the administration fee.

Home Members Finance History Vehicles **Settings**

Settings 

Business Name

Business Phone Number

Delete Organisation 

Once you delete this organisation we will send an email to info@paymypark.com with details on how to get a refund.

**DELETE ORGANISATION**