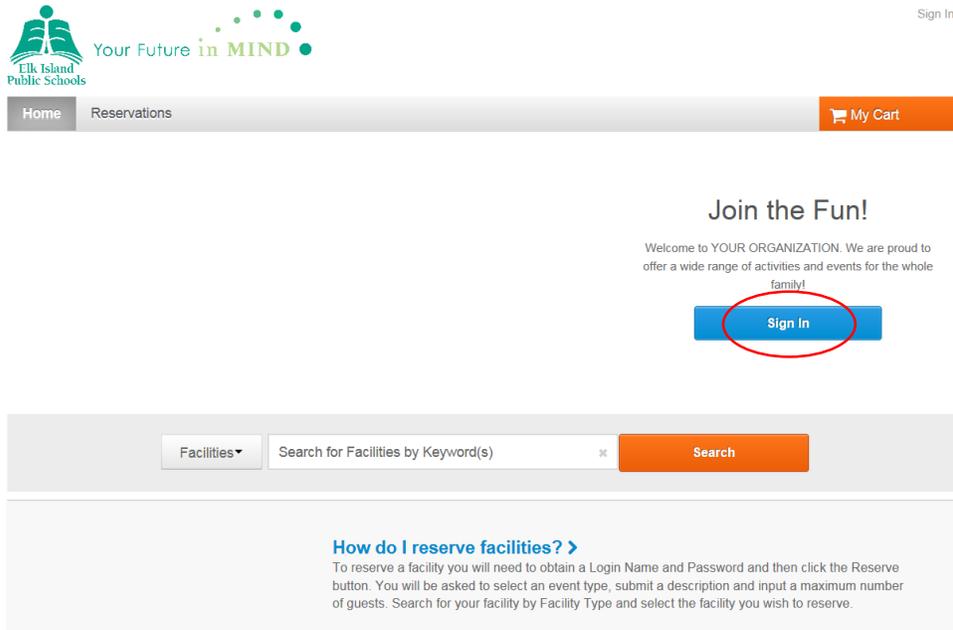


After-Hours Rentals – Customer Online Payments

<https://ca.apm.activecommunities.com/eipsca/Home>

1. Go to the above link ; click on *Sign In*



Elk Island Public Schools Your Future in MIND

Home Reservations My Cart

Sign In

Join the Fun!

Welcome to YOUR ORGANIZATION. We are proud to offer a wide range of activities and events for the whole family!

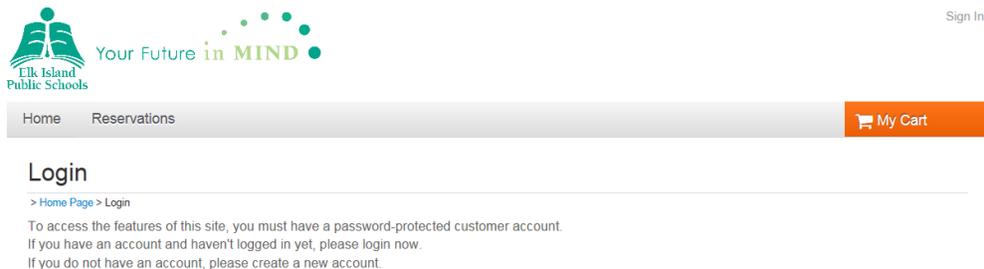
Sign In

Facilities Search for Facilities by Keyword(s) Search

[How do I reserve facilities? >](#)

To reserve a facility you will need to obtain a Login Name and Password and then click the Reserve button. You will be asked to select an event type, submit a description and input a maximum number of guests. Search for your facility by Facility Type and select the facility you wish to reserve.

2. Click *Forgot Your Password*. A password will be emailed to you.



Elk Island Public Schools Your Future in MIND

Home Reservations My Cart

Sign In

Login

> Home Page > Login

To access the features of this site, you must have a password-protected customer account. If you have an account and haven't logged in yet, please login now. If you do not have an account, please create a new account.

Already have an account?

Login

Please enter email address

Password

Remember me on this computer?

[Forgot your login name?](#)

[Forgot your password?](#)

- Before a customer can pay online for the first time, they will need to update their age. To do this they will go to *Change Account Address or Personal Information*

Account Options for [REDACTED]

- **Account Activity**
 - Show Your Daily Schedules
 - Show and Manage your Wish List
 - List Account Credits
 - List of Prior Transactions
 - List Saved Credit Cards
- **Account Settings**
 - [Change Your Password](#)
 - [Change Account Address or Personal Information](#)
- **Online Services**
 - Make Reservations
 - Modify Reservations
 - Logoff
- **Payment Details**
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments

- Scroll to the bottom and either enter your date of birth or choose your age category.

Street

City, State, Zip Code

Contact Information

Phone Home: (780) 417-- Ext and/or
 Work: (780) 417-- Ext

Cell Phone () @

Agree to receive text messages?

Fax () Ext

Email Address* @telus.net
 Re-enter Email Address* @telus.net

Personal Information

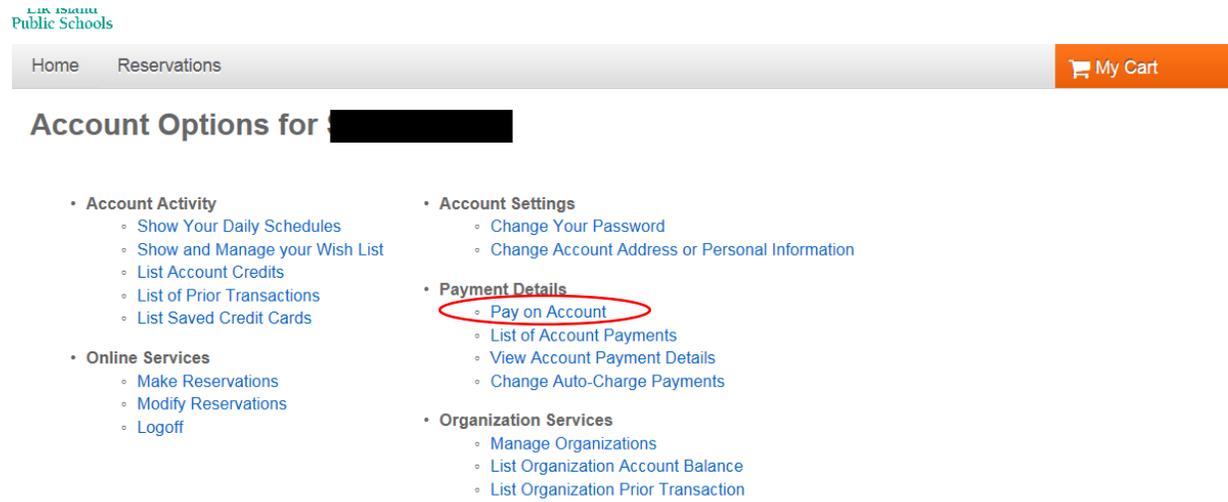
Gender Female

Date of Birth Jan 1 2000 or Age Category

Save

Access My Account [My Account](#)

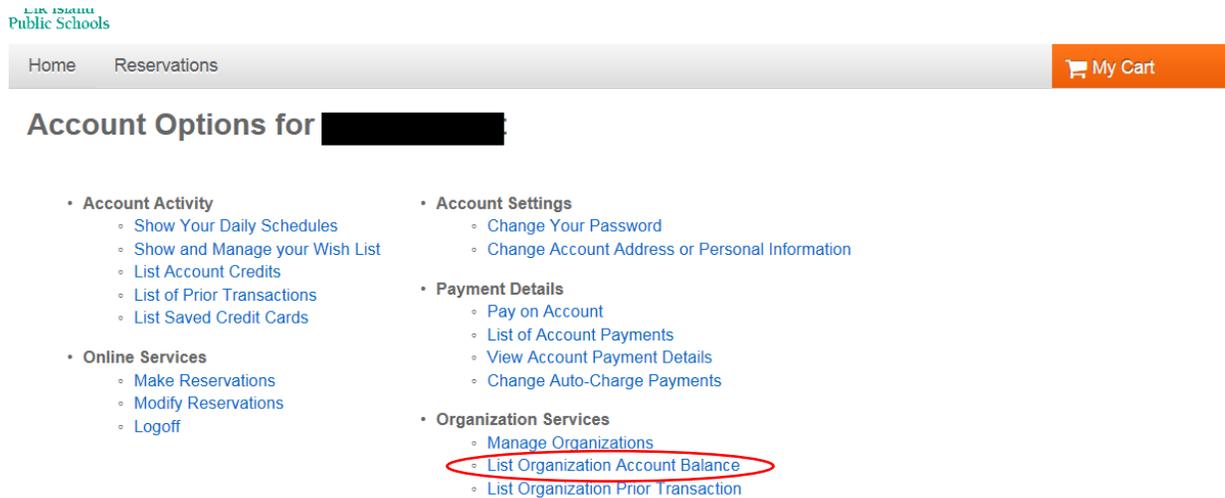
5.a) If you have a permit booked under your personal name (e.g. John Smith), then you will go back to the main page and click *Pay on Account*



The screenshot shows the website header with "Home" and "Reservations" links, and a "My Cart" button. Below the header is the title "Account Options for [redacted]". The page is divided into four main sections:

- Account Activity**
 - Show Your Daily Schedules
 - Show and Manage your Wish List
 - List Account Credits
 - List of Prior Transactions
 - List Saved Credit Cards
- Account Settings**
 - Change Your Password
 - Change Account Address or Personal Information
- Payment Details**
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- Online Services**
 - Make Reservations
 - Modify Reservations
 - Logoff
- Organization Services**
 - Manage Organizations
 - List Organization Account Balance
 - List Organization Prior Transaction

5.b) If you have a permit booked under an organization/company, then on the main page you will click *List Organization Account Balance*



The screenshot shows the website header with "Home" and "Reservations" links, and a "My Cart" button. Below the header is the title "Account Options for [redacted]". The page is divided into four main sections:

- Account Activity**
 - Show Your Daily Schedules
 - Show and Manage your Wish List
 - List Account Credits
 - List of Prior Transactions
 - List Saved Credit Cards
- Account Settings**
 - Change Your Password
 - Change Account Address or Personal Information
- Payment Details**
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- Online Services**
 - Make Reservations
 - Modify Reservations
 - Logoff
- Organization Services**
 - Manage Organizations
 - List Organization Account Balance
 - List Organization Prior Transaction

6. A list of all your permits will appear. Click *Pay Balance*

Home Reservations My Cart

List Organization Account Balance

My Account > List Organization Account Balance

Ministik Youth Group Total credit on account: -- Current balance: **\$60.00** Amount due now: **\$60.00** **Pay Balance**

Outstanding Balance Credit

Receipt Information	Date Issued	Next Payment Date	Original Balance	Current Balance
30006 [redacted] Games Night # [redacted]	Nov 12, 2015	Nov 30, 2015	\$60.00	\$60.00

7. Type in the amount of the payment and click *Continue*

Outstanding Balances

Balance for [redacted] as of Feb 8, 2016 8:54 AM
 To make payments, indicate the amount of each payment in the box provided.
 Click on a receipt number for details.

Receipt Number	Issued	Original Balance	Current Balance	Next Payment Due	Payment Amount
300 [redacted]	Sep 24, 2015	\$660.00	\$396.00	Mar 4, 2016	✓ <input type="text" value="\$0.00"/> or \$ <input type="text"/>
Total		\$660.00	\$396.00		

To make the payment, click

Continue

Don't want to submit payment, click

Cancel

8. Next screen will show pending payment and balance.

Outstanding Balances Detail

You have indicated you want to pay the following.
Please confirm the amounts.

Receipt Number	Original Balance Due	Current Balance Due	Pending Payment	New Balance Due
3000 [REDACTED]	\$660.00	\$660.00	\$264.00	\$396.00
Subtotals	660.00	660.00	\$264.00	\$396.00
Total Payment			264.00	

If the total is correct, click [Continue](#)

If you would like to make a change, click [Back](#)

9. Click Next

Outstanding Balances

[Window Shop](#)



Your account has an unpaid balance of 264.00. No minimum payment is required at this time, however, we encourage you to keep your account up to date.

Outstanding balances for [REDACTED] as of Feb 5, 2016

Receipt	Date Issued	Next Payment Date	Original Balance	Current Balance	Payment Amount	Remaining Balance
3000 [REDACTED]	Sep 24, 2015	Jan 4, 2016	\$660.00	\$660.00	\$ 264.00	\$ 396.00

Subtotal: **\$264.00**

[◀ Back](#)

[Next ▶](#)

10. Click *Proceed to Checkout*

Shopping Cart

@ Window Snip

1 review items
 2 review waivers
 3 payment details

Participant [REDACTED]
[REDACTED] Sherwood Park, AB T8C 1J7
[REDACTED]

Description	Amount
▶ Paid on Account Balance (Edit)	\$264.00

Subtotal for [REDACTED] **\$264.00**

Enter gift card number here

Due Now: \$264.00

10. Enter card information

Payment Information

✓ review items
 2 payment details

@ Window Snip

Billing Information

[REDACTED]

Add New Billing Information

[REDACTED]

Sherwood Park, AB, T8C 1J7

Secure Payment

Select a saved credit card

- OR -

* Select Card Type

* Credit Card Number * Expires

ACT* or Active Network will show up on your credit card statement for this payment.

* Security Code CVC or CVV




The last 3 digits on the back of the credit card or for AE, the 4 digits on the front of the card. For your protection, we do not keep it after the

11. Print your receipt. A copy is also emailed to you.

Thank you!

> [Home Page](#) > Thank you!

Your order is complete

[View or Print Receipt](#)

[Search Activities](#)

[Continue Shopping](#)

- [Add from Wish List](#)

Receipt

> [Home Page](#) > Receipt

[Window Snip](#)

[Print](#)

Online Receipt

Your receipt has been sent to your email address. You may also print a copy for your records, or view it anytime under My Account.



Internet Site - Elk Island Public Schools Regional

Feb 5, 2016

683 Wye Rd.

Sherwood Park, AB, T8B 1N2

Phone: (000) 000-0000 Fax: (000) 000-0000

Your transaction is now complete.

Receipt Number: 10 [REDACTED]

Customer ID: 86

Transaction Confirmation #: 1000002.001

Transaction Confirmation # `othernumber`



Transaction Processing Enabled by Active Merchant Services.