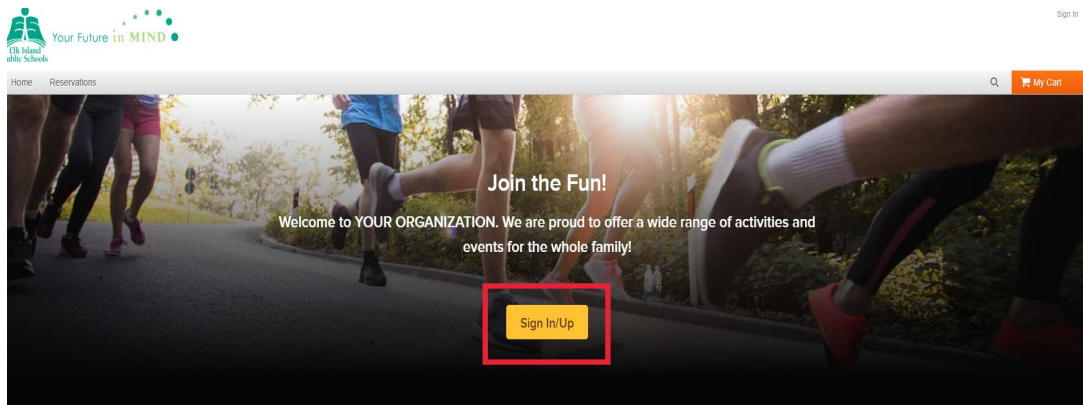


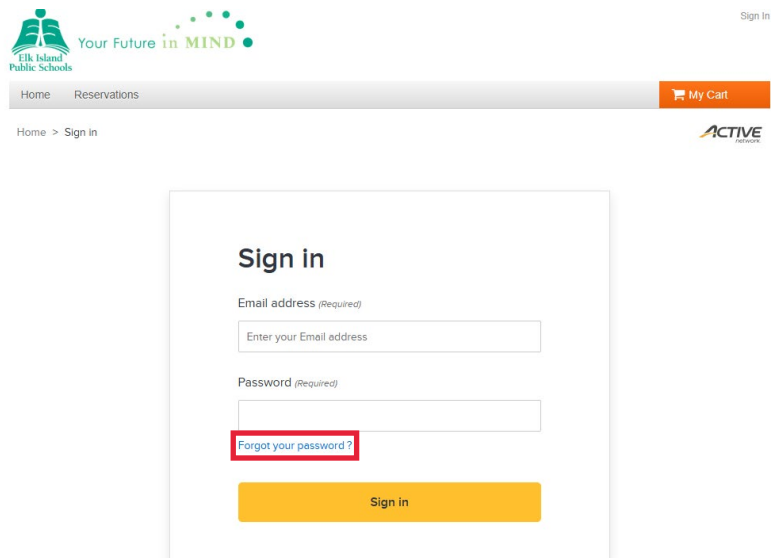
# After-Hours Rentals – Customer Online Payments

## Activenet Online Access

1. Go to the above link, click on *Sign In/Up*.



2. Click *Forgot your password*. A new password will be emailed to you.



3. Sign in with your new password.

4. Before a customer can pay online for the first time, they will need to update their age. To do this they will go to *Account Options* and edit personal information.

The screenshot shows the 'Account Options for test user' page. At the top, there is a navigation bar with 'Home', 'Reservations', and 'My Cart'. Below this, the page title is 'Account Options for test user'. On the left, there is a user profile section for 'test user' with an 'Edit' link and a 'Birth date: --' field highlighted with a red box. Below the profile are two expandable sections: 'Payment and Order Management' and 'Other Service'. On the right, there is a 'Balance' section with a table showing account details and a 'Pay On Account' button. Below the balance section is a family list showing 'user's family' and 'test user' with their respective details and links to view family information.

Balance	
Credit on account	\$0.00
<a href="#">View credit details</a>	
Current balance	\$0.00
Due now	\$0.00

[Pay On Account](#)

5. If you have a **permit booked under your personal name** (e.g. John Smith), then you will click *Pay on Account*.

The screenshot shows the 'Account Options for test user' page. The layout is similar to the previous screenshot, but the 'Pay On Account' button in the 'Balance' section is highlighted with a red box. The 'Birth date' field is no longer highlighted.

6. If you have a **permit booked under an Organization/Company**, then you will click **Organization Services**.

The screenshot shows the user interface for 'test user'. The main navigation includes 'Home', 'Reservations', and 'My Cart'. The page title is 'Account Options for test user'. On the right, there is a 'Balance' section with a 'Pay On Account' button. Below that is a 'user's family' section. The main content area has three expandable menu items: 'Payment and Order Management', 'Other Service', and 'Organization Services', which is highlighted with a red box.

7. Under Organization Services, a list of your organizations will appear. Click on **View Details** to see your issued permits.

The screenshot shows the 'Organization Services' section expanded. It displays a list of organizations. The first organization is 'Test', with an address of 683 Wye Road, Sherwood Park, AB T8B 1N2. To the right of the organization name is an 'Account balance' table with a 'View Details' button highlighted in red. The 'View Details' button is also highlighted with a red box.

Account balance	
Credit on account	\$0.00
Current balance	\$220.50
Due now	\$220.50

- A list of issued permits will appear here. You can make changes to the amounts you would like to pay on each permit, if needed. Click *Next* to make payment.

Elk Island Public Schools Your Future in MIND

Welcome, test My Account | My Wish List | Sign Out

Home Reservations My Cart

Home > My account > View details ACTIVE

Just a reminder: Your Organization "Test" has an unpaid balance of \$220.50. Thank you for keeping your account up to date!

### View Details of Test

Total credit	Current balance	Amount due now
\$0.00	\$220.50	\$220.50

Outstanding balance Credit

Payment Summary

Organization name Test

Subtotal \$220.50

Next

Receipt # 3005919.002 Nov 19, 2024 Next payment due: Nov 19, 2024

Test

ORIGINAL BAL	CURRENT BAL	AMT DUE NOW	PAYMENT AMT	REMAINING BAL
\$220.50	\$220.50	\$220.50	220.50	\$0.00

- This will add the permit to your cart. Click *Check Out*.

Elk Island Public Schools Your Future in MIND

Welcome, Test My Account | My Wish List | Sign Out

Home Reservations My Cart(1)

Home > Shopping cart ACTIVE

### Shopping Cart

Paid on Test Account Balance \$220.50

PAID ON ACCOUNT BALANCE

Outstanding balances on receipt(s): 3005919.002

Order Summary

Subtotal \$220.50

Due Now \$220.50

Check out

10. Add your payment method and click *Pay*.

Elk Island Public Schools  
Your Future in MIND

Welcome, Test | My Account | My Wish List | Sign Out

Home Reservations My Cart(1)

Home > Shopping cart > Check out

### Check Out

#### Payment Information

**Payment Method**

\* Required fields

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

We accept the following card types:

VISA Mastercard AMEX Discover iD

Name on card \*

#### Order Summary

Subtotal \$220.50

**Due Now \$220.50**

Gift Card Apply

**Pay**

11. You can print your receipt or have a copy emailed to you.