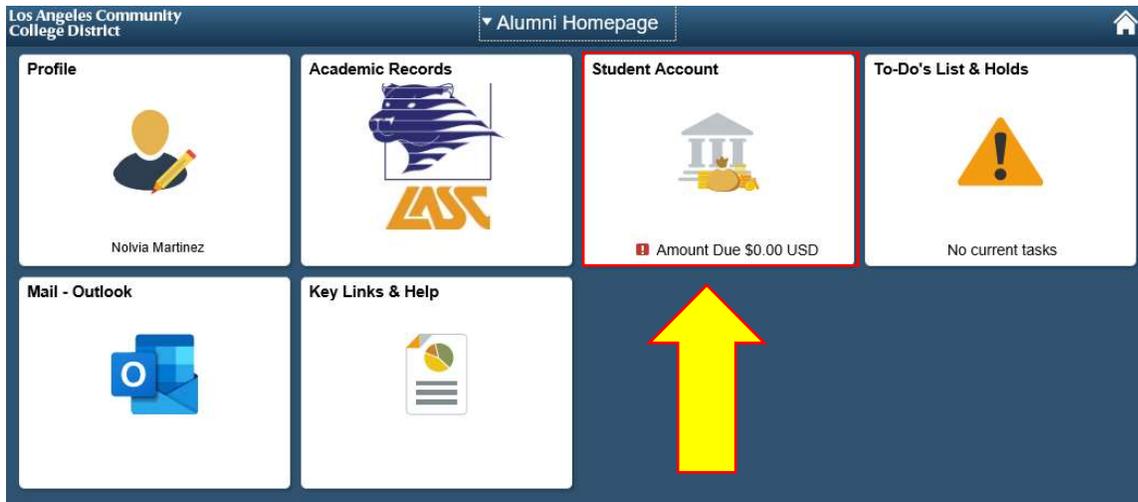## How to Pay for Parking Online

Through PeopleSoft (SIS) Self-Service Portal

First

Log-in to mycollege.laccd.edu
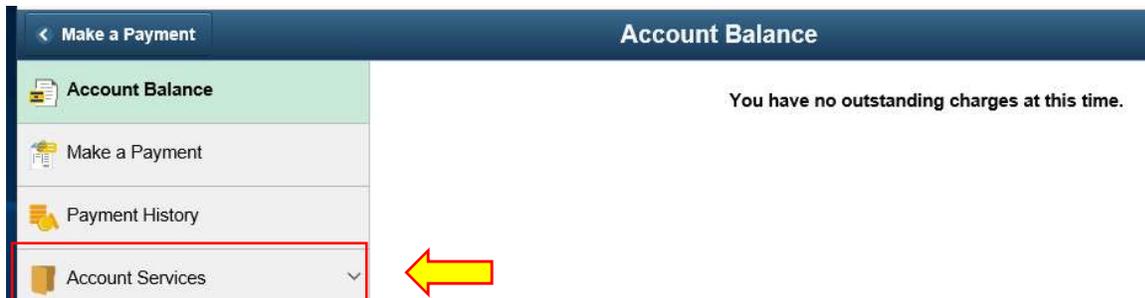
Step 1

Select "Student Account."

Step 2

Select the "Account Services" tab,

Step 3

Select <mark>Parking & Transportation Tab. Choose LASC</mark> for the term you want to Purchase. Enter the quantity of (1) in the "Quantity Field."

Available Items	Term	Unit Price	Quantity	Item Total
Parking ELAC	2018 SUM	7.00		0.00
Parking LACC	2018 SUM	10.00		0.00
Parking LAHC	2018 SUM	10.00		0.00
Parking LAMC	2018 SUM	10.00		0.00
Parking LAPC	2018 SUM	7.00		0.00
Parking LASC	2018 SUM	7.00		0.00
Parking LATTC	2018 SUM	10.00		0.00
Parking LAVC	2018 SUM	7.00		0.00
Parking WLAC	2018 SUM	7.00		0.00
Parking LACC	2018 FALL	20.00		0.00
Parking ELAC	2018 FALL	20.00		0.00
Parking LAHC	2018 FALL	20.00		0.00
Parking LAMC	2018 FALL	20.00		0.00
Parking LAPC	2018 FALL	20.00		0.00
Parking LASC	2018 FALL	20.00	1	0.00
Parking LATTC	2018 FALL	20.00		0.00
Parking LAVC	2018 FALL	20.00		0.00
Parking WLAC	2018 FALL	20.00		0.00
Parking Total				0.00

Currency used is US Dollar.   **Total**   0.00

calculate total

CANCEL   NEXT

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**

CANCEL	PREVIOUS	NEXT

Step 5

Input Credit Card Account number and click "Continue"

Payment amount:	$4.00
Payment method:	Credit or Debit Card

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

VISA   MasterCard   Discover   BCcard   DinaCard
AMERICAN EXPRESS

Account Information

*Indicates required fields

*Card account number:

Continue   Cancel

Step 6

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"**

Payment amount: $4.00

Payment method: Credit or Debit Card

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

VISA MasterCard Discover BCcard DinaCard
AMERICAN EXPRESS

Account Information

*Indicates required fields

*Card account number: xxxxxxxxxxxx9040

*Name on card:

*Card expiration date:
08 2019

*Security code: (What is this?)

Cardholder Billing information

☐ My billing address is international

*Billing address:

Billing address line two:

*City:

*State/Province:
Select a State/Province

*Postal code:

*Country:
Select a Country

Continue   Cancel

Step 7

Click Submit

Make a Payment

Submit Payment

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

Payment Summary

Payment Amount

Currency used is US Dollar.

Card Number

CANCEL   SUBMIT

Step 8

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

Make a Payment

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

Payment Result

❗ Your credit card has been declined.

MAKE ANOTHER PAYMENT

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!!!