



# Online Payment for Monthly Parking Permit

Thank you for your interest in paying for your monthly parking permit via online payment processing. We hope you find this payment option convenient and the instructions easy to follow. If at any time you should have questions, please call the Department of Public Works at 920-832-6474. The office is open Monday through Friday, 8:00 a.m. to 4:30 p.m.

## IMPORTANT TO UNDERSTAND:

- This is not the process to pay for Parking Citations. That is located at the [Parking Tickets \(Citations\)](#) link.
- This payment option is not a real time update to your parking permit. Transactions made via this online payment option **will take up to two (2) business days to update your parking permit.**
- If you have less than two (2) business days from your parking permit expiring, we recommend that you purchase your parking at the 5<sup>th</sup> floor of the City Center Building to ensure your permit is updated prior to expiration.
- There is a convenience fee associated to using this payment option. The fee is collected by a third party credit card processing agent, not the City of Appleton.
- The City of Appleton does not refund monthly parking permit purchases or prorate for partial month use.

A link to the online payment portal can be found by going to the City of Appleton website at [www.appleton.org](http://www.appleton.org). Hover over [Online Services](#), click [Online Payment Services](#) then click on [Monthly Ramp Parking Fees](#). This will bring you to the Point and Pay portal for the City of Appleton, Department of Public Works.

## STEPS TO PURCHASE MONTHLY PARKING ONLINE

1. In the **My Bills** section, click on the Payment Type dropdown box and select **Monthly Ramp** or **Quarterly Ramp** (if you are paying for three (3) months).
  - a. You will be required to enter in your parking permit number located on the bottom left corner of your card. **Only the center set of numbers are required in this field.**



- b. You will be required to select the ramp for which you have the Parking Permit. If you are uncertain which ramp you park in, the top of each parking structure is colored to indicate the Ramp (Green, Red, Yellow). Also, the reader at each gate is the color of the Ramp. Below is a map of downtown that shows where each Ramp is located. If you are still unsure, you can call the Department of Public Works at 920-832-6474 and we can confirm your ramp.



- c. The amount will automatically populate with a monthly rate of \$42.20 or the quarterly rate of \$126.60
- i. For each additional month of parking you wish to purchase, click on **Add additional items to cart**. Repeat steps 1a through 1c above.

**Step 1: Select Payments**  
Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.  
Note: \* indicates a required field.

**My Bills**

Description
<input type="button" value="Save"/> <input type="button" value="Delete"/> Payment Type: *

**Add additional items to cart**

**Cardholder Information**

- Enter your **Cardholder Information** including the address tied to the Credit Card, phone number and email address.
- Enter the **Payment Information**. You have the choice of either Credit/Debit card or Electronic check. Electronic check convenience fee is **\$1.50 for up to \$10,000 purchase**. Over \$10,000, fee increases to \$10.00. Credit/Debit card convenience fee is **\$1.50 for every \$50 of purchases**.
  - 1 month (\$42.20) = \$1.50 fee
  - 2 months (\$84.40) = \$3.00 fee
  - 3 months (\$126.60) = \$4.50 fee
  - 4 months (\$168.80) = \$6.00 fee
- When you have finished adding the number of months you want to add to your parking permit and have entered your information in all of the sections with a red asterisk \*, click on the **Continue** button at the bottom of the page. The next page will provide a review of your purchase.
- Confirm the information in the My Bills, Customer Information and Payment Information sections is correct. Review the Terms and Conditions, click the "I Agree to Terms and Conditions" box. By clicking on the **Submit Payment** button, you will be processing the payment displayed.
- The last page will be a confirmation of your purchase. A receipt of your purchase will be sent to your email address, but you can print a copy of the receipt from this page.

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