Making payment using your smartphone or tablet – Option 1

- 1. Log in to your account you can use link in "Payment required" email or go to: www.oxfordshire.gov.uk, in the right top corner click on "My account" and log in.
- 2. Go to "My requests"
- 3. Scroll to 'My tasks''. Click on 🕀 (highlighted in red frame below)

My tasks			
Search:			
Ref.	\$	Service request 🗘	
8641-1465-6343-1	1339	Renew resident's parking permit - Payment request - Agata Fido OX4 2JH	2

4. The task list will expand, and when you see below screen, please click on "Payment required for Renew resident's parking permit" (highlighted in red frame below)

My tasks	
Search:	
Ref.	Service request 🕈
8641-1465-6343-1339	Renew resident's parking parking permit - Payment request - Agata Fido OX4 2JH
Date approved 02/	/04/2019 15:07
Task Payment req resident's parking	uired for Renew parking permit
Showing 1 to 1 of 1 entrie	s

- On next page you will see your order summary this shows how much is your parking permit. Click "Pay".
 Please follow all the steps to make payment.

Making payment using your smartphone or tablet – Option 2

- Log in to your account you can use link in "Payment required" email or go to: <u>www.oxfordshire.gov.uk</u>, in the right top corner click on "My account" and log in.
- 2. Go to "My requests"
- 3. At this stage please start using your phone in horizontal position (This option might be disabled in your phone, depending on your personal settings. It should be easy to temporarily enable it.)





Vertical position of the phone

Horizontal position of the phone

4. Scroll to 'My tasks''. Click on link under 'task'' section on the right (highlighted in red frame below).

Ref. 🗢 🗢	Service request 🔶	Date approved 👻	Task
8641-1465-6343-1339	Renew resident's parking parking permit - Payment request - Agata Fido OX4 2JH	02/04/2019 15:07	Payment required for Renew resident's parking parking permit

- 5. On next page you will see your order summary this shows how much is your parking permit. Click "Pay".
- 6. At this stage you can go back to using your phone in vertical position.
- 7. Please follow all the steps to make payment.