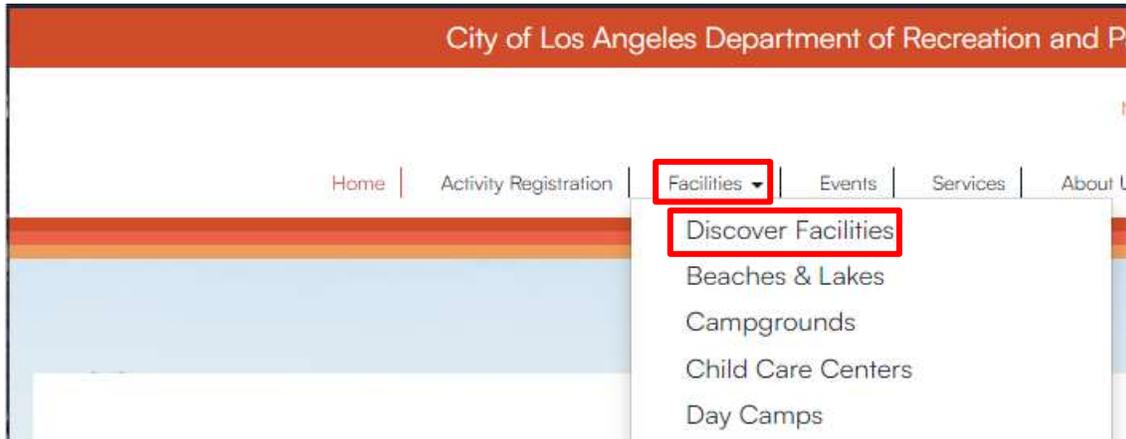


Facility Permits – Pay Balance from Home

1. **Facilities Tab – Discover Facilities** option



2. **Sign In** button on the right. If it says My Profile, click on it, log out, and then log back in.
3. On the new page enter your username and password then hit **Login**. If you do not know it, contact the facility so they may reset it.



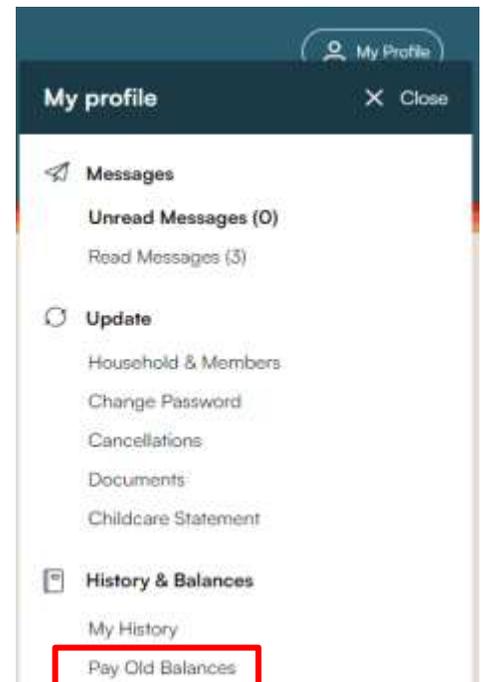
WebTrac Login

Username *
test@gmail.com

Password *

Login

4. You will now be logged in. Select the **My Profile** button.
5. A drop-down list will appear. Click on **Pay Old Balances**.



- All items with balances due will now appear. Place a check next to the item(s) you wish to pay for at this time then hit **Add to Cart**.

Search
Add To Cart
Select All
Deselect All

Description	Name	Date Range	Status	Location	Paid	Balance		
<input type="checkbox"/> Outdoor Basketball Court 1 on 10/27/2022 at 12:00 pm to 2:00 pm at Green Meadows RC	Kimberly	10/27/2022 -10/27/2022	Firm	Green Meadows RC	\$ 0.00	\$ 95.00	Item	Questions
<input checked="" type="checkbox"/> Gym on 10/27/2022 at 12:00 pm to 2:00 pm at Green Meadows RC	Kimberly	10/27/2022 -10/27/2022	Firm	Green Meadows RC	\$ 0.00	\$ 40.00	Item	Questions
<input checked="" type="checkbox"/> Picnic Area 1 on 10/27/2022 at 12:00 pm to 2:00 pm at Green Meadows RC	Kimberly	10/27/2022 -10/27/2022	Firm	Green Meadows RC	\$ 0.00	\$ 100.00	Item	Questions
Grand Totals					\$ 0.00	\$ 235.00		

- The items are now in your cart. If you are ready to pay, select **Proceed to Checkout**.

Shopping Cart

Shopping Cart

Description	Name	Total Fees
Remove Gym on 10/27/2022 at 12:00 pm to 2:00 pm at Green Meadows RC (Firm)	Kimberly	\$ 40.00
Remove Picnic Area 1 on 10/27/2022 at 12:00 pm to 2:00 pm at Green Meadows RC (Firm)	Kimberly	\$ 100.00
Grand Total Fees Due		\$ 140.00
Total Old Balances Not in Shopping Cart		\$ 95.00

Proceed To Checkout
Pay Old Balances
Continue Shopping
Empty Cart

- On the new page, review the charges and then select Visa or Mastercard as the payment method. When you hit **Continue** at the bottom of this page it will redirect you to the payment page.
 - The City of Los Angeles Department of Recreation and Parks does not accept Discover or American Express.

Checkout

Summary of Charges

New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 140.00
Total Balance for household:	\$ 140.00
Amount To Be Paid Today:	\$ 140.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: *

Select A Payment Method

Select A Payment Method

Visa

Mastercard

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

Continue

Back To Cart

- Fill out the payment page. Make sure the address at the bottom matches the one linked to your credit/debit card. When done, hit **Submit Payment**. This will redirect you to the confirmation page. A receipt will also be emailed to your account.

Credit Card

 Secure

Name: John Doe

*Name

5555111122224444

*Card Number

\$ 2026 111 

*Exp Month *Exp Year *Card CVV/CVC

Billing Address

111 Main Street

*Address

Address (Line 2)

Address (Line 2)

Los Angeles California

*City *State/Province

Province (Outside US/Canada)

Province (Outside US/Canada)

90001 UNITED STATES

*Zip/Postal Code Country

test@gmail.com

*E-mail Address

(213)555-5555

Phone Number

Submit Payment Cancel