ActiveNet – Viewing Permit & Paying on Account – Event Facilities

To VIEW your permit:

- Click “My Account”
- Click “Transaction & Payment History”
- Click on “Reservation” with the relevant event description
- Click on the blue permit number to view your permit (it will start with an R)

To PAY your permit fees from a COMPUTER (Mobile, see page 2):

- Return to the “My Account” page – link in the upper right corner
- If you are an INDIVIDUAL
  - Click the Green “Pay on Account” button
  - Enter in your desired amount and follow the payment prompts
- If you are with an ORGANIZATION
  - Under “Organization Services”, click the down arrow and then select “View Details”
  - Enter desired amount and follow payment prompts

- Pay using your debit or credit card (we accept Visa, MC, and Discover)
- We prefer that you do not mail a check, but if you do, please ensure that you have our correct mailing address to avoid any mishandling/misplacement. Please make checks payable to “Manager of Finance” and mail to:
  Parks Permit Office
  Denver Parks and Recreation
  201 West Colfax Avenue, Dept. 108
  Denver, CO  80202
- We do not take any payments over the phone
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Mobile Instructions
Visit: https://apm.activecommunities.com/denver/Home

Click on the “SIGN IN” button and enter your log in information

From the Home Page, click on the 3 horizontal lines in the top left corner

Next, click on Full Site

Then go back to My Account and follow instructions from page 1