

Visit: <https://apm.activecommunities.com/denver/Home>

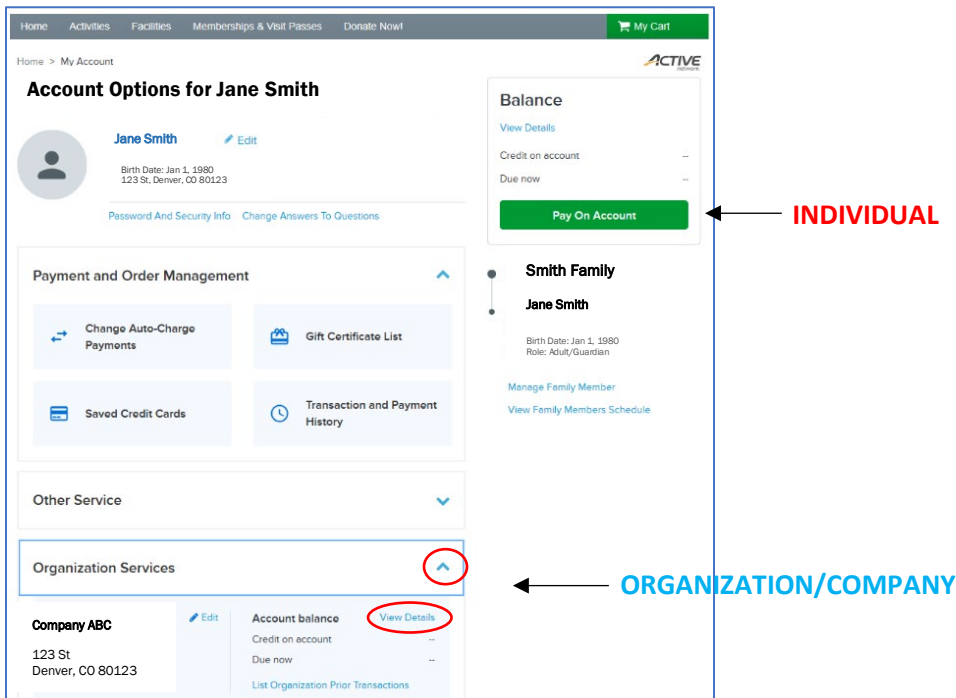
Click on the “SIGN IN” button and enter your log in information

Mobile instructions – see page 2
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



The screenshot shows the 'Account Options for Jane Smith' page. On the right, there is a 'Balance' section with a green 'Pay On Account' button. A red arrow points to this button with the label 'INDIVIDUAL'. Below that, there is a 'Smith Family' section with 'Jane Smith' listed as a family member. At the bottom, there is an 'Organization Services' section with a 'View Details' link circled in red. A blue arrow points to this link with the label 'ORGANIZATION/COMPANY'.

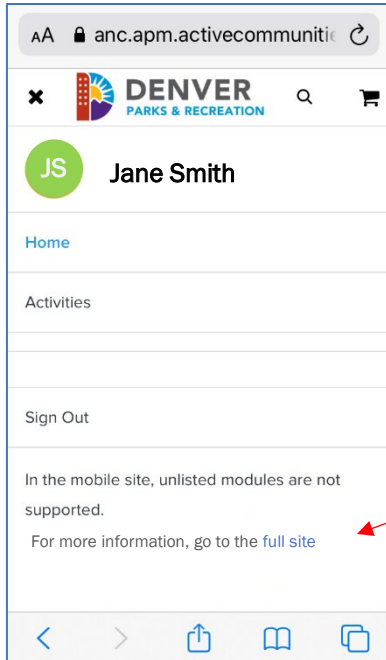
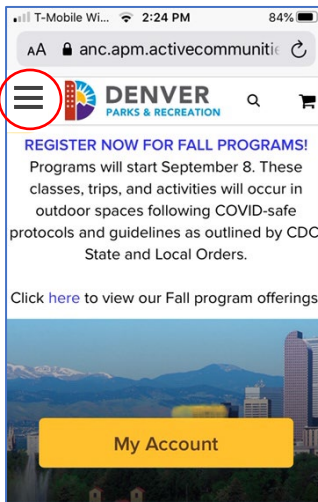
- Pay using your debit or credit card (we accept Visa, MC, and Discover)
- We prefer that you do not mail a check, but if you do, please ensure that you have our correct mailing address to avoid any mishandling/misplacement. Please make checks payable to “Manager of Finance” and mail to:
 Parks Permit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

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