

Visit: <https://apm.activecommunities.com/denver/Home> For Mobile instructions, see page 2

NEW USERS

- Click the “SIGN IN/ON” button (do not create a new account; we have created your account using the email on your application)
- Enter your email as your log in name and click “Forgot Password?” and an email will be sent to you with your temporary password
- Use your email and temporary password to log in
- Once logged in, under “account details,” select “change password”
- Change your password and save the changes

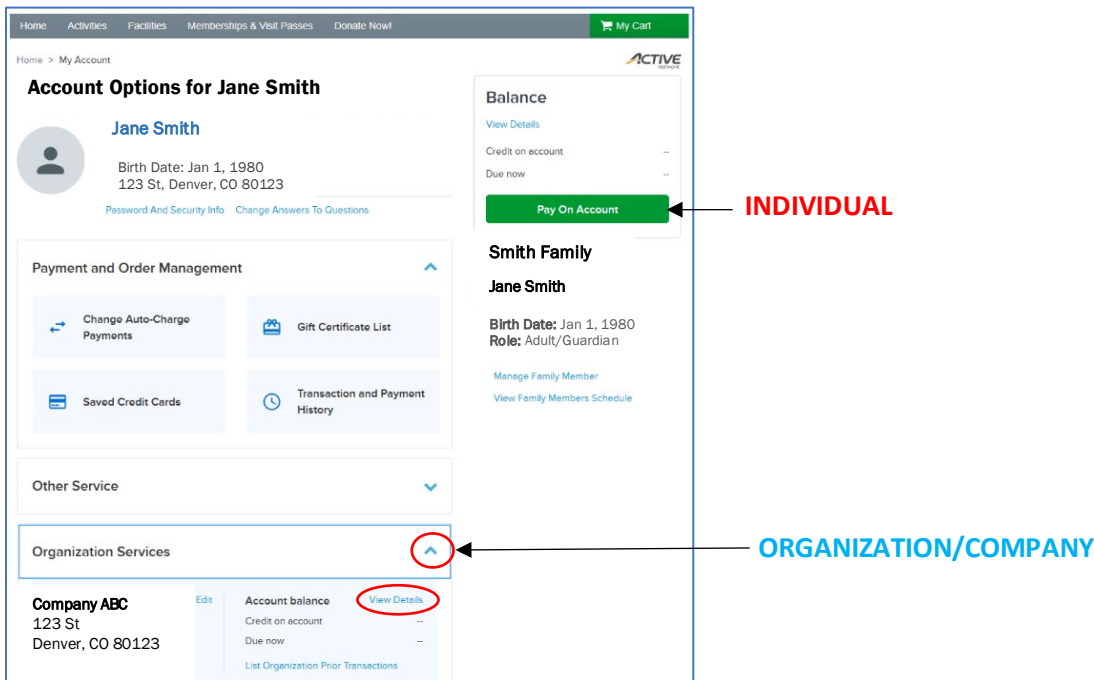
RETURNING USERS: Click on the “SIGN IN/ON” button and enter your log in information

To view your permit:

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

To pay your permit fees:

- Return to the “My Account” page – link in the upper right corner
- If you are an **INDIVIDUAL**
 - Click the green “Pay on Account” button
 - Click “Edit” – then enter in your desired amount – click the “Next” button and follow payment prompts
- If you are with an **ORGANIZATION/COMPANY**
 - Under “Organization Services,” click the blue arrow and then “View Details”
 - Click “Pay Balance” to enter desired amount and follow payment prompts
 - **MAX PAYMENT AMOUNT PER TRANSACTION = \$5,000**



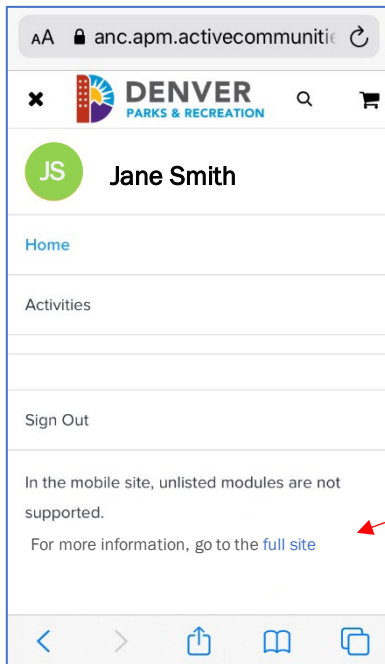
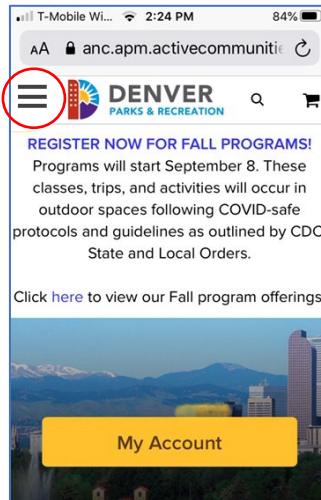
- Pay using your debit or credit card (we accept Visa, MC, and Discover). We recommend saving your credit card information if you would like your damage deposit refunded back to the same card. If you do not save your card information, we will issue a paper check for the damage deposit refund. Please expect your damage (security) deposit refund within 30 days of the conclusion of your event
- 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 accept payment 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