

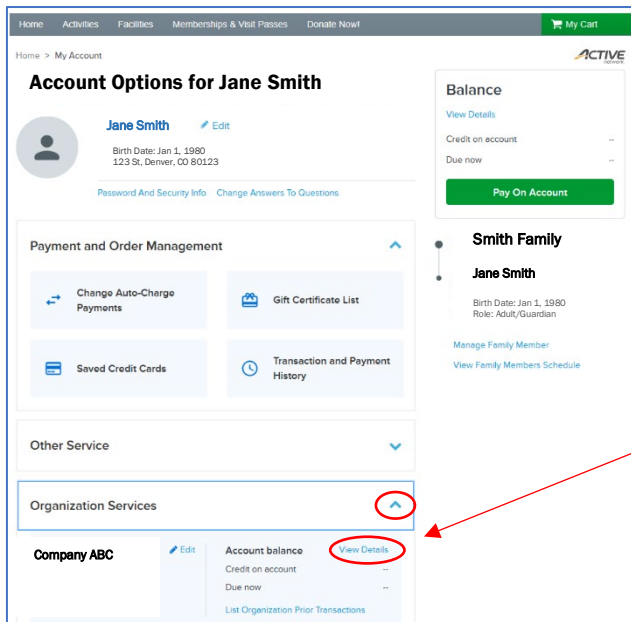
**NEW USERS**

- Click on the “SIGN IN” button (**do not create a new account**; we already 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” button and enter your user name (email you used on application)

 Once signed in, Click **My Account** - top right corner – then follow steps below
 

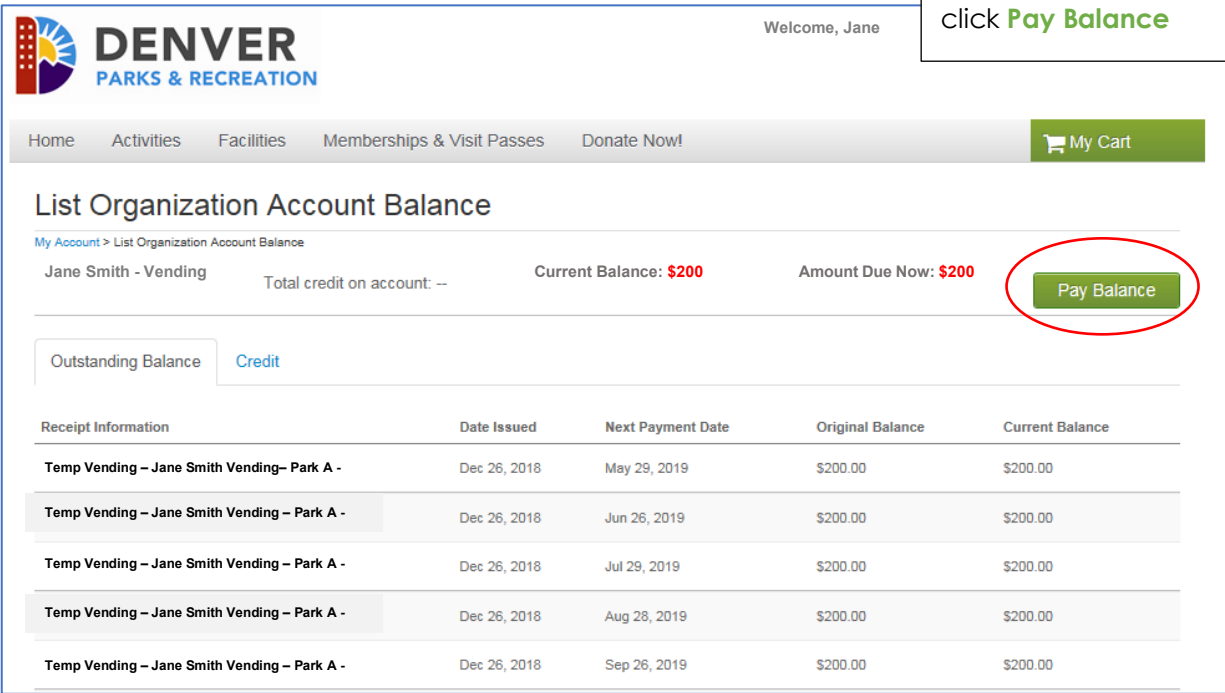
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**DO NOT** click on Pay on Account

Your permits are under your Company's name. Click the down arrow by “**Organization Services**,” then select “**View Details**”

This will bring up all of your upcoming permits – click **Pay Balance**



Welcome, Jane
My Account | My Wish List | Sign Out

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Home | Activities | Facilities | Memberships & Visit Passes | Donate Now!
My Cart

## Pay For Organization Outstanding Balances

My Account > List Organization Account Balance > Pay For Organization Outstanding Balances

Jane Smith - Vending

Receipt Information	Current Balance	Amount due now	Payment Amount
Temp Vending – Jane Smith Vending– Park A - June	\$200.00	\$200.00	<input style="width: 100%;" type="text" value="\$200.00"/> <small>\$0.00 remaining</small>
Temp Vending – Jane Smith Vending – Park A - July	\$200.00	\$0.00	<input style="width: 100%;" type="text" value="\$0"/> <small>\$200.00 remaining</small>
Temp Vending – Jane Smith Vending – Park A - Aug	\$200.00	\$0.00	<input style="width: 100%;" type="text" value="\$0"/> <small>\$200.00 remaining</small>
Temp Vending – Jane Smith Vending – Park A - Sept	\$200.00	\$0.00	<input style="width: 100%;" type="text" value="\$0"/> <small>\$200.00 remaining</small>
Temp Vending – Jane Smith Vending – Park A - Oct	\$200.00	\$0.00	<input style="width: 100%;" type="text" value="\$0"/> <small>\$200.00 remaining</small>

**Total: \$400.00**

◀ Back
Add to Cart ▶

Enter amount due for the appropriate month.  
Click **Add to Cart**

Welcome, Jane
My Account | My Wish List | Sign Out

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Home | Activities | Facilities | Memberships & Visit Passes | Donate Now!
My Cart(1)

Home > Shopping Cart

## Shopping Cart

**Paid on Jane Smith Vending Account Balance** **\$200.00**

PAID ON ACCOUNT BALANCE

Outstanding balances on receipt(s): ✎ ✕

**Waiver**

Please read the following waivers and agreements carefully.They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

I have read and agree to [Waiver](#).

### Order Summary

Subtotal	\$200.00
Payment from Account	\$200.00
<b>Due Now</b>	<b>\$200.00</b>

Check Out

Click the waiver box – confirm amount **Due Now** and click **Check Out**

Any credits in your account will be reflected here

Welcome, Jane [My Account](#) | [My Wish List](#) | [Sign Out](#)

[Home](#) [Activities](#) [Facilities](#) [Memberships & Visit Passes](#) [Donate Now!](#) [My Cart\(1\)](#)

Home > Shopping Cart > Check Out


# Check Out

## Payment Information

**Payment Method**

*ACT\* Denver Parks & or Active Network will show up on your credit card statement for this payment.*

Please choose a credit card.

 **VISA** \*\*\*\*1234 12/21

CVV/CVC \*

Add a new credit card

[Saving Credit Card Security Guarantee](#)

### Billing Address

Jane Smith

Mailing Name *No mailing name*

Address 1234 ABC Street, Denver, CO 12345

[Edit](#)

## Order Summary

Subtotal	\$200.00
Payment from Account	
<b>Due Now</b>	<b>\$200.00</b>

[Pay](#)

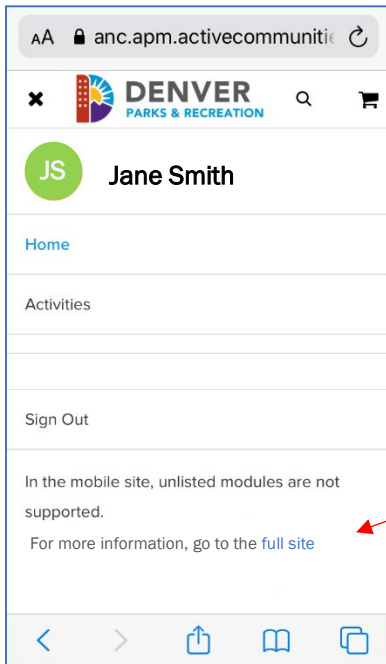
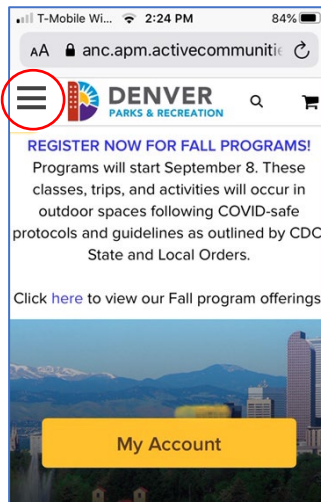
Confirm this information is correct or enter a new card & click **Pay**

### 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