How To Guide: Managing Your Account

Add Credit Card to Account

1. Select Manage Account and use username and password to log In
2. Under Credit Card Profiles- select Manage Profile(s)

ADD NEW +

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CREDIT CARD PROFILES

Manage Profile(s)

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TRANSACTION HISTORY

Enter the start date and end date of the transactions you want printed out.

View Invoice(s)

3. Select Add New Profile

Your Credit Card Profiles

Below are the credit card profiles on your account.

Add New Profile

4. Select next to be directed to secure credit card page
5. Enter Credit Card information and address information and select next
6. Review information and select Submit
7. Once redirected back to credit card profile page, select from top left Permits -> View Your Permits
8. Select your permit link (Highlighted area below)

View Your Account Permits

Permits associated with your account are listed below. You may click on the permit for additional details.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date	Hangtag Number
NR0000122	589 Ellicott Parking Lot	Active	06/01/2011	06/01/2011	10/01/2023	10774

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9. Next to "Billing Method" select Manage

Renewal Date 1 Month

Billing Method *None* Manage

10. Select your credit card profile to link to your permit and save changes

Credit Card Profiles

⦿ MasterCard ending in 1976 exp 01/2028

Add New Profile

Save Changes

*Once credit card profile is saved, renewals will be billed to linked credit card profile

For further questions, email transportation@bnmc.org