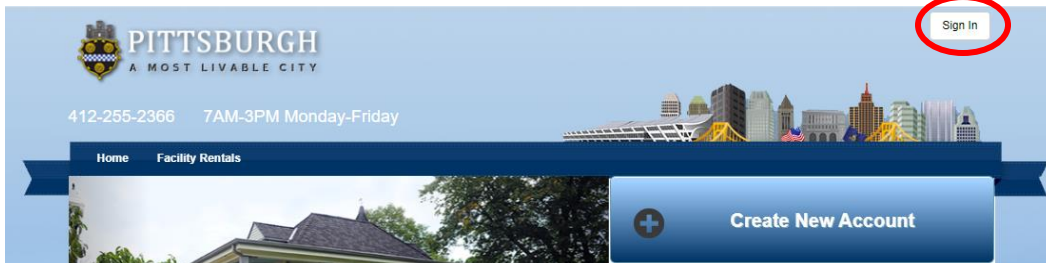


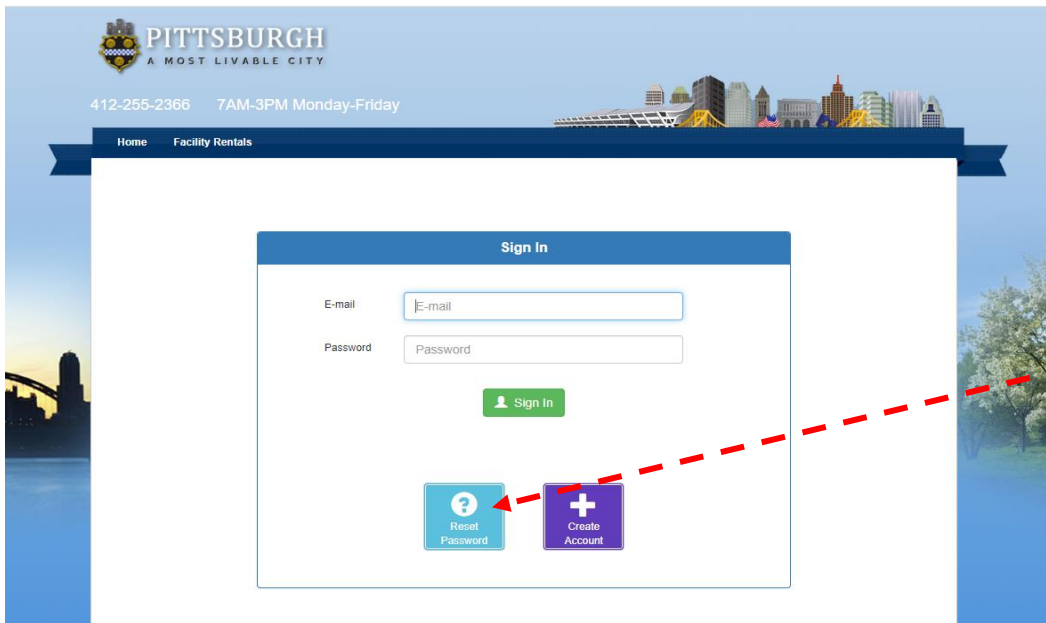
Steps for Making an Online Payment



Before following these steps, you must have reserved a park facility (shelter, Walled Garden, overlook, field, court, etc.) through registerparks.pittsburghpa.gov or through a staff member.

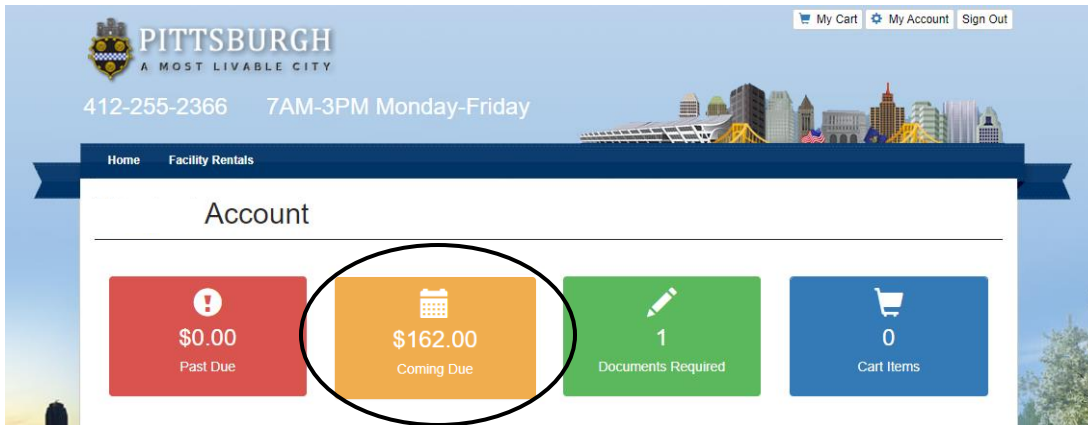


1. Click "Sign In" in the upper right-hand corner.

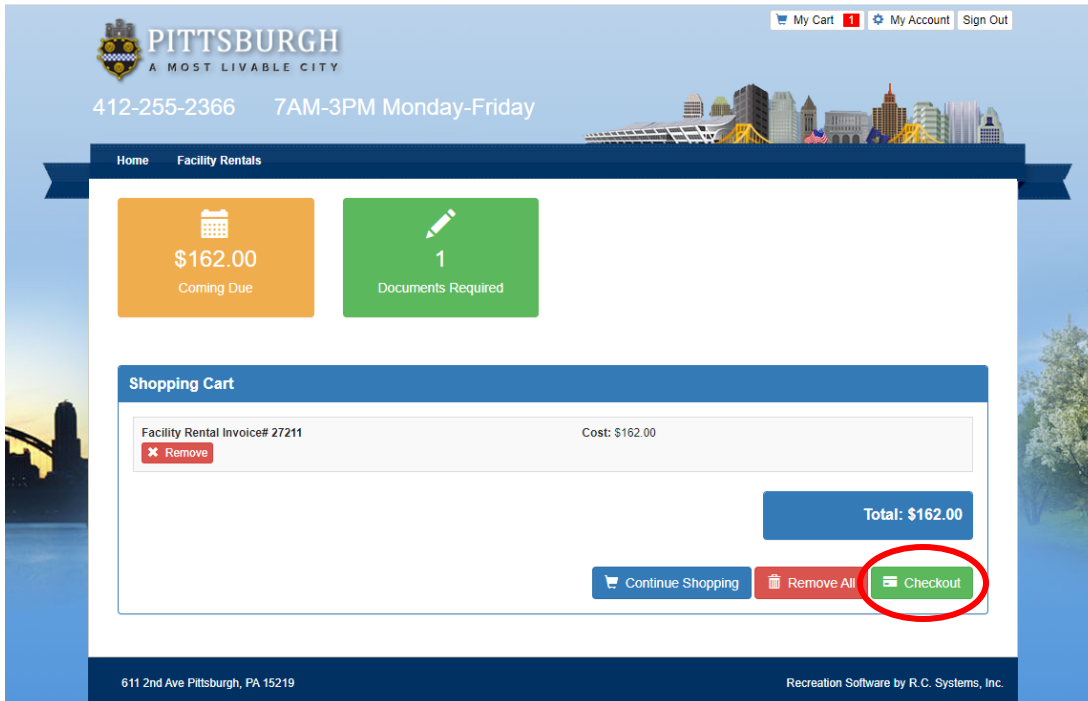


2. Enter your email and password.

If you need to reset your password, you will do that here.



3. Your account information should now appear on the screen. The orange “Coming Due” box will have the amount you owe for the facility you have reserved (payments must be made in full at the time of transaction).



4. Make sure your shopping cart contains the correct invoice number for your rental. Once you have double checked the numbers, click the green checkout button in the bottom right corner.



Secure Checkout

Credit Card Information

Card Number *
(no dashes or spaces)
Expiration *
Security Code *

Billing Information

First Name *
Required
Last Name *
Required
Address 1 *
Required
Address 2
City *
State *
Zip *

Transaction Total: \$162.00
Convenience Fee: \$4.06
Total Payment: \$166.06

Captcha *

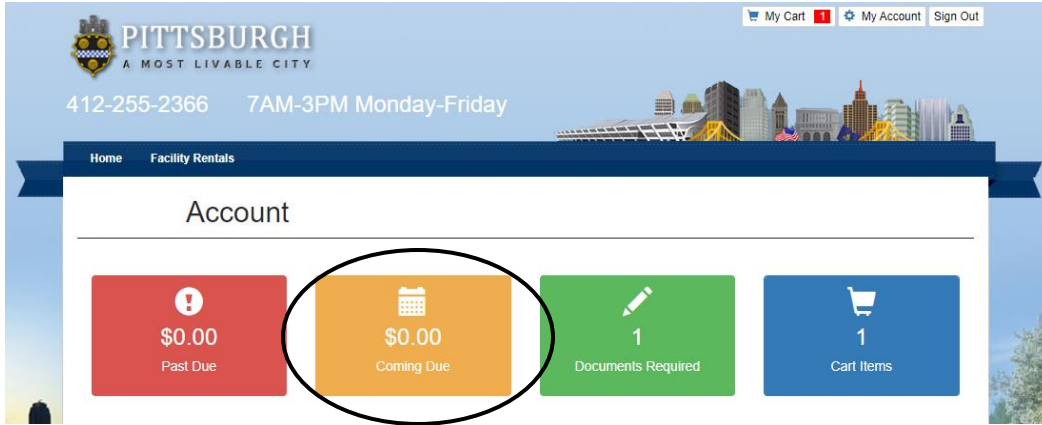
* Required

[My Cart](#) [Authorize Payment](#)

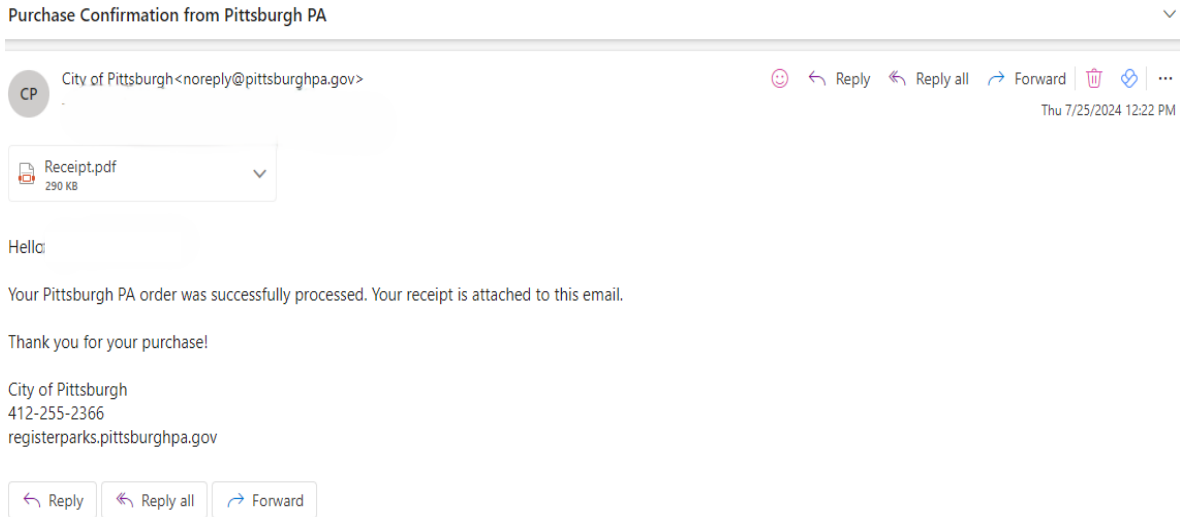
5. The payment screen should appear next. Here, you will fill out your payment method and information. When you are done, click “Authorize Payment”.

Do not close your browser until you see confirmation of your payment.

Paying with a credit or debit card will incur a 2.35% + \$0.25 service fee charged by the City’s payment processor, JetPay, for all transactions.



6. The account page should now appear. Your “Coming Due” balance should now be \$0.00. Now all steps are completed, you may access your permit.



7. A confirmation email will be sent to the address associated with your account. This will contain a receipt of your purchase and a copy of your permit. Do not reply to this email, as it will not be received by our team.

If you require assistance, email our general email address dpwfields&parkshelters@pittsburghpa.gov OV.

PITTSBURGH
A MOST LIVABLE CITY

412-255-2366 7AM-3PM Monday-Friday

My Cart My Account Sign Out

Home Facility Rentals

Account

\$0.00
Past Due

\$0.00
Coming Due

1
Documents Required

0
Cart Items

Upcoming Events

Sat, 10/12/2024 11:00 AM

Show All Events

Account Maintenance

Family Information Family Members Emergency Contacts

Change Password

History

Rentals

8. Another way to retrieve your permit is through your account page. Under “History”, click the blue “Rentals” box to access your permit.

If you experience issues, please email us at dpwfields&parkshelters@pittsburghpa.gov