Griffith University ePermits Portal -

Update your PayStay payment details

To update or add card details for purchasing a permit via the Griffith University ePermits portal, you'll need to make these changes in your linked PayStay account.

This user guide walks you through the step-by-step process to add or update your card details in PayStay.

Your linked PayStay account can be accessed in the following ways:

- 1. Access PayStay Via Griffith University ePermits Portal
- 2. Access via the PayStay website
- 3. Add Payment Details in PayStay
- 4. Update Payment Details in PayStay

Please keep this guide on another screen to reference while setting updating your payment details.

1. Access PayStay Via Griffith University ePermits Portal

1.1. Log into your Griffith University ePermits portal using your Griffith Single Sign-on credentials

Griffith Single Sign-On Username	
Password	
	Cyber security
Login >	The best defence is you. Explore cyber safety advice and tips.
Code of practice	

1.2. Once the My Applications – Griffith University page loads

	wy Appl	ications - Grimtin	University			Hei	p rayoldy	repetta.	weaver@nil-dil2.com
My Applications	Permit#	Permit Type	Permit Status	Vehicle Registration(s)	Manage Vehicle(s)	Start Date	End Date	Fee	Permit Balance
Apply for		The perm	nit sales will commence	on 29 January 2025. Please check	the Griffith University Parking we	ebsite for the exact da	tes for your camp	ous and car	park.
1. Annual Permits									
3. Temporary Mobility Permits									

1.3. Select the PayStay link to access your linked PayStay account

	My Appli	ications - Griffith	University			Не	PayStay	becca.	weaver@nri-anz.com ~
Apply for Annual Permits Temporary Mobility Permits	Permit#	Permit Type The perm	Permit Status	Vehicle Registration(s) on 29 January 2025. Please check	Manage Vehicle(s) the Griffith University Parking w	Start Date	End Date	Fee us and car	Permit Balance park.
5. GU Managed Permits									

You will be logged into your PayStay account on a new browser window.

Now Continue with either:

- Add Payment Details in PayStay
- Update Payment Details in PayStay

2. Access via the PayStay website

2.1. Select Login from the PayStay website



2.2. Enter your PayStay username and password

PayStay	
Username/Email	
Username/Email	
Password	
Password	
Forgot your password?	
Login	
- or -	
G Login with Google	
Login with Apple	

Now Continue with either:

- Add Payment Details in PayStay
- Update Payment Details in PayStay

3. Add Payment Details in PayStay

3.1. Click Edit, in the Payment Method section

Pa	y Stay		How It Works	Download App	Contact	Promotions	ePermits Log out
	MY ACCOUNT Summary My Details Payment Details	John Doe My details					Start Parking
	general Parking Transactions	Name: Username: Email: Address 4516	johndoe@email.com johndoe@email.com				Edit
	Motorists Vehicles	Payment met	thod	Expires 05/2	7		Edit
PayStay		Support	Lega	a.			PayStay by orikan

3.2. Enter your new Card Details <u>Tick the checkbox for Save card for future use</u> *important DO NOT MISS THIS STEP*

Leave Balance Threshold and Top Up Amount Set to 5

Click Confirm Payment

Card Details		
Cardholder name		
Card number		
4444 3333 2222 1111		
Card expiry	Security code	
MM/YYYY		
VISA WISA W	B USB	relevant card scheme
VISA VISA VISA VISA Save card for future By choosing to save this card, Pa to allow you to securely enroll in (USE Stay will share your mobile number and card details with your Click to Pay for faster checkouts. Learn more Confirm Payment	relevant card scheme
VISA VISA VISA Save card for future Sy choosing to save this card, Pa to allow you to securely enroll in C	B USB wyStay will share your mobile number and card details with your Click to Pay for faster checkouts. Learn more Confirm Payment	relevant card scheme
C>> VISA @	P USP yStay will share your mobile number and card details with your Citck to Pay for faster checkouts. Learn more Confirm Payment	relevant card scheme
VISA V	P USP vyStay will share your mobile number and card details with your Citck to Pay for faster checkouts. Learn more Confirm Payment 5 10	relevant card scheme

3.3. If this is the first time registering the card with Click to Pay you will be prompted to finish setting up Click to Pay. Add your details to register your card with Click to Pay

Note: PayStay uses Click to Pay, to store card details, you will be sent a code to your mobile number. If you did not receive a code, click Resend Code to generate a new code.

Payment method				
Card Details				
	C» VISA		×	
	VISA Visa8685		Edit	
	To finish setup fo please provide your	or [≫ Click to Pay, billing address belo	w	
	BILLING ADDRESS (Mu	st match bank statemer	it)	
	Country/Region Australia		~	
🗎 Terms Privacy Susport	CON Next: Review and co	ITINUE		
Balance Threshold		5		0
Top up amount		10		0

3.4. Review your saved details and then click Continue.

Payment method		
Card Details		
	Usa Credit8685	
	CINC CLICK TO PAY PROFILE Used to access your card(s) for future purchases rebecca.weaver@nri-anz.com 428635637 We may send one-time codes for verification to this number. Message and data rates may apply.	
	Remember me in this browser Not recommended for shared devices By clicking "Continue," I agree to Visa's <u>Terms of Service</u> and <u>Privacy Notice</u> .	
🗎 Terms Privacy Support	CONTINUE Or continue without saving	•
Balance Threshold	5	\$
Top up amount	10	0

3.5. To complete the update to card details for your PayStay account. Click the Update button

Then click Close on the popup message that appears.

Payment method		
Card Details		
Card payment successfully process	ed. Please update the payment method be	elow
Balance Threshold	5	٥
Top up amount	10	0
PayStay is PCI DSS (Payment Card Indu an external qualified security assessor. F	stry Data Security Standard) compliant an or more information, contact our helpdesk	id independently certified by on 1300 322 111
	Update	

3.6. Check that your updated Payment Details are displaying in PayStay.

ayStay	How It	Works Download App	Contact Pron	hotions ePermits	Logo
MY ACCOUNT Summary	Current Payment Sta	tus			
My Details	Balance	\$9.	14		
Payment Details	Card number	538	8646XXXXX9495		
GENERAL Parking	Last Top Up Status	Sui 8:0	ccessfully complet	ted on Dec 17 2024	
Transactions Motorists Vehicles	Payment method			6	
Delete Account	Card Details	Int you? Ind your linked cards and sent to -61637 Email this browser CONTINUE	to confirm it's you.		
	Balance Threshold		5		0
	Top up amount		10		0
	PayStay is PCI DSS (Payment Ca an external qualified security asse	rd Industry Data Security ssor. For more informatio	Standard) compliant	nt and independently desk on 1300 322 11	/ certified by 1

Your linked PayStay account is now set up to purchase a permit through the Griffith University ePermits Portal. Log out of PayStay and return to <u>Griffith University ePermits portal</u>

4. Update Payment Details in PayStay

4.1. Click Edit, in the Payment Method section

Click Payment Details

PayStay		How it Works	Download App	Contact	Promotions	ePermits	Log out
MY ACCOUNT Summary	John Doe					Start P	arking
My Details Payment Details	My details Name: Username:	lohn Doe ohndoe@email.com					Edit
general Parking Transactions	Email: Address 4516	ohndoe@email.com					
Motorists Vehicles	Payment methors 5105XXXXXXX5100	e l	Expires 05/27	7		[Edit
Delete Account							
Stay	Support	Lega	ı			PaySta	y by orika r

4.2. Enter the code and click Continue to complete the multi-factor authentication PayStay uses Click to Pay, to store card details, you will be sent a code to your mobile number. If you did not receive a code, click Resend Code to generate a new code.

Payment method
Card Details
Resend code: <u>Mobile</u> <u>Email</u> Remember me in this browser
CONTINUE



4.3. Your saved card details will be displayed with the card number masked out for security. Click Add a different card to display the card details

Payment method	
Card Details	
Not your cards?	
Add a different card	
Confirm	Payment

4.4. Enter your new Card Details Tick the checkbox for Save card for future use <u>*important DO NOT MISS THIS STEP</u>

Leave Balance Threshold and Top Up Amount Set to 5

Click Confirm Payment

Card Details		
Cardholder name		
Card number		
4444 3333 2222 1111		
Card expiry	Security code	
MM/YYYY		
VISA VISA	USE Stay will share your mobile number and card details with your tick to Pay for faster checkouts. Learn more	relevant card scheme
VISA VISA VIS VIS VISA VISA VISA VISA VISA VISA	USE Stay will share your mobile number and card details with your n ick to Pay for faster checkouts. Learn more Confirm Payment	relevant card scheme
Save card for future By choosing to save this card, Pay to allow you to securely enroll in Cl	USE Stay will share your mobile number and card details with your n ick to Pay for faster checkouts. Learn more Confirm Payment	relevant card scheme
VISA VISA	USE Stay will share your mobile number and card details with your risk to Pay for faster checkouts. Learn more Confirm Payment	relevant card scheme
VISA VISA	USE Stay will share your mobile number and card details with your is ick to Pay for faster checkouts. Learn more Confirm Payment 5 10	relevant card scheme
VISA VISA	USE Stay will share your mobile number and card details with your is ick to Pay for faster checkouts. Learn more Confirm Payment 5 10 4 Industry Data Security Standard) compliant and i	relevant card scheme

4.5. If this is the first time registering the card with Click to Pay you will be prompted to finish setting up Click to Pay. Add your details to register your card with Click to Pay

Note: PayStay uses Click to Pay, to store card details, you will be sent a code to your mobile number. If you did not receive a code, click Resend Code to generate a new code.

Payment method				
Card Details				
	C>>> VISA		×	
	VISA Visa8	685	Edit	
	To finish set please provide	up for [≫ Click to Pay your billing address be	, elow	
	BILLING ADDRESS	(Must match bank staten	nent)	
	First Name Country/Region	Last Name	_	
	Australia	CONTINUE		
A Terms Privacy S	Next: Review a	nd confirm your information.		
alance Threshold		5		0
op up amount		10		0

4.6. Review your saved details and then click Continue.

Payment method			
Card Details			
۲»	VISA	×	
	Visa Credit8685		
C22 Us	CLICK TO PAY PROFILE	rchases	
re 42	becca.weaver@nri-anz.com 8635637		
We	e may send one-time codes for verificat mber. Message and data rates may app	tion to this ply.	
	Remember me in this browser Not recommended for shared	devices	
By cli Privat	cking "Continue," I agree to Visa's <u>Term</u> <u>cy Notice</u> .	as of Service and	
	CONTINUE		
	Or continue without saving	ng	
Terms Privacy 20002011			
Balance Threshold	5		٥
Ten un emerat			

4.7. To complete the update to card details for your PayStay account. Click the Update button

Then click Close on the popup message that appears.

Payment method		
Card Details		
Card payment successfully processed. Please upd	ate the payment method below	
Balance Threshold	5	٥
Top up amount	10	\$
PayStay is PCI DSS (Payment Card Industry Data Secu an external qualified security assessor. For more informa	rity Standard) compliant and ind ation, contact our helpdesk on 1 te	lependently certified by 300 322 111

4.8. Check that your updated Payment Details are displaying in PayStay.

PayStay	How It Wo	rks Download App	Contact Pro	omotions ePermits	Log
MY ACCOUNT Summary	Current Payment Statu	S			
My Details	Balance	\$9.1	4		
Payment Details	Card number Expires	5386	538646XXXXX9495 05/27		
GENERAL Parking	Last Top Up Status	Suc- 8:03	cessfully compl PM	leted on Dec 17 202	4
Transactions Motorists				62	
Vehicles	Payment method				
Delete Account	Card Details				
	Joe@email.com Not	<u>you?</u> I your linked cards			
	Enter the code Mastercard	d sent to +61637 1	o confirm it's yo	u.	
	Resend code: <u>Mobile</u> Remember me in this	Email browser			
	cc	DNTINUE			
	Balance Threshold		5		0
	Top up amount		10		0
	PayStay is PCI DSS (Payment Card an external qualified security assesse	Industry Data Security	Standard) compli	iant and independent Ipdesk on 1300 322 1	tly certified b

Your linked PayStay account is now set up to purchase a permit through the Griffith University ePermits portal