

How to View a Reservation Permit or Make a Payment

View Reservation Permit

- Log in to your Rec & Park account at sfrecpark.org/register
- Once Logged in click “My Account”
- Under “Account Activity” click “View Receipts”
- Select the **Reservation** receipt titled: **2019 Summer Camp Mather**
- Click on the Permit Number to view the reservation permit

Expand the fees and payment schedule to see details by clicking on the blue arrows

Booking Summary ^					
MATHER - 06 Person Cabin - 43 (Cabin Rental)					Center: CAMP MATHER
START DATE ^	START TIME	END DATE ^	END TIME	ATTENDEE ^	AMT W/O TAX ^
Aug 4, 2019	2:00 PM	Aug 10, 2019	10:00 AM	1	\$0.00
Total additional fees and discounts					\$1,416.00 ^
Camp Mather Cabin - Wk - Res			\$1,153.00 / Each	x1	\$1,153.00
Camp Mather Meal - Weekly - Adult			\$263.00 / Each	x1	\$263.00

Payment Schedules ^						Original Balance: \$1,550.37		Current Balance: \$1,550.37	
DUE DATE ^	AMOUNT DUE ^	AMOUNT PAID ^	WITHDRAWAL ADJUSTMENT ^	BALANCE ^					
Nov 7, 2018	\$200.00	\$0.00	\$0.00	\$200.00					
Jul 5, 2019	\$1,350.37	\$0.00	\$0.00	\$1,350.37					

To Make a Payment:

Under Payment Details

- Click Pay on Account
- Under “Outstanding Balances” click the drop-down arrow - (and you will see the amount due you want/need to pay)
- Click “Continue”
- Then just click Continue and follow the steps on making a payment.