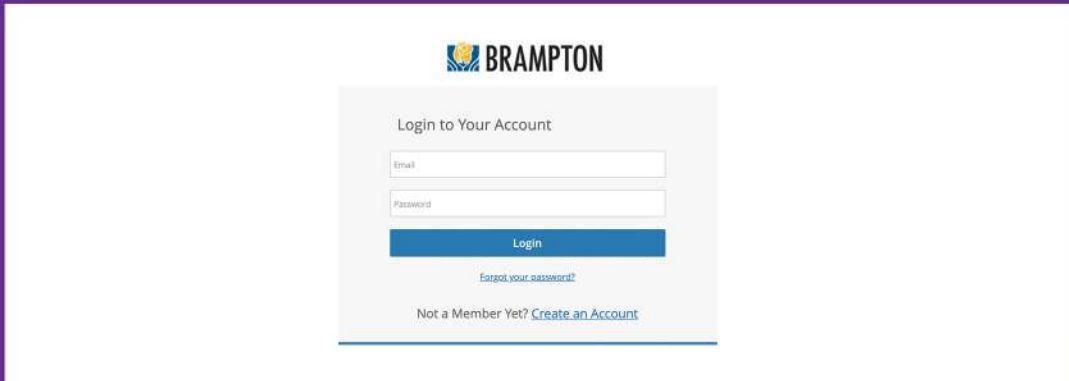


PERFECTMIND CUSTOMER RESOURCE GUIDE

How to Pay an Invoice or Balance Due

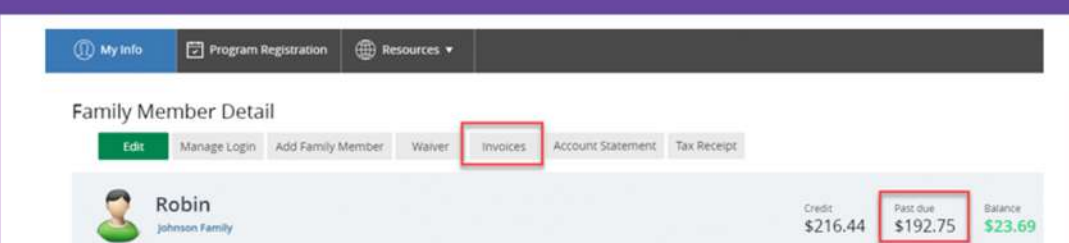
STEP ONE

Log into the City of Brampton’s Recreation registration system at CityOfBrampton.PerfectMind.com.



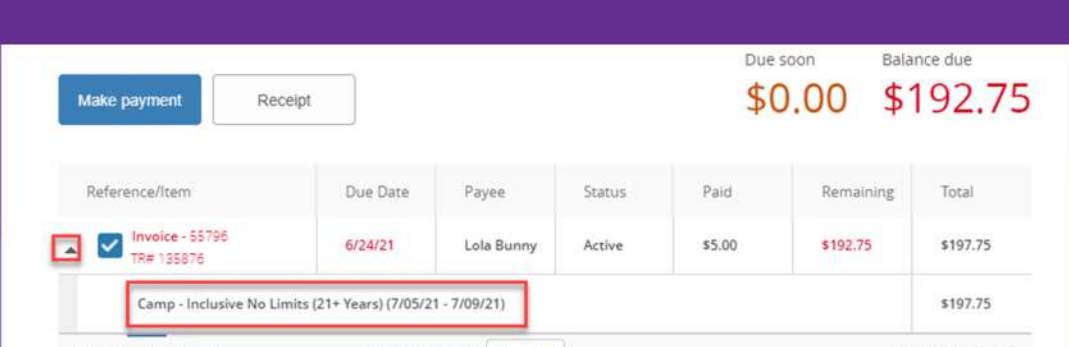
STEP TWO

If there is a balance due, it will display on the top right hand corner of the client detail page. To review and settle the displayed balance, click “Invoices”.



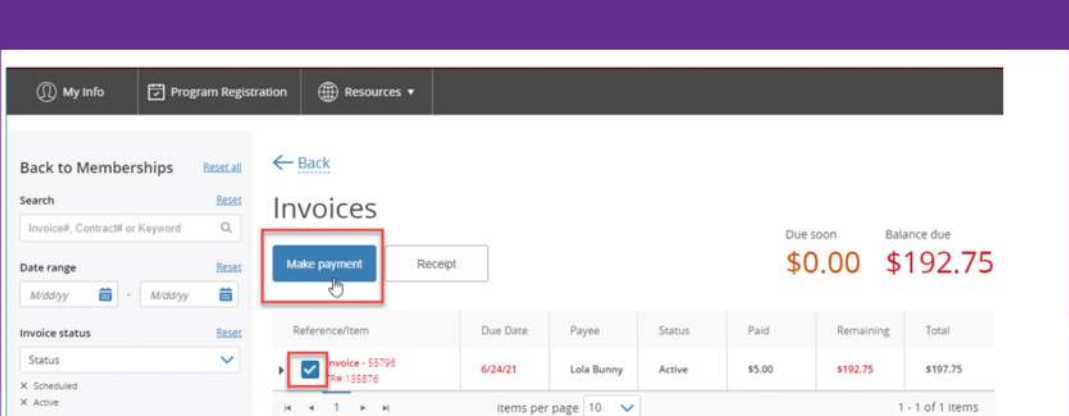
STEP THREE

Click on the triangular arrow to view invoice details.



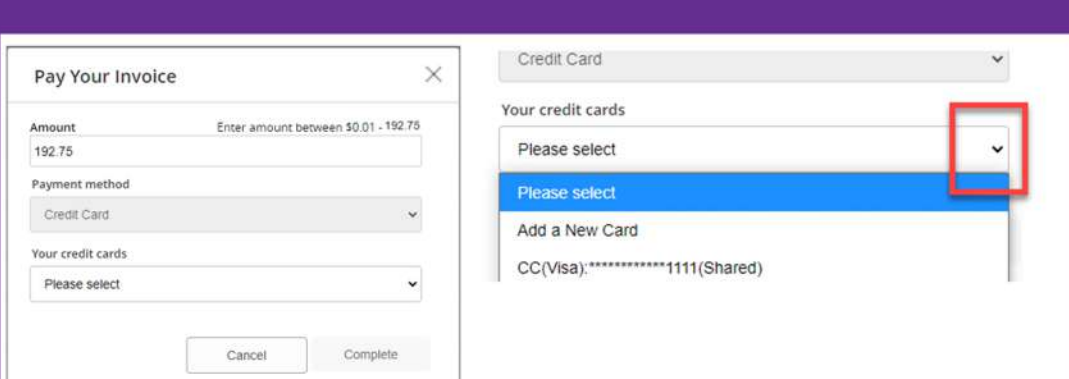
STEP FOUR

Select the checkbox next to the invoice(s) you would like to pay, then click “Make payment”.



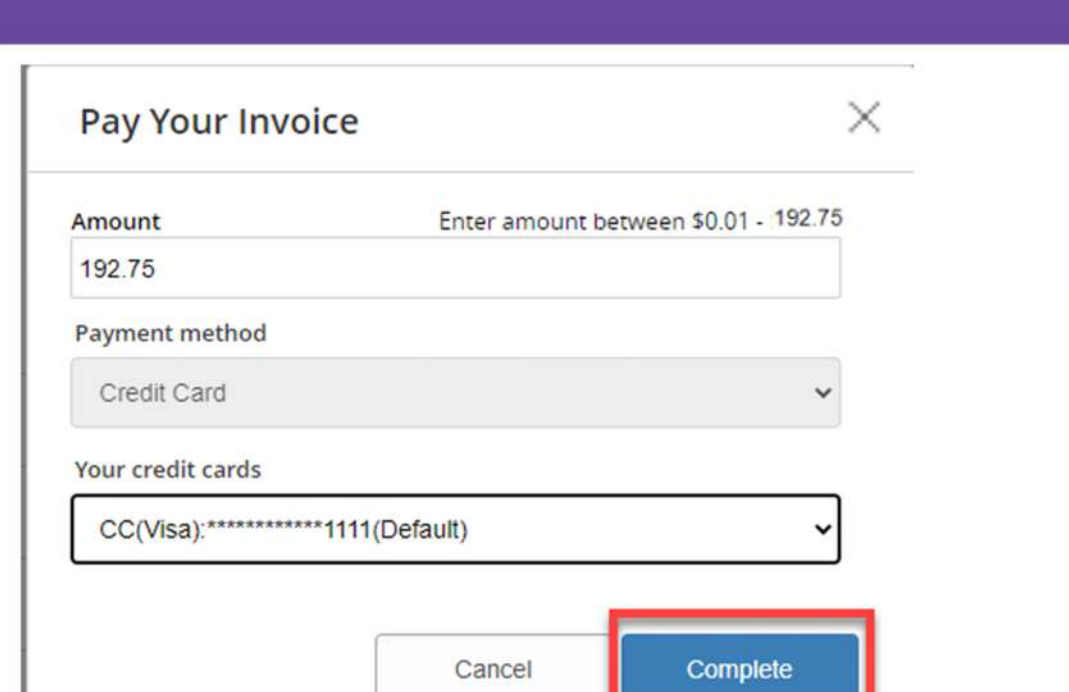
STEP FIVE

A pop up will display with the total amount to be paid. Select an existing card on file or add a new credit card to complete the transaction.



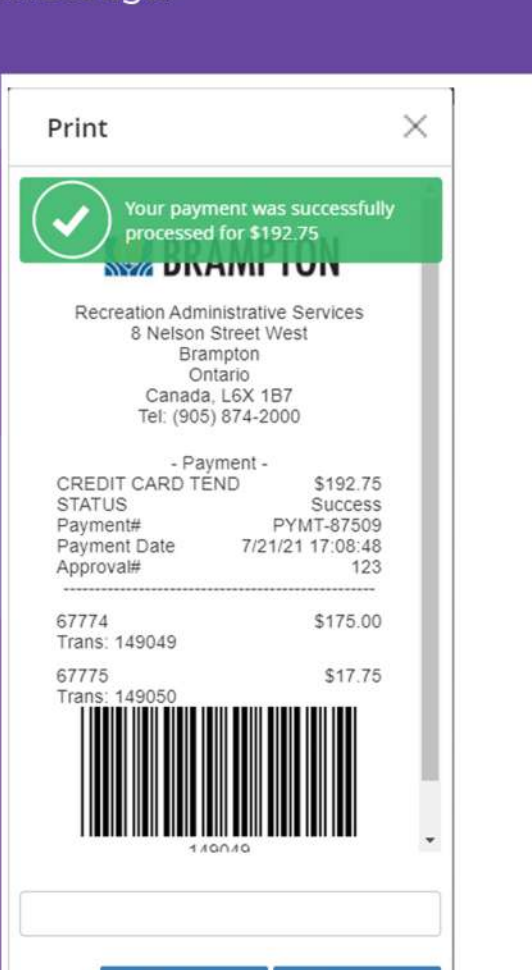
STEP SIX

Click “Complete” to process the transaction.



STEP SEVEN

Once the transaction has been successfully processed, a copy of your receipt will display along with a confirmation message.



You’re all ready to go. We look forward to seeing you!

Questions?
Email us at recreation@brampton.ca