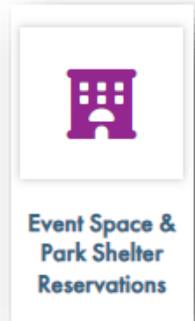




# How To: Make a Payment Online

1. Go to [www.rcpark.com](http://www.rcpark.com), scroll down and select “Event Space & Park Shelter Reservations” icon.
2. Select “Pay Rental Fees”
3. You will be redirected to the ActiveNet “Sign In” page.
  - Username is the email listed permit/account.
  - Enter Password or Select “Forgot Password”, to be sent a link.
4. Select “My Account” then “Make a payment.”



Sign in

Email address (Required)  
Enter your Email address

Password (Required)

[Forgot your password ?](#)

Sign in

5. **Organizations** - If you reserved a space under an organization’s name and you have been added as an authorized agent, please scroll down until you see “**Organization Services**” and select the “**Drop Down**” to see balance.

Home > My account

ACTIVE

### Account Options for

**First Name, Last Name**

**Address**

Password And Security Info

Payment and Order Management

**Organization Services**

Balance	
Credit on account	\$0.00
<a href="#">View credit details</a>	
Current balance	\$0.00
Due now	\$0.00
<a href="#">Pay On Account</a>	

Organization Name	Account balance	<a href="#">View Details</a>
<b>Address</b>	Credit on account	\$500.00
	Current balance	<b>\$8,827.28</b>
	Due now	<b>\$8,827.28</b>
	<a href="#">List Organization Prior Transactions</a>	

If you have trouble making a payment online, please contact a front desk staff member at (909)477-2765 and ask for assistance. Front desk staff are available M-F from 9:00 am – 7:00 pm.