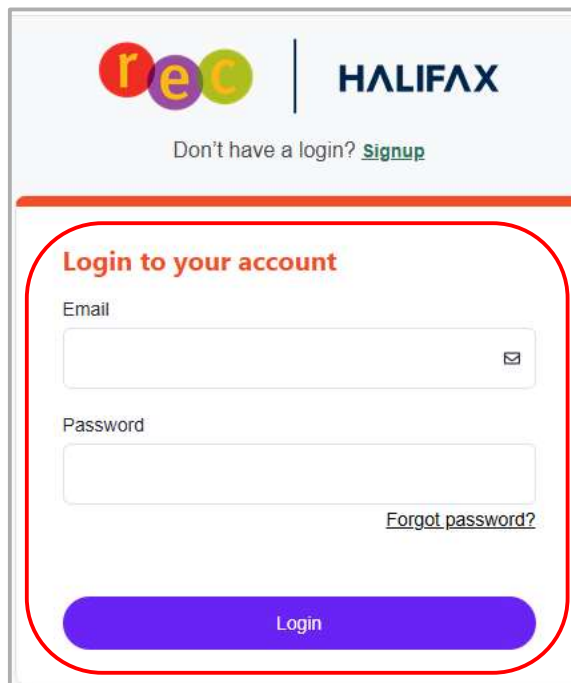


How to View and Pay Facility Rental Invoices Online

1

Log into your MyRec Account

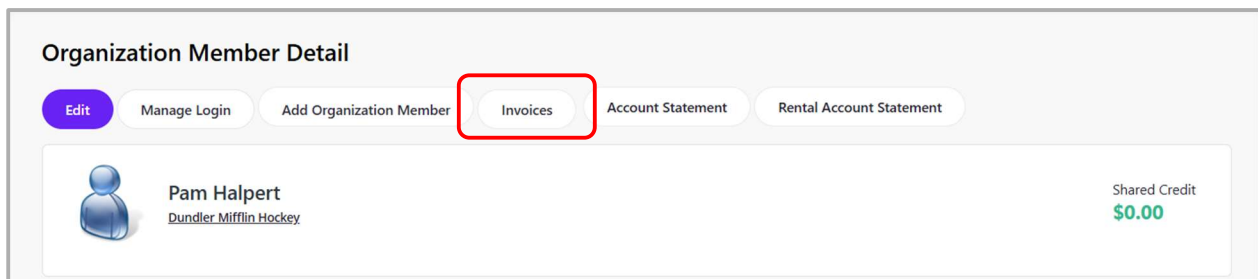
Enter your **email** and **password**, then click on the blue **Login** button



2

Click on Invoices

In the bar at the top of the page.



3

View Invoices

All **invoices** for the **Account** will display.

Payments due within the next 7 days will show as **Due Soon**

Invoices that are currently due or overdue will populate the **Balance**

← Back

Invoices Owned by the Dundler Mifflin Hockey Account

Make Payment Receipt

				Due Soon	Balance Due
				\$272.20	\$0.00
☐ Due Date	Description	References	Contact	Amount Payable	Balance Remaining
☐ 01-Apr-2025	FA-0418 1 25/26 Test Hockey Contract (05-Apr-2025)	Invoice ID 6382 Transaction ID 3157	Pam Halpert	\$272.20	\$272.20
☐ 01-May-2025	FA-0418 1 25/26 Test Hockey Contract (05-Apr-2025)	Invoice ID 6383 Transaction ID 3157	Pam Halpert	\$272.19	\$272.19
☐ 01-May-2025	FA-0419 1 25/26 Hockey Test 2nd (04-Jun-2025)	Invoice ID 6386 Transaction ID 3158	Michael Scott	\$272.20	\$272.20
☐ 01-Jun-2025	FA-0418 1 25/26 Test Hockey Contract (05-Apr-2025)	Invoice ID 6384 Transaction ID 3157	Pam Halpert	\$272.20	\$272.20

The **Due Date** of each invoice will display.

The **Contact** who is associated to the rental contract will display here

The total invoice amount shows in **Amount Payable**. The amount still owing will display in **Balance Remaining**.

4

Filter the Invoices to narrow your search.

Filters are available on the left-hand side

You can search by
Invoice Number,
Transaction Number or
Contract Number.

Narrow your invoice
search by selecting **Start**
Date and **End Date.**

You can narrow your
invoice search by **Invoice**
Status.

Filters

[Reset All](#)

Search

Start Date
 dd-MMM-yy...

End Date
 dd-MMM-yy...

Invoice Status

All

Item Type

All

Amount of Detail

Summarized

You can narrow your search by the type
of service you purchased.

Invoice Status

Search...

☐ Sort selected

☐ Select all

☐ Scheduled

☐ Active

☐ Terminated

☐ Completed

Item Type

Search...

☐ Sort selected

☐ Select all

☐ Activities

☐ Equipment

☐ Facility Contract

☐ Membership

☐ Product

5

Pay an Invoice

Click the checkbox beside the invoice you are paying, then click on **Make Payment**.

Invoices Owned by the Dundler Mifflin Hockey Account

Make Payment

Receipt

Due Soon

\$272.20

Balance Due

\$0.00

☐	Due Date	Description	References	Contact	Amount Payable	Balance Remaining
☐	14-Mar-2025	FA-0418 1 25/26 Test Hockey Contract (05-Apr-2025)	Invoice ID 6381 Transaction ID 3157	Pam Halpert	\$272.20	\$0.00
☒	01-Apr-2025	FA-0418 1 25/26 Test Hockey Contract (05-Apr-2025)	Invoice ID 6382 Transaction ID 3157	Pam Halpert	\$272.20	\$272.20

6

Enter Payment Details

Enter your credit card details and **Complete**.

Pay Your Invoice

Amount

Enter amount between \$0.01 - \$272.20

272.20

Payment method

Credit Card

Processor

☒ Billing Direct
 ☐ In-House

Your credit cards

Add a New Card

Pay Your Invoice

Credit Card Number **Required**

Card Verification Value **Required**

Holder Name **Required**

Expiry Month **Required**

Month

Expiry Year **Required**

Year

Billing Address **Required**

Street

City

Canada

Nova Scotia

Zip/Postal Code

☐ Remember card information

✓ I'm not a robot

reCAPTCHA

Privacy - Terms

Cancel

Complete

7

Print or Email Receipt

Receipt pops up when the payment is complete.

The email will default to your email address. You can edit this to send the receipt to another email.

Print

 Your payment was successfully processed for \$272.20

Parks & Recreation
Halifax Regional Municipality
PO Box 1749
Halifax
Nova Scotia
Canada, B3J 3A5
Tel: (902) 490-6666

6382	\$272.20
Trans: 3157	FA-0418

- Payment -

CREDIT CARD TEND	\$272.20
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STATUS	Success
Payment#	PYMT-26667800
Payment Date	25-Mar-2025 13:55:52
Approval#	123
Customer	Pam Halpert

pam.halpert@sharklasers.com

 Print Receipt

 Email Receipt

March 26, 2025

How to View and Pay Facility Rental Invoices Online

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