NYC Finance	Department of Finance Fleet/Rental Unit

Fleet / Rental Online Services: Bill Creation User Guide

December 17, 2013

TABLE OF CONTENTS

1.1. ABOUT THIS GUIDE 3
1.2. INTENDED AUDIENCE 3
1.3. REVISION HISTORY 3

1.1. About This Guide

This guide describes the modified Bill Creation feature of the Fleet/Rental Online Services web application. Using this guide the users will be able to search for and view all of their outstanding violations, place them into a multipurpose cart, and create a bar coded bill that may be mailed or brought in to a Business Center for payment.

1.2. Intended Audience

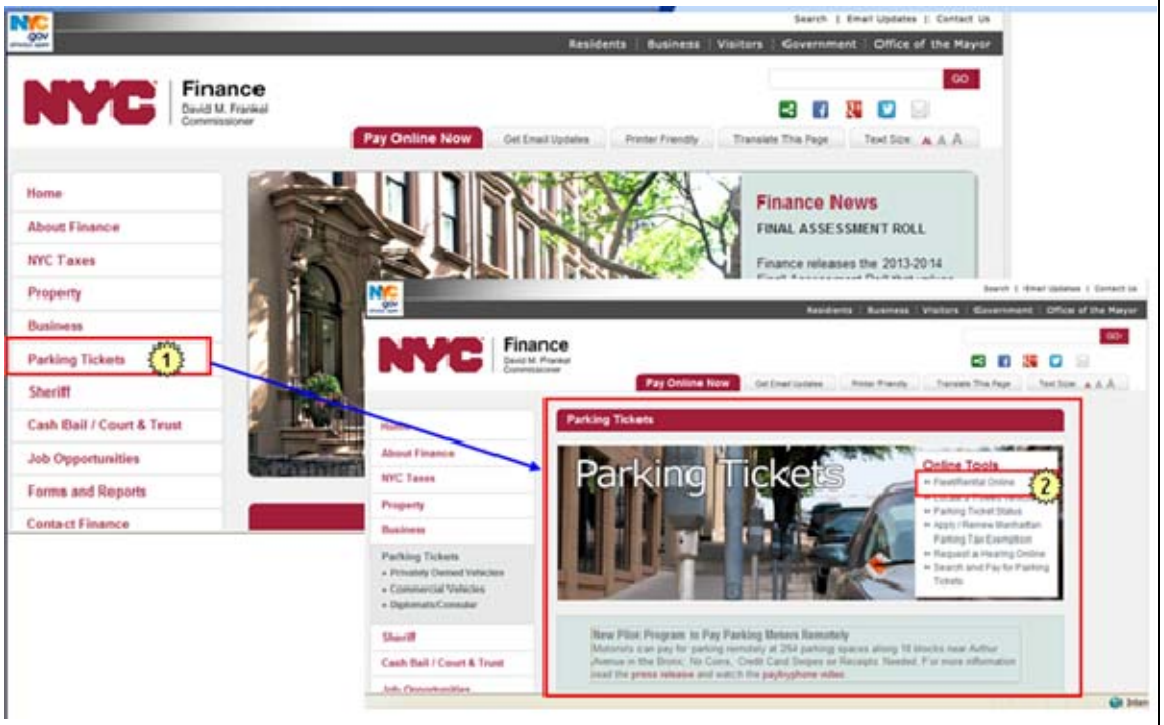
This document is meant to serve the registered Fleet/Rental Program participants.

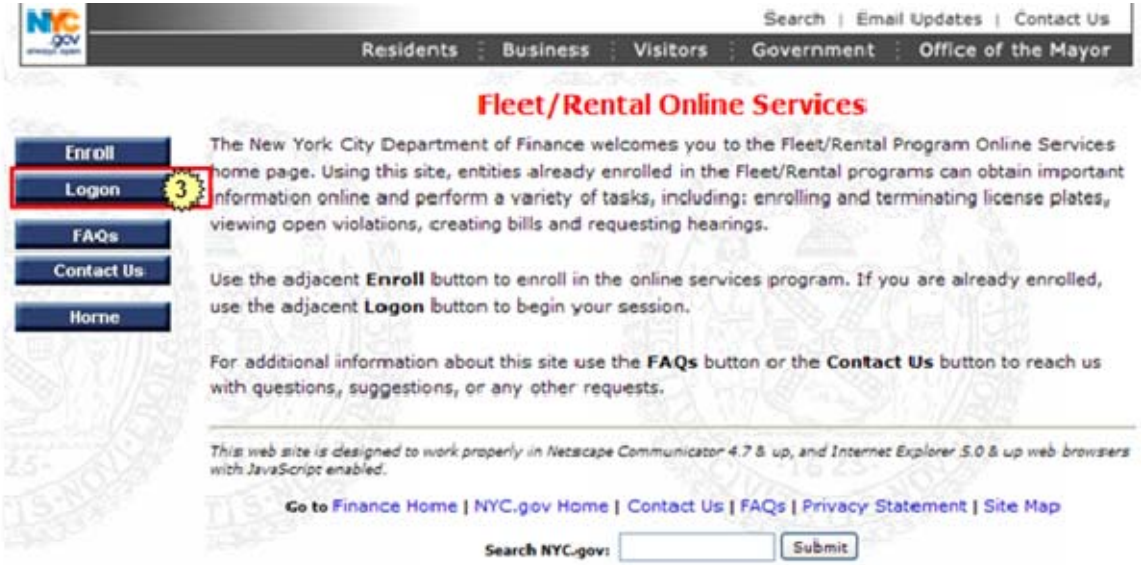
1.3. Revision History

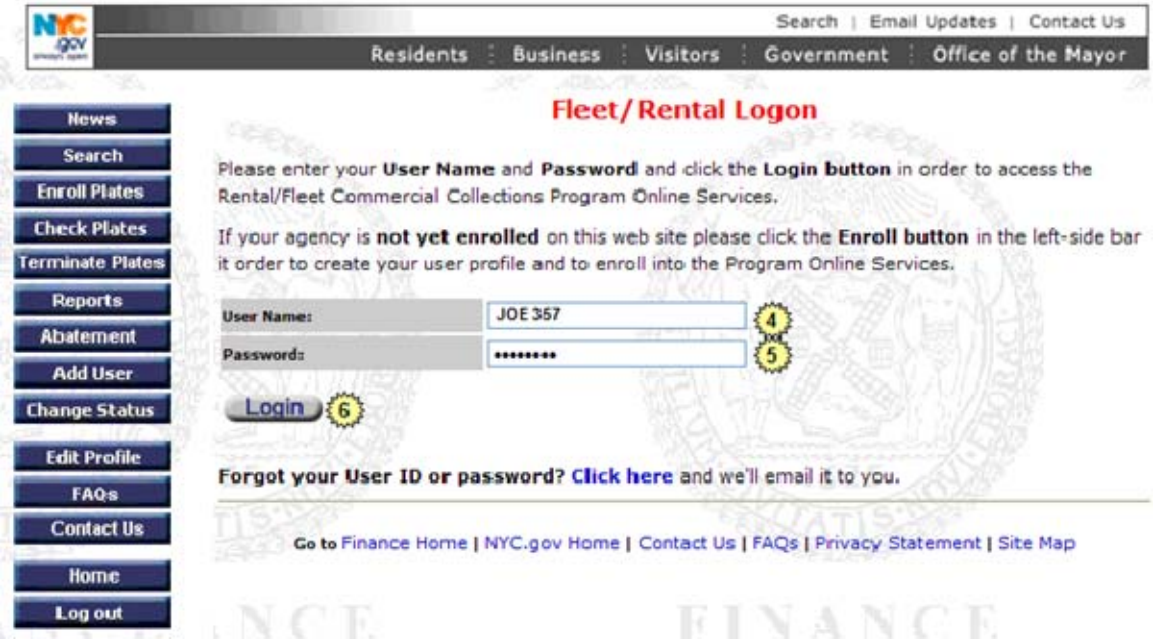
With the latest Fleet/Rental Online Services upgrades, introduced “shopping cart” (Cart) functionality that will:

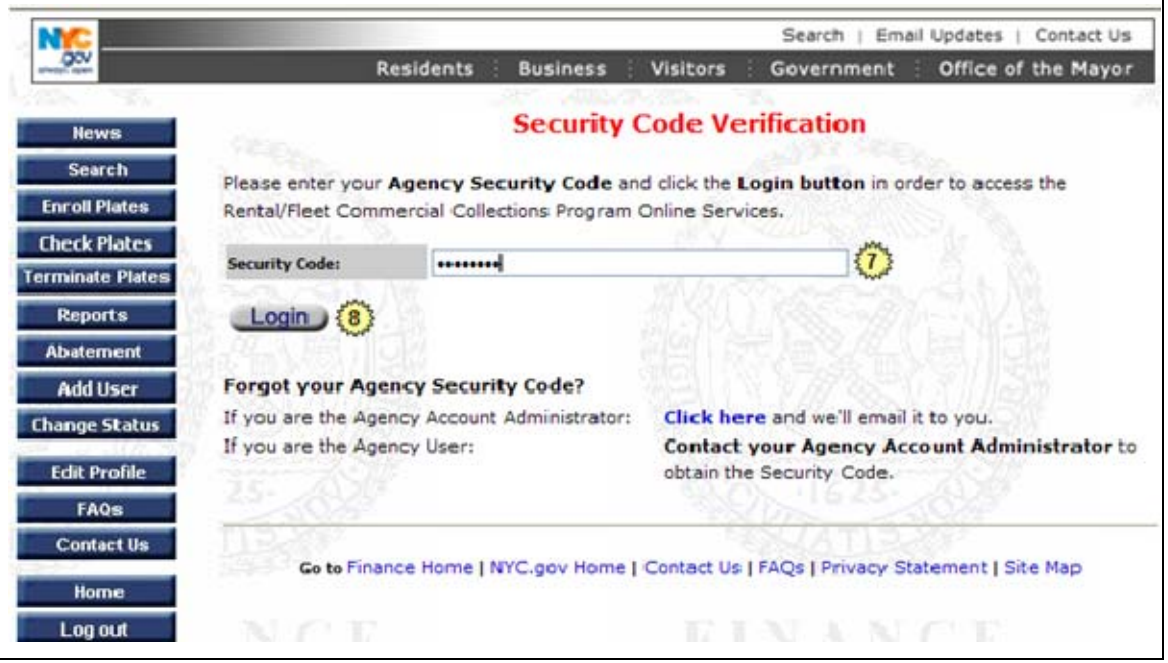
- Temporarily store selected violations
- Allow users to add or remove selected violations
- Allow users to select items from the cart for specific processing: payment via e-check, bill creation, or to request a hearing.

Please follow the Step by Step instructions on how to create a bill. Please note: the screens in the final product may look slightly different from how they appear in this document.

Step by Step: How to login to Fleet/Rental Services application	
*From the **NYC Finance homepage**,* 1. Click the Parking Tickets hyperlink to access the Parking Ticket page 2. From the Parking Ticket page, click the Fleet/Rental Online hyperlink to access the Fleet/Rental Online Services application.	

Step by Step: How to login to Fleet/Rental Services application	
*From the **Fleet/Rental Online Services** page,* 3. Click the **Logon** menu button. This launches the Fleet/Rental Logon page.	

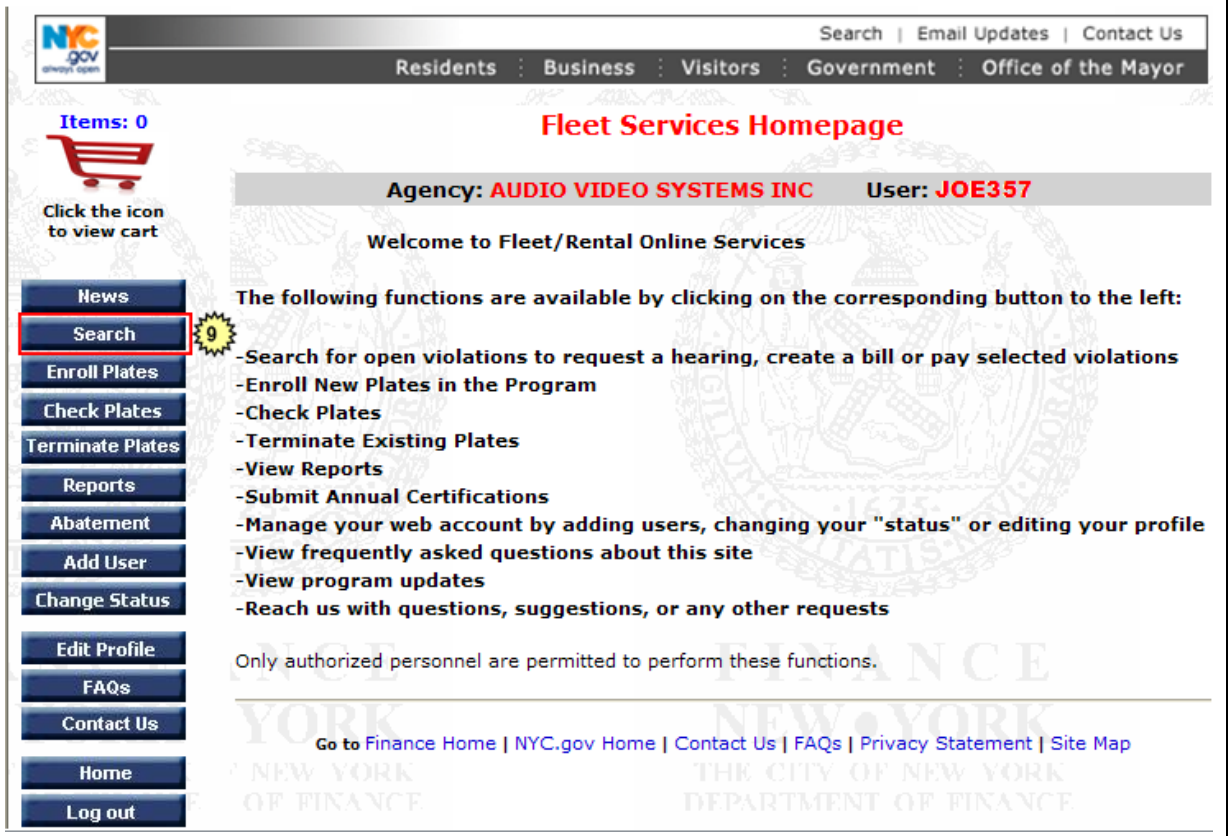
Step by Step: How to login to Fleet/Rental Services application	
*From the **Fleet/Rental Logon** page,* 4. Enter your User ID in the User Name field. 5. Enter your current password in the Password field. 6. Click on the Login button. Your user name and password will be verified by the system and the Security Code Verification page will be displayed.	

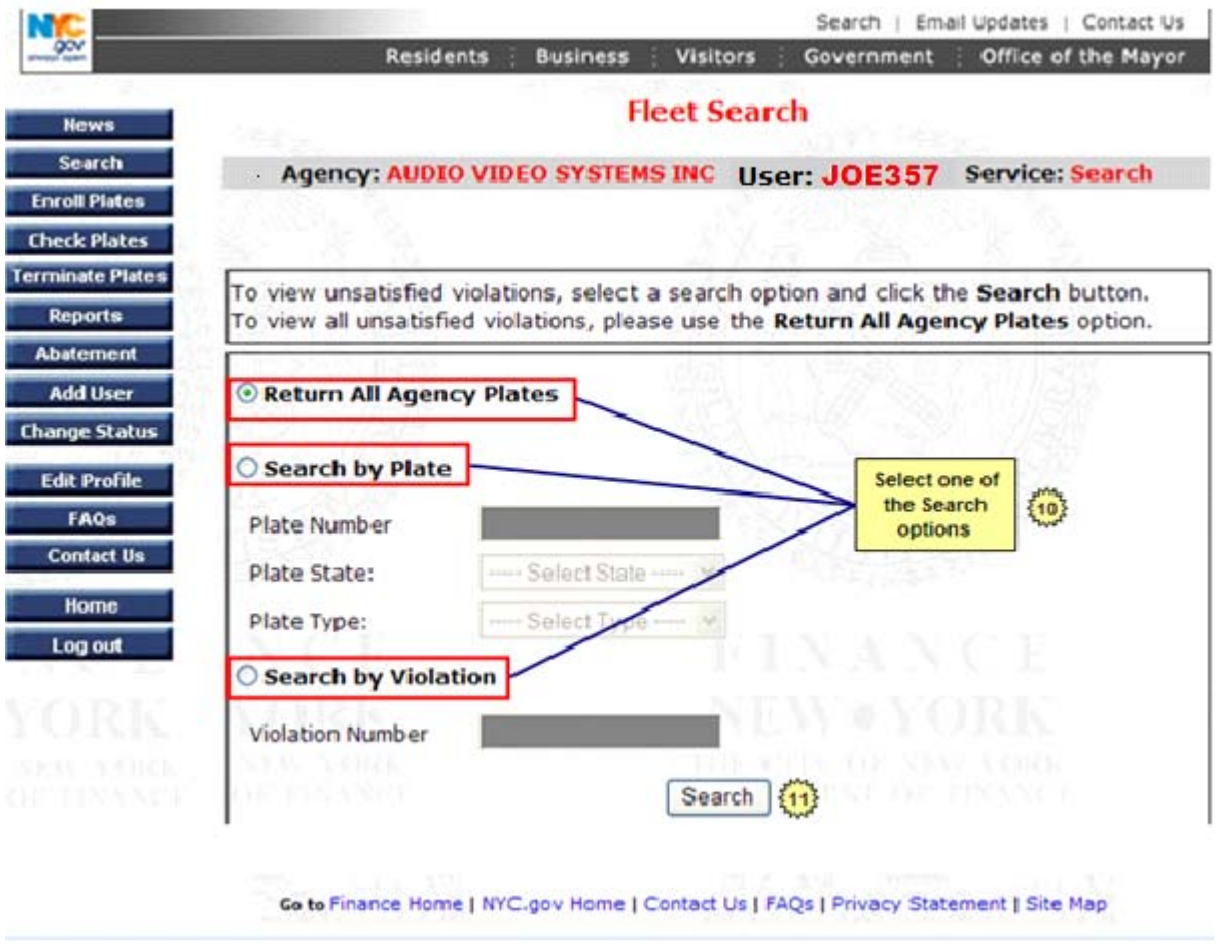
Step by Step: How to login to Fleet/Rental Services application	
*From the **Security Code Verification** page,* 7. Enter your security code in the Security Code field 8. Press the Login button. Your security code will be verified by the system and the FLEET OR RENTAL SERVICES HOMEPAGE will display. *Note: Based on the user's profile, the system displays either the "Fleet" or "Rental" header.*	

Step by Step: How to search for and view the outstanding violations

*From the **Fleet Services Homepage**,*

9. Click the **Search** menu button to launch the search option dialog box.



Step by Step: How to search for and view the outstanding violations	
*From the **Fleet Search** page,* 10. Click the appropriate radio button to select the type of search: • All agency plates • Individual plate • Individual violation number 11. Click the Search button to activate the search.	

Step by Step: How to search for and view the outstanding violations

If "Return All Agency Plates" search option was selected, all registered plates will be shown on the ***Agency Plates Result*** *screen.*

12. Click the down arrow from Show 30 entries drop down list to select the number of rows you would like to have displayed per page.

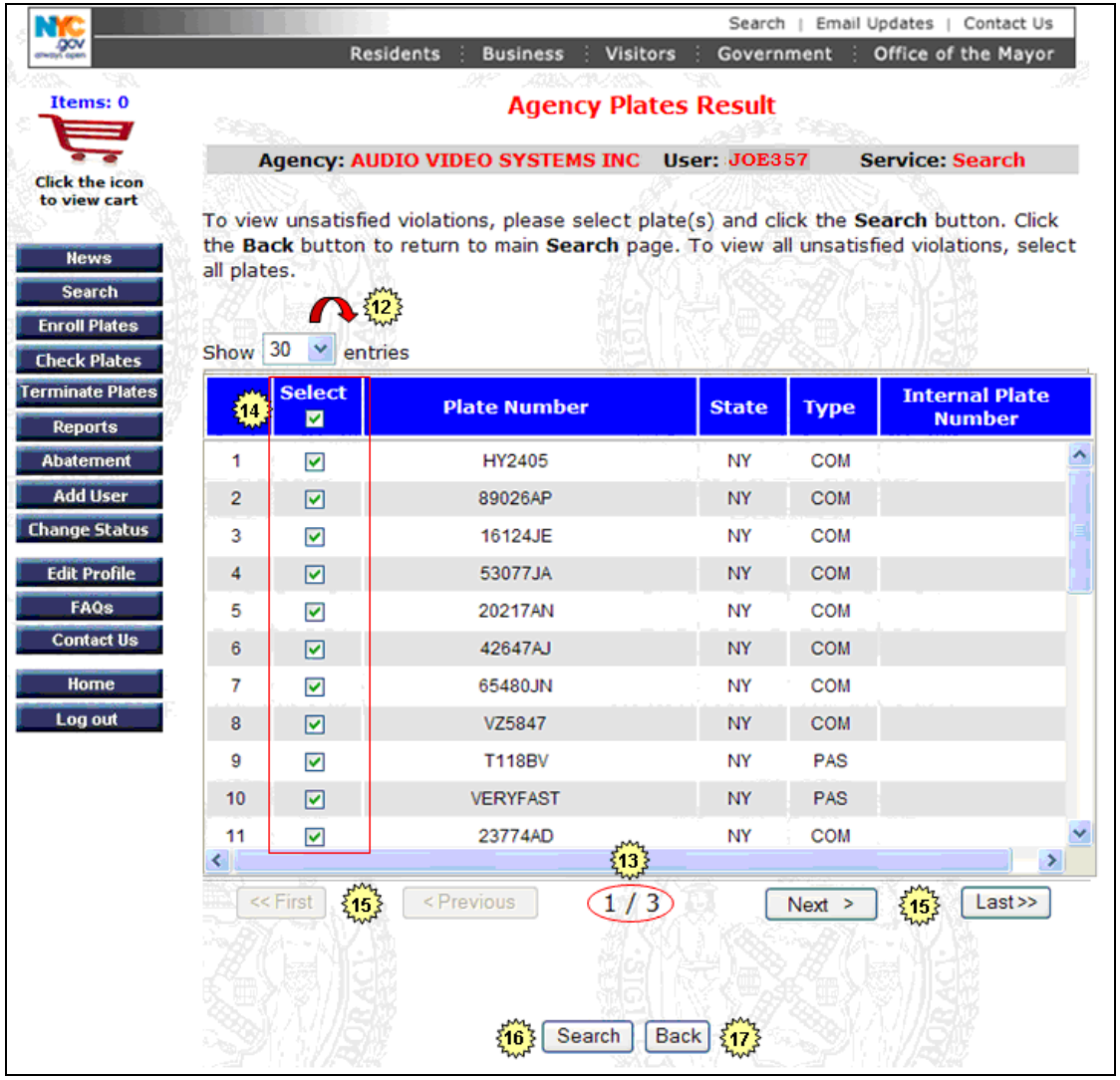
13. The total number of pages in the footer will change based on the value selected from the "Show entries" drop down list.

14. Select one or more plates by clicking the individual check box(s) or Select check box to view unsatisfied violations associated with each plate.

15. Click First Previous or Next Last pagination buttons to manipulate through the result set.

16. Click the Search button to activate the search. It will transfer control to the VIOLATION SEARCH RESULT page.

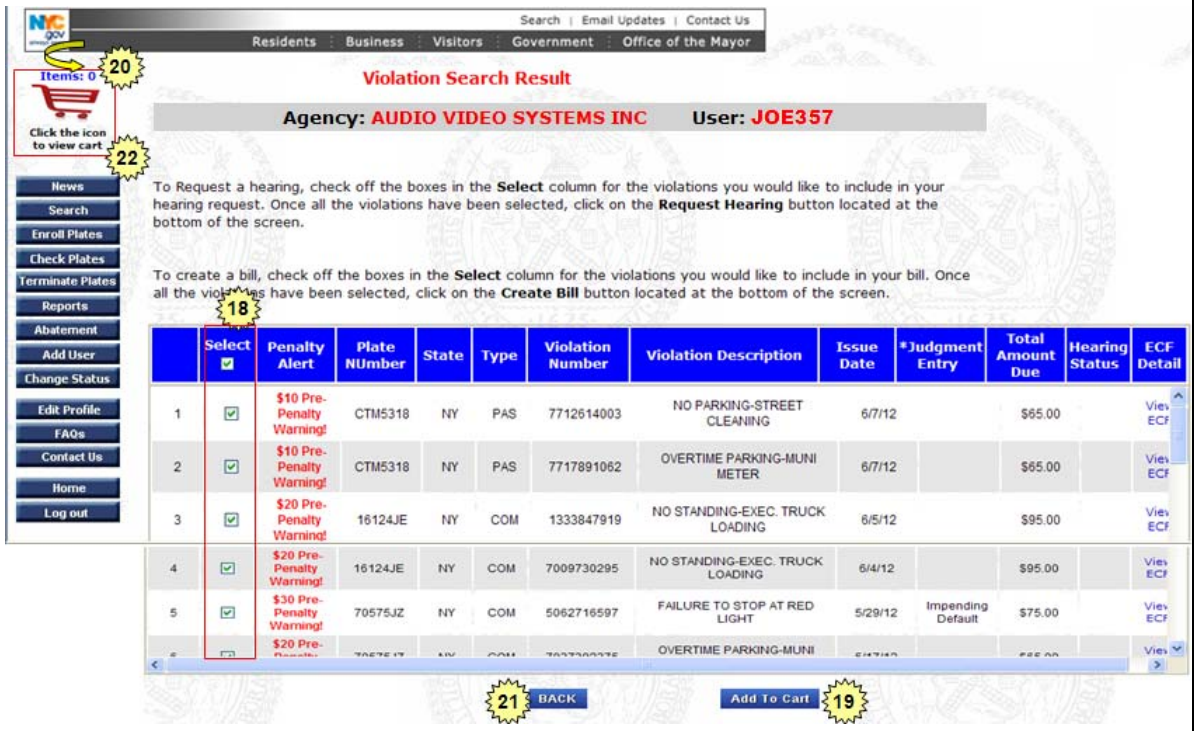
17. Click the Back button to return to the main FLEET/RENTAL SEARCH page.



Step by Step: How to create a bill

*From the **Violation Search Result** page,*

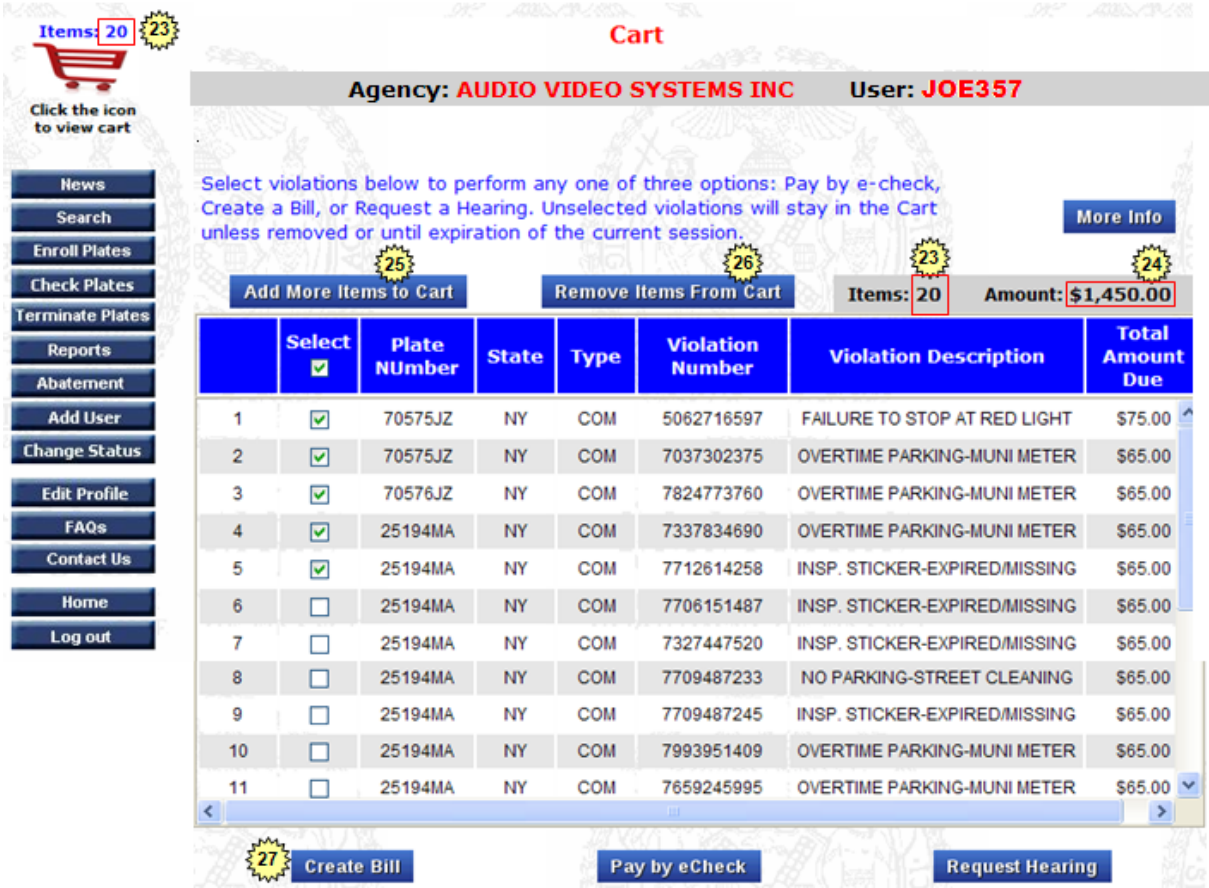
18. Check off the boxes in the Select column for the violations you would like to add to the cart.
19. Once all the violations have been selected, click the Add To Cart button located at the bottom of the screen.
20. The system adds selected violations to a cart. The Cart Items: 20 counter will be updated as items are added and removed from the cart.
21. To search for more violations, click the Back button. It returns control the previous page.
22. To view the cart contents, click the Cart icon located on top of the page. The CART page will display.



Step by Step: How to search for and view the outstanding violations

*The **Cart** page displays:*

23. The total number of items in the cart
24. The total amount the user has selected for payment
25. To add more items to the cart, click the **Add More Items to Cart** button to return to the search result from the previous page.
26. To remove *selected* items from the cart, click the **Remove Items From Cart** button.
27. To create a bill, click the **Create Bill** button. Control is passed to the **Bill Preview** page.



	Select	Plate NUmber	State	Type	Violation Number	Violation Description	Total Amount Due
1	☑	70575JZ	NY	COM	5062716597	FAILURE TO STOP AT RED LIGHT	$75.00
2	☑	70575JZ	NY	COM	7037302375	OVERTIME PARKING-MUNI METER	$65.00
3	☑	70576JZ	NY	COM	7824773760	OVERTIME PARKING-MUNI METER	$65.00
4	☑	25194MA	NY	COM	7337834690	OVERTIME PARKING-MUNI METER	$65.00
5	☑	25194MA	NY	COM	7712614258	INSP. STICKER-EXPIRED/MISSING	$65.00
6	☐	25194MA	NY	COM	7706151487	INSP. STICKER-EXPIRED/MISSING	$65.00
7	☐	25194MA	NY	COM	7327447520	INSP. STICKER-EXPIRED/MISSING	$65.00
8	☐	25194MA	NY	COM	7709487233	NO PARKING-STREET CLEANING	$65.00
9	☐	25194MA	NY	COM	7709487245	INSP. STICKER-EXPIRED/MISSING	$65.00
10	☐	25194MA	NY	COM	7993951409	OVERTIME PARKING-MUNI METER	$65.00
11	☐	25194MA	NY	COM	7659245995	OVERTIME PARKING-MUNI METER	$65.00

Step by Step: How to search for and view the outstanding violations

*The **Bill Preview** page displays violations that were selected for payment from the **Cart** page. The user should review and then confirm the selections.*

28. To add or remove violations from the bill, click the Cancel button. The system will return control to the CART page where you can modify your selection.

29. To initiate the bill creation process, click the Confirm and Print Bill button.

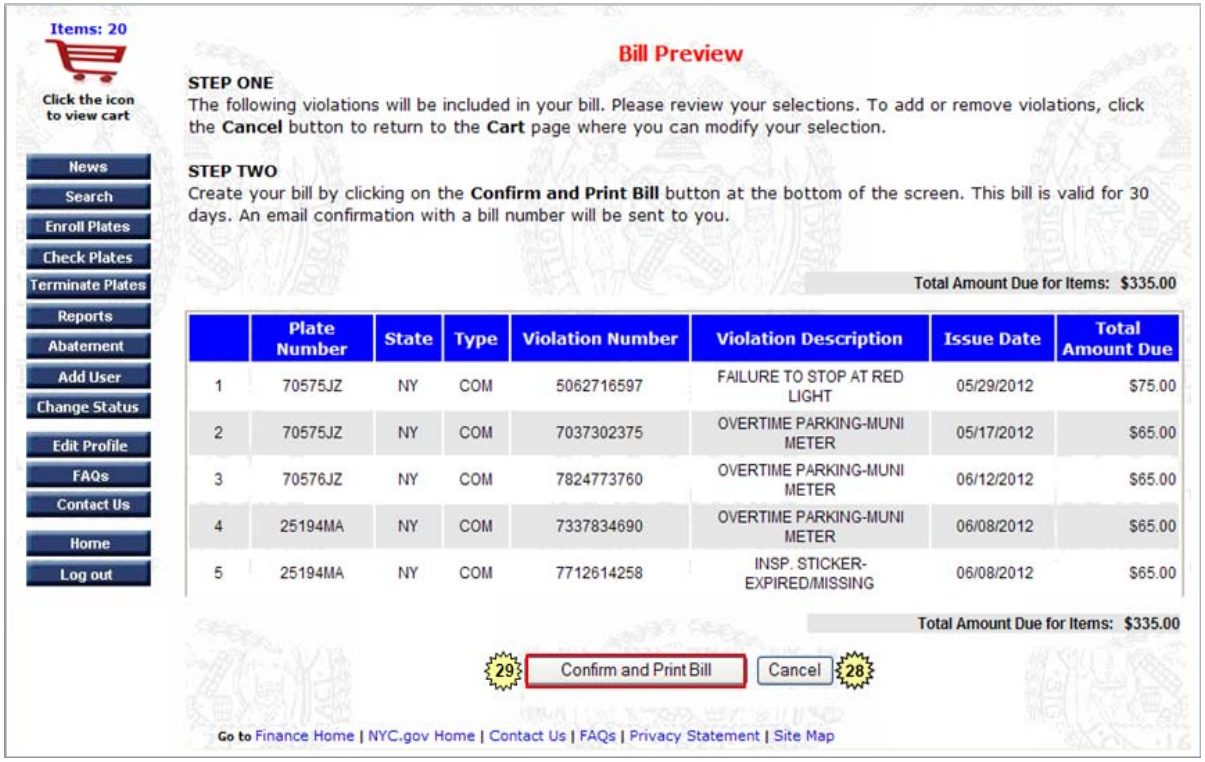


	Plate Number	State	Type	Violation Number	Violation Description	Issue Date	Total Amount Due
1	70575JZ	NY	COM	5062716597	FAILURE TO STOP AT RED LIGHT	05/29/2012	$75.00
2	70575JZ	NY	COM	7037302375	OVERTIME PARKING-MUNI METER	05/17/2012	$65.00
3	70576JZ	NY	COM	7824773760	OVERTIME PARKING-MUNI METER	06/12/2012	$65.00
4	25194MA	NY	COM	7337834690	OVERTIME PARKING-MUNI METER	06/08/2012	$65.00
5	25194MA	NY	COM	7712614258	INSP. STICKER-EXPIRED/MISSING	06/08/2012	$65.00

Total Amount Due for Items: $335.00

Step by Step: How to search for and view the outstanding violations

The bill is displayed with an option to print.

30. Click the Print button to print the bill. The bill can be mailed along with the payment to:

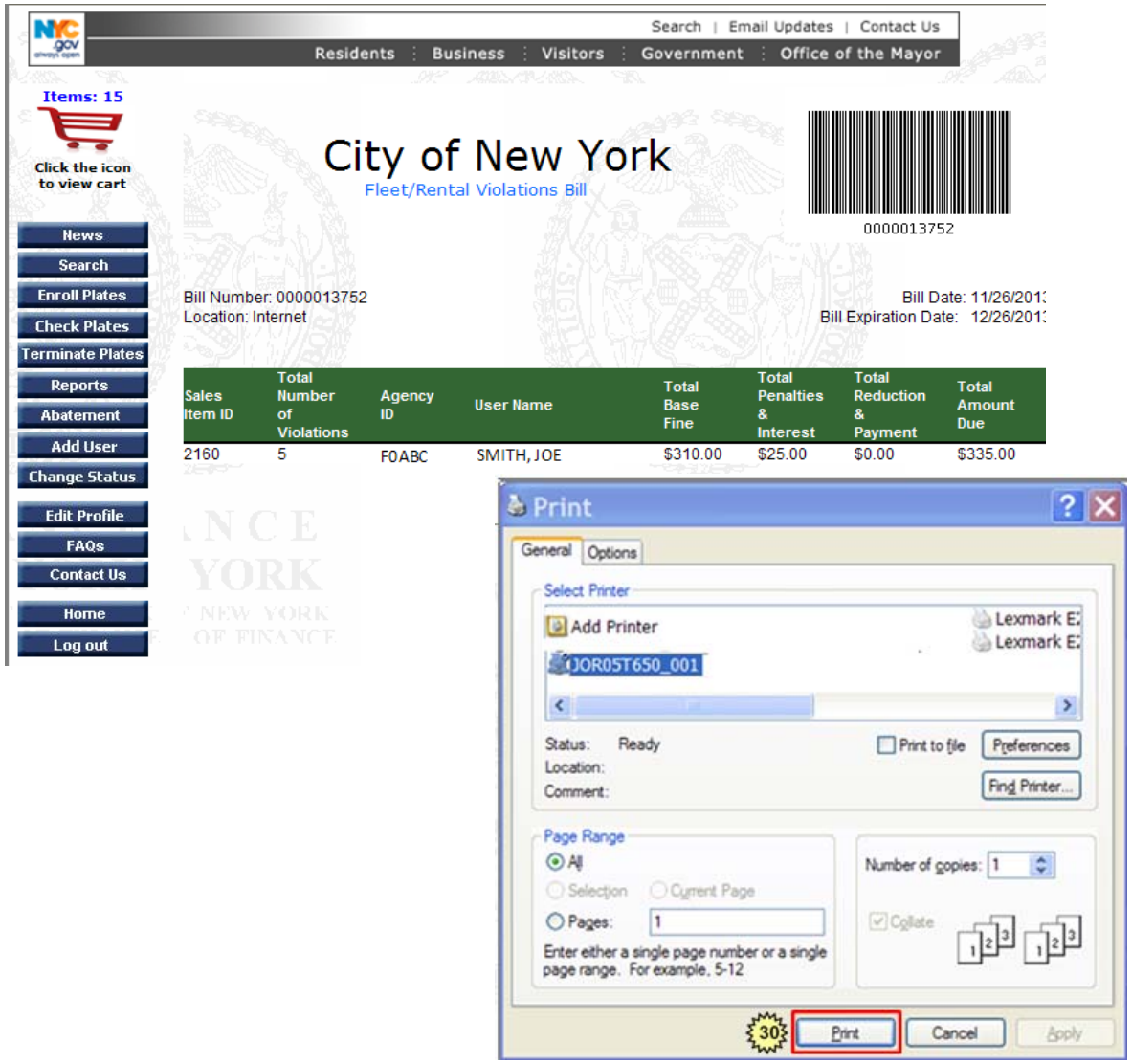
    NYC Department of Finance

    Fleet/Rental Unit

    66 John Street, 3rd floor 10038,

    New York, NY

    or brought in to a Business Center for payment.



Step by Step: How to search for and view the outstanding violations

31. A *Fleet/Rental Violations Bill* will display a **summary line** representing all the violations selected from the **Cart** page and the amounts due for all associated fines, penalties, interest, and reductions.

Note: The bill is valid for 30 days. However, penalties and interest will continue to accrue until you submit payment.

Step by Step: How to search for and view the outstanding violations

32. An **email confirmation** with Bill and Violation Details will be sent to the email address provided by the user during their enrollment to **Fleet/Rental Online Services** website.

From: nycserv@finance.nyc.gov [mailto:nycserv@finance.nyc.gov]
Sent: Tuesday, November 26, 2013 12:59 PM
To: Smith, Joe
Subject: This is your Fleet/Rental Violations Bill Confirmation

City of New York

FLEET \ RENTAL VIOLATION BILL

A bill has been generated from your Fleet/Rental account with the following details:

Bill Number: 0000013752 **Bill Date:** 11/26/2013
Location: Internet **Expiration Date:** 12/26/2013

Bill Details

Agency ID:	Total Base Fine:	Total Penalties & Interest:	Total Reduction and Payment:	Total Amt Due:
F0ABC	$310.00	$25.00	$0.00	$335.00

This message has been automatically generated. Please do not reply to this message.

Instructions:

1. To pay this bill, mail it along with your payment to:
   NYC Department of Finance
   Fleet/Rental Unit
   66 John Street, 3rd floor 10038, New York, NY
2. If you would like to pay in person, please go to a Cashier Window at any Payment Center
3. This bill is not proof of payment. Penalties and interest will continue to accrue until payment is received.

This bill is valid for 30 days.

If you have questions, please email the Fleet/Rental program at: fleetrental@finance.nyc.gov .

Violation Details:

#	Plate Number	State	Type	Violation Number	Violation Description	Issue Date	Total Amount Du
1.	70575JZ	NY	COM	5062716597	FAILURE TO STOP AT RED LIGHT	05-29-2012	$75.00
2.	70575JZ	NY	COM	7037302375	OVERTIME PARKING-MUNI METER	05-17-2012	$65.00
3.	70576JZ	NY	COM	7824773760	OVERTIME PARKING-MUNI METER	06-12-2012	$65.00
4.	25194MA	NY	COM	7337834690	OVERTIME PARKING-MUNI METER	06-08-2012	$65.00
5.	25194MA	NY	COM	7712614258	INSP. STICKER-EXPIRED/MISSING	06-08-2012	$65.00