



Instructions to Submit a Direct Debit Credit Card or ACH Direct Debit Form



1. Visit www.nexusparkingsystems.com and click on the icon for Hamilton Station.
2. Scroll down to the 5th or 6th header row and click on the form name you wish to complete: ACH Direct Debit Application or Direct Debit/Credit Card Application. The form can be used to initiate a new payment method, make a change to an existing account or make a one-time payment.
3. The form will open and drop down. Fill in your name on the Consent Page (see sample below).

Sign Document POWERED BY RightSignature YOUR PROGRESS Close Preview

WHAT TO DO NEXT: You have **1 item** to fill-in on **Consent Page** NEED HELP?

Direct Debit Credit Card Form - Hamilton Station Park and Ride

To fill out this Online Form and sign with an electronic signature:

1. Enter your name below to begin.
2. The form will be automatically returned to **James Romano** <jromano@nexusparkingsystems.com> after you submit it.
3. Before proceeding, please review the [Terms of Use](#) and [Consumer Disclosure](#).

REQUIRED Your Name:

[Terms of Use](#) [Consumer Disclosure](#) [Privacy Policy](#)

4. Scroll down and complete the payment form. Skip NPS Account Number and Access Card Number fields if you are a new customer whose account has not been set up. For current customers, the account number and access card number can be found on your access card or invoice. The account number is required; access card number is optional.
5. At customer's signature scroll to X (signature box). There are two options to sign: Drag your mouse to sign or select "other signature options" and select "Type to Sign". Type your name in YOUR NAME field, select a font from the drop down menu then you **must press PREVIEW**. Your signature will appear in the signature box.
6. Select Date Field and use calendar pop up to select date.



7. Now press **SUBMIT SIGNATURE** to submit the form.
8. Customer will see confirmation message, sample below. There will be no other confirmation.

Successfully Submitted Document Close Preview

Your document has been successfully submitted to **James Romano** <jromano@nexusparkingsystems.com>

9. Payment form will be updated usually within 48 hours depending on volume.
10. Please direct any questions to the Nexus Corporate office by email: customerservice@nexusparkingsystems.com or call 866-220-2299.