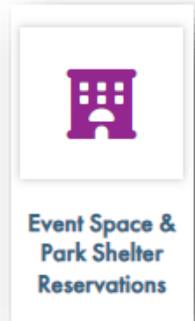# How To: Make a Payment Online

1. Go to **www.rcpark.com**, scroll down and select "Event Space & Park Shelter Reservations" icon.

Event Space & Park Shelter Reservations

2. Select "Pay Rental Fees"

3. You will be redirected to the ActiveNet "Sign In" page**.**

   o   Username is the email listed permit/account.

   o   Enter Password or Select "Forgot Password"**,** to be sent a link.

4. Select "My Account" then "Make a payment."

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.

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**.**