

FOR TENANTS OF CAMARILLO AND OXNARD AIRPORTS

A “How To” Guide for the Online Payment System for Airport Tenants

The Department of Airports is excited to introduce a secure online payment system designed to streamline monthly lease payments for airport tenants. At this time business park leases, private hangars, and all FBOs are not eligible to participate, however, the program will eventually incorporate ALL tenants on Department of Airports' property. Should you have any questions or require assistance please call 805-388-4251 or 805-388-4268. Calls are answered or returned during normal business hours, 8:00 a.m. to 5:00 p.m. PST



SIGN UP OR LOGIN

- ➔ Login to online portal
cma-oxr.prodigiq.com/lms/pub/payments
- ➔ Select “Create Account” or login to system if account has already been created

Note: When creating an account, the system will ask for a vendor number. This is your account number, which can be found on the coupon book from the Department of Airports.

- ➔ Once account is created and/or once logged in, utilize “select to pay” option(s)

Note: You may make multiple payments, however the system will require that the oldest payments be made first.

- ➔ Enter payment method (credit card OR e-check)
- ➔ Select “Add Payment”
- ➔ Enter cardholder details (if paying by credit card)
- ➔ Select “Submit Payment”

WHO IS ELIGIBLE:

- ➔ County Hangars
- ➔ Tiedowns

THE FOLLOWING PAYMENT METHODS WILL BE ACCEPTED:

- ➔ Visa
- ➔ Mastercard
- ➔ Discover
- ➔ E-Checks (Electronic Checks)

American Express will not be accepted.

Prepayments and/or partial payments will not be accepted.



COUNTY of VENTURA
Department of Airports