Procedure for Citation Payment at Manage Parking Online

2. Select Citation Payment under Manage Parking Online.
3. Under Parking Portal, Citations - Enter the citation number (a letter followed by 11 digit number, ex. A16200####)
4. Enter the vehicle plate information (plate number without State or type information and no spaces, ex. ABC123)
5. Select Search Citations.
6. Select Add to Basket.
7. Select Basket Icon at top of screen and select Pay Now in dropdown list
   - Returning Customer
     - Log in to associate this transaction with your account.
     - Log in by using your Network, Google mail or Black Board account login and password and select Submit.
   - Guest Checkout
     - Enter email and select Submit.
8. Web Credit Card Payment
   - Select Next>>
   - Fill in Credit card information and select Continue >>.
9. You can print a copy of your receipt by selecting Print.
10. Holds will be removed within 24 hours of paying citation. You can call Parking Services during office hours (M-F, 8 – 5p) to have the hold removed.