

Procedure for Citation Appeal at Manage Parking Online

1. Go to Parking Services webpage at <http://uaf.edu/bursar/parkingservices>
2. Select **Appeal Citation** under the 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 **Appeal**
7. Enter Plate Number and select **Confirm**.
8. Log in by using your Network, Google mail or Black Board account login and password.
9. Link to [rules and regulations](#) the as they relate to citation appeals.
10. Check box **"I have read and understand the above statement"** and select **Next>>**
11. Select appropriate Email and Mailing Address.
12. Select the method by which you wish to be contacted about the results of this appeal.
(Default is email)
13. Complete for the "Appeal Reason" (10 – 1000 characters) – why you believe the citation was given in error.
14. Attach any files you think would be helpful (photos, copies of permits). Select **Submit**
15. You can print a copy of your Appeal receipt by selecting **Print**.
16. You will receive your appeal result by the method you selected (email or regular mail) within 30 days of having submitted the appeal.