

Procedure for Citation Payment at Manage Parking Online

1. Go to Parking Services webpage at <http://www.uaf.edu/bursar/parkingservices>.
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.