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.