

# The University of Toledo


## How To Pay A Citation



## 1. Log In

- Go to <https://myparking.utoledo.edu>.

UToledo Email	Non-UToledo Email	For Visitor To Create an Account	Pay As Guest
Select The <b>University of Toledo</b> button and log in.	Select <b>Are you a visitor?</b> Enter your email and password to log in.	Select <b>Are you a visitor?</b> and then choose <b>Create Account</b> .	Select <b>Pay Citation As Guest</b> button.

 THE UNIVERSITY OF TOLEDO

## Parking Portal

UToledo Credentials

Are you a visitor?

UNIVERSITY OF TOLEDO

PAY CITATION AS GUEST

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## Parking Portal

UToledo Credentials

Are you a visitor?

Visitors that create a parking account can easily and quickly obtain a temporary parking pass for future visits. Visitor parking accounts are intended solely for individuals not associated with the University. Student, Faculty and Staff members are required to use their university login.

User name or email

admin

[Forgot username?](#)

Password

.....

[Forgot password?](#)

LOG IN

☐ Remember me

[CREATE ACCOUNT](#)

## 2. Pay Citation as Guest

- Enter your Citation Number or Enter your Plate Number and the State, then select **Search**.

## Citation Search

Citation Number	OR	License Plate
		State
		Ohio
<b>SEARCH</b>		

- Select the Citation that you want to pay, then select **CHECKOUT**.

## Citation Search

2 Results

Select	Number	Date	Plate	State	Violation	Location	Due
<input checked="" type="checkbox"/>	0219000002	10/23/19 9:09 AM	jestst	Ohio	Expired Meter	Lot 11	\$25.00
<input type="checkbox"/>	T10222019	10/21/19 12:00 AM	jestst	Ohio	Failure to Return Rocket Wheels Lock	Lot 11	\$50.00

You will need to log in, or create an account if you do not already have one. Click the link below to view citations available for appeal. [Appeal](#)

BACK

ADD TO CART

**CHECKOUT**

- You will then see the citation you are paying. Select the **Redirect to Credit Card Payment Site** button to be redirected to the payment site for credit card payment. Upon completion, you will be redirected for your receipt.

## Order Details



Your purchase is incomplete. Please click on the button below to continue to the payment processing site. After payment, you will be redirected back to this site for a receipt.

Item Description	Amount	Total
T1021201901	\$1.00	\$1.00
Total		\$1.00

## Payment Method

☒ Credit Card - WEBAPI

[Redirect to Credit Card Payment Site](#)



Payment

## Payment Information

\* Indicates required information

Total: \$1.00

Payment method:\*

Select a Payment Method



## Acknowledgement Agreement



The University of Toledo's PCard is not an acceptable form of payment for this purchase.

☐ By checking this box you are agreeing to the above Acknowledgement Agreement

[Cancel](#)

[Continue](#)

- Please print your receipt to keep for your records.

### 3. Pay Citation with an Account

- Check your home page to learn if the citation is under the Citations summary section.

The screenshot shows the University of Toledo NuPark website. The top navigation bar includes links for Home, Vehicles, Permits, Citations, Appeals, My Department, and CMS. The user is logged in as 'admin'. The main content area has tabs for Summary, Appeals, and Receipts. Under the Summary tab, there are three sections: 1 VEHICLES, 0 PERMITS, and 6 CITATIONS. The CITATIONS section is highlighted with a red box and contains a table with the following data:

Vehicle Description	Number	Date	Violation	Location	Due
jestst OH : AUDI-A4-BLK-4D	0219000002	10/23/19 9:09 AM	Expired Meter	Lot 11	\$25.00

Other details on the page include a balance due of \$200.00 and a address of 1234 Elm St., Lakeland, Florida 66106.

- To pay a citation, double click the citation. You can pay more than one citation at a time. Double click one citation, and then the next screen will allow you to select multiple citations. (*Note: Any unpaid citation will have a red square next to it.*)
- Select the citation(s) you want to pay and then select **CHECKOUT**.

The screenshot shows the Citation Search results page. It displays 2 Results in a table:

Select	Number	Date	Plate	State	Violation	Location	Due
<input checked="" type="checkbox"/>	0219000002	10/23/19 9:09 AM	jestst	Ohio	Expired Meter	Lot 11	\$25.00
<input type="checkbox"/>	T10222019	10/21/19 12:00 AM	jestst	Ohio	Failure to Return Rocket Wheels Lock	Lot 11	\$50.00

Below the table, there is a message: "You will need to log in, or create an account if you do not already have one. Click the link below to view citations available for appeal. [Appeal](#)". At the bottom right, there are three buttons: BACK, ADD TO CART, and CHECKOUT. The CHECKOUT button is highlighted with a red box.

- Select the citation(s) you are paying and then select the **Redirect to Credit Card Payment Site** button to be redirected to the payment site for a credit card payment. Upon completion, you will be redirected back for your receipt.

## Order Details



Your purchase is incomplete. Please click on the button below to continue to the payment processing site. After payment, you will be redirected back to this site for a receipt.

Item Description	Amount	Total
 T1021201901	\$1.00	\$1.00
Total		\$1.00

## Payment Method

☒ Credit Card - WEBAPI

[Redirect to Credit Card Payment Site](#)



Payment

## Payment Information

\* Indicates required information

Total: \$1.00

Payment method:\*

Select a Payment Method



## Acknowledgement Agreement



The University of Toledo's PCard is not an acceptable form of payment for this purchase.

☐ By checking this box you are agreeing to the above Acknowledgement Agreement

[Cancel](#)

[Continue](#)

- Your receipt will now be under your account under **Notices**.



Summary Appeals Receipts

## 1 | VEHICLES

+ ADD



	Plate	State	Type	Make	Color	Style	Permit
		Ohio	Automobile	Nissan	Silver	SUV	

## 0 | PERMITS



+ PURCHASE



## 2 | CITATIONS



	Vehicle Description	Number	Date	Violation	Location	Due
	OH : NISS- SIL-SUV	T1021201901	10/20/19 12:00 AM	Illegally Parked in Reserved Space	Lot 11	\$1.00
	OH : NISS- SIL-SUV	T1022201905	10/2/19 12:00 AM	Failure to Obey an Officer's Signal	Lot 11	\$80.00

## 0 | BOOT/TOWS

+ PAY ALL



## 2 | NOTICES



Type	Email	Letter
Receipt		10/21/19 11:15 AM