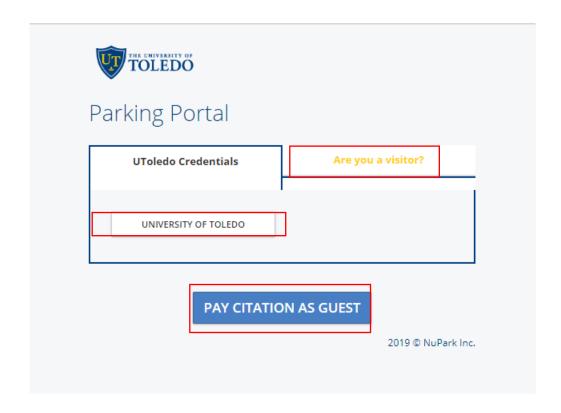
The University of Toledo How To Pay A Citation

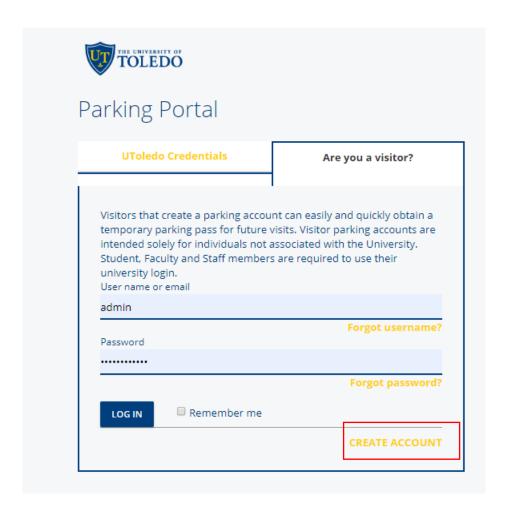


1. Log In

• Go to https://myparking.utoledo.edu .

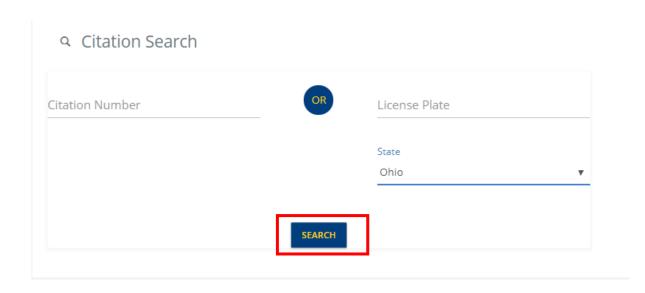
UToledo Email	Non-UToledo Email	For Visitor To Create an Account	Pay As Guest
Select The University of Toledo button and log in.	Select Are you a visitor? Enter your email and password to log in.	Select Are you a visitor? and then choose Create Account.	Select Pay Citation As Guest button.





2. Pay Citation as Guest

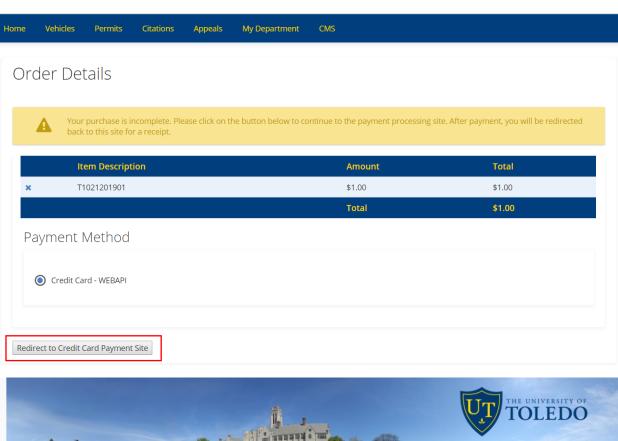
• Enter your Citation Number or Enter your Plate Number and the State, then select **Search.**

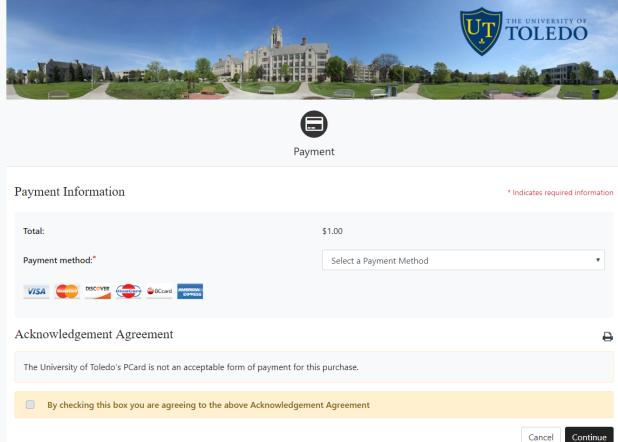


• Select the Citation that you want to pay, then select **CHECKOUT.**



• 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.

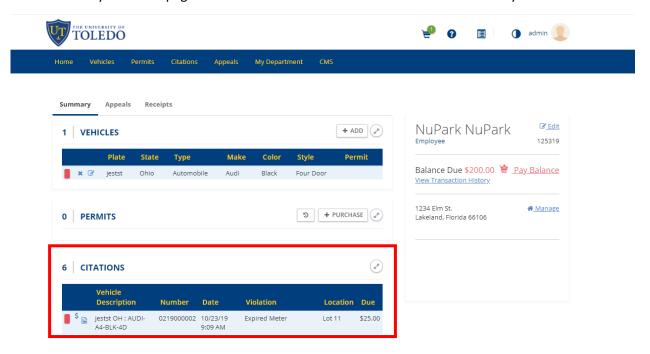




• Please print your receipt to keep for your records.

3. Pay Citation with an Account

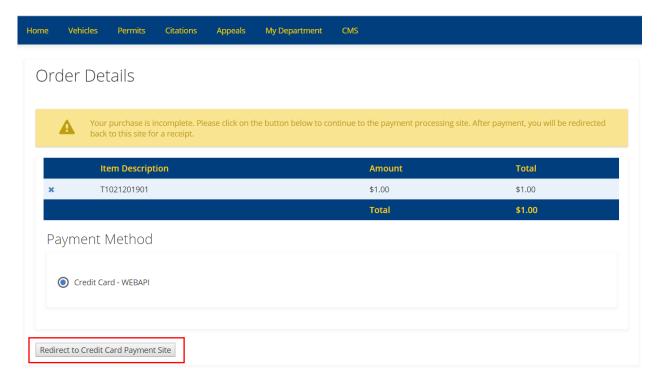
• Check your home page to learn if the citation is under the Citations summary section.

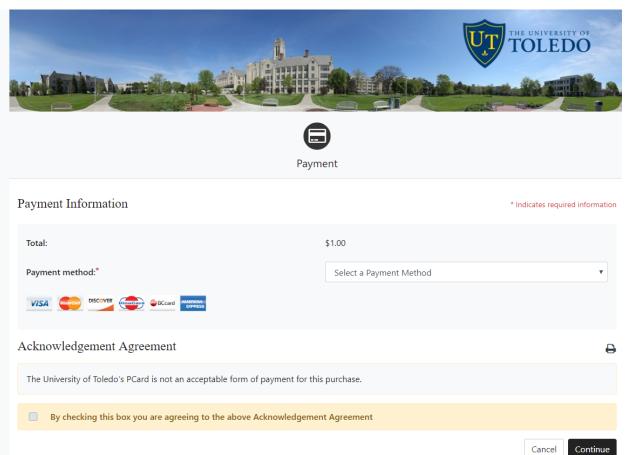


- To pay a citation, double click the citation. You can pay more than one citation at a time. Double click one citation, and then the next screen will allow you to select multiple citations. (Note: Any unpaid citation will have a red square next to it.)
- Select the citation(s) you want to pay and then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



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.





• Your receipt will now be under your account under Notices.



