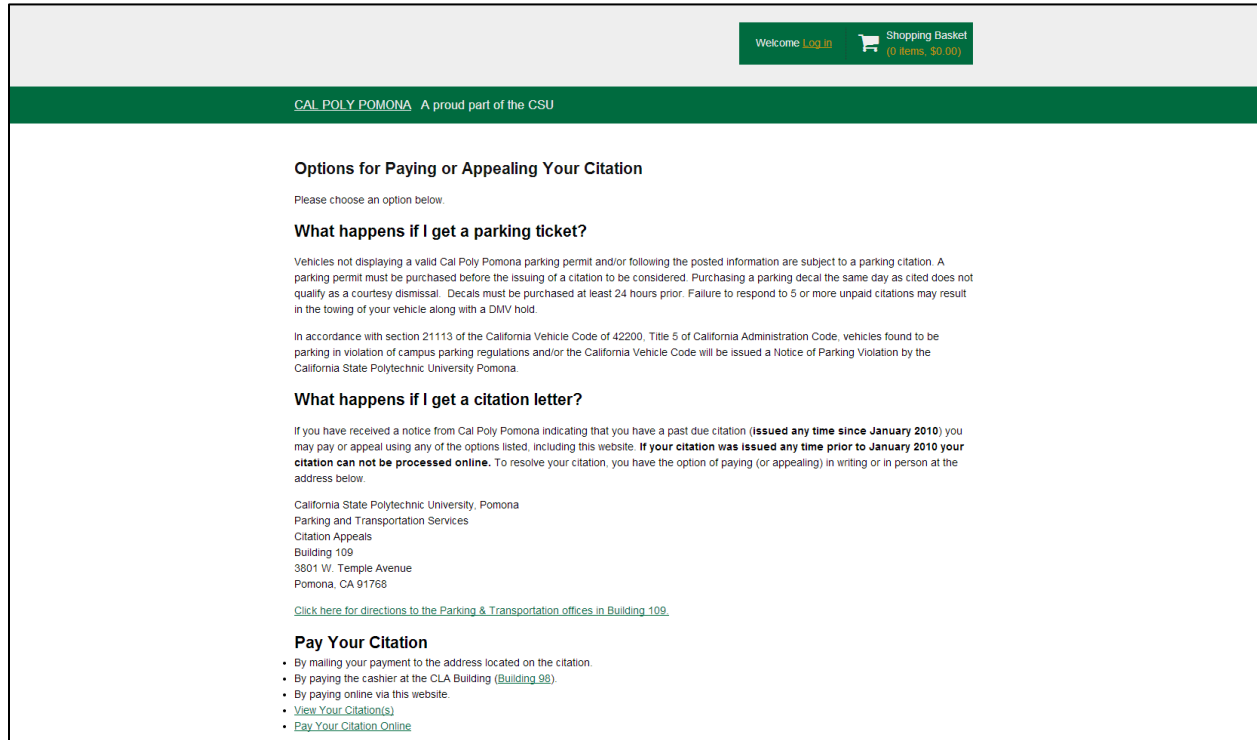


# Parking Online Site Tutorial

## Step 1:

Log onto <http://csupomona.t2hosted.com> and select "Log in" at the top right corner.



Options for Paying or Appealing Your Citation

Please choose an option below.

**What happens if I get a parking ticket?**

Vehicles not displaying a valid Cal Poly Pomona parking permit and/or following the posted information are subject to a parking citation. A parking permit must be purchased before the issuing of a citation to be considered. Purchasing a parking decal the same day as cited does not qualify as a courtesy dismissal. Decals must be purchased at least 24 hours prior. Failure to respond to 5 or more unpaid citations may result in the towing of your vehicle along with a DMV hold.

In accordance with section 21113 of the California Vehicle Code of 42200, Title 5 of California Administration Code, vehicles found to be parking in violation of campus parking regulations and/or the California Vehicle Code will be issued a Notice of Parking Violation by the California State Polytechnic University Pomona.

**What happens if I get a citation letter?**

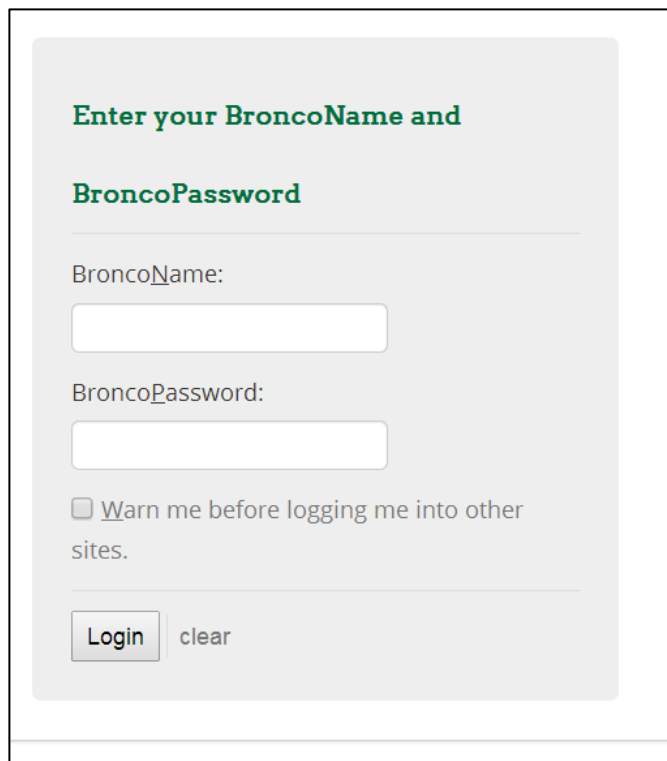
If you have received a notice from Cal Poly Pomona indicating that you have a past due citation (**Issued any time since January 2010**) you may pay or appeal using any of the options listed, including this website. **If your citation was issued any time prior to January 2010 your citation can not be processed online.** To resolve your citation, you have the option of paying (or appealing) in writing or in person at the address below.

California State Polytechnic University, Pomona  
Parking and Transportation Services  
Citation Appeals  
Building 109  
3801 W. Temple Avenue  
Pomona, CA 91768

[Click here for directions to the Parking & Transportation offices in Building 109.](#)

**Pay Your Citation**

- By mailing your payment to the address located on the citation.
- By paying the cashier at the CLA Building ([Building 98](#)).
- By paying online via this website.
- [View Your Citation\(s\)](#)
- [Pay Your Citation Online](#)



**Enter your BroncoName and  
BroncoPassword**

BroncoName:

BroncoPassword:

Warn me before logging me into other sites.

## Step 2:

When you select "Log in", it will give you the option for Affiliated Login or Guest Login. All students must login under Affiliated Login.

Students will use their Cal Poly Pomona University email user name and password.

Your Bronco name should not include @csupomona.edu

Once logged in, all users will see the page below.

Use this page to update your account information and make purchases in the parking system.

- [Purchase Permits](#)
- [Pay Citations](#)
- [Appeal Citations](#)
- [Manage Your Mailing Addresses](#)
- [Manage Your Email Addresses](#)
- [Manage Your Vehicles](#)
- [Edit Account Details](#)
- [View Your Citations](#)
- [View Your Permits](#)
- [View Your Appeals](#)
- [Log Out](#)

**Step 3: Manage mailing address, email address, and vehicles.**

Please ensure to add in your current mailing address, email, and vehicle information to receive your permit.

Add an Address

Add an Email

Add Vehicle

On any address, email, and vehicle if you have multiple entries you will be allowed to select a priority of the one most used or your preference.

**Additional Features**  
**4.1 Purchase Permit**

### Purchase a Permit

You have been authorized to purchase a permit. Please read the instructions on each page carefully.

Next >>

Based on your classification determined by the University, the permits listed are the only ones you are authorized to purchase. Housing students will only see a housing option, etc.

### Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

| Select                | Quantity | Permit Fee | Permit Description                                   | Permit Effective | Permit Expires |
|-----------------------|----------|------------|--|------------------|----------------|
| <input type="radio"/> | 1 ▾      | \$47.00    | FALL Student M/C / 14MCS7 - 2014/15 STUDENT M/C FALL | 07/02/2014       | 01/11/2015     |
| <input type="radio"/> | 1 ▾      | \$118.00   | Student Fall / 14ST7 - 2014/15 STUDENT FALL          | 07/01/2014       | 01/11/2015     |

\* Pro-Rated prices shown with an asterisk.

If your permit has been stolen, lost, or damaged please contact Mayra Cervantes at (909)869-3063 for further instructions on how to obtain a new permit

I agree to follow the rules and regulations as outlined in the Parking Handbook.

I have read and understand the above statements

<< Back

Next >>

You will be required to assign a vehicle to your permit. There is an option on the site to assign multiple vehicles under Manage Your Vehicles. The permit will only request one vehicle to be directly assigned.

For any special circumstance in relation to parking and permits, please contact the Parking Office at (909)869-3061 for further assistance.

It is highly important that the “Mail Permit To” is the address where the permit should be delivered. Please double check it is the correct delivery address.

### Select Other Permit Information

Select the information below and click Next >>

|                 |   |                                    |
|-----------------|---|------------------------------------|
| Mail Permit To  | <input type="text" value="Select One"/> | <input type="button" value="Add"/> |
| Email Status To | <input type="text" value="Select One"/> | <input type="button" value="Add"/> |

\* indicates a required field

Continue through each screen until you are directed for your payment information. If you encounter any issues please contact (909)869–3061 for further assistance.

#### 4.2 Pay Citations, Appeal Citations, View Your Citations

In the event you receive a citation, through this site you’ll be able to view, appeal, or pay your citations linked to your account.

#### View your Parking Citations

Below is a list of the citations associated with the vehicles in your account.

| Citation Number           | Status                       | Balance                 | Issue Date                | Plate Number               | Location                    | Appeal this Citation       | Pay this Citation           |
|---------------------------|------------------------------|-------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| <a href="#">77755777</a>  | <a href="#">Unpaid</a>       | <a href="#">\$48.00</a> | <a href="#">6/6/2014</a>  | <a href="#">7DQB358 CA</a> | <a href="#">BUILDING 02</a> | <a href="#">Appeal Now</a> | <a href="#">Pay Now</a>     |
| <a href="#">123123123</a> | <a href="#">Zero Balance</a> | <a href="#">\$0.00</a>  | <a href="#">5/19/2014</a> | <a href="#">7DQB358 CA</a> | <a href="#">100 STORAGE</a> | Cite has a \$0 balance     | Citation has no balance due |

## 5.0 Payment Screen

When you are ready to checkout, the screen will show as below. Select "Pay Now" to continue.

[Main Menu](#) > View Cart

### View Cart

Below are the items in your cart. Select your method of payment and click Pay Now to proceed with your payment or return to add more permits or citations to your cart.

| Quantity       | Type   | Description   | Amount                          |
|----------------|--------|---|---------------------------------|
| 1              | Permit | 2014 UHS RESIDENT / 14ST7 14/15 Fall HOUSING [R72301] (07/22/2014 - 01/11/2015)<br><a href="#">view details</a> | \$118.00 <a href="#">Remove</a> |
| <b>Due Now</b> |        |   | \$118.00                        |

Select Payment Method:  \*

### Checkout

After selecting "Pay Now", you will have an opportunity to review before you are sent to the payment page. The payment page will show as below. Please verify the total amount is correct before completing the transaction.

checkout sign out

CAL POLY POMONA

Cal Poly Pomona Parking Services  
Kaitlyn Davis

Enter credit card information Total Amount: \$118.00

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address

City

State/Province/Region

Zip/Postal Code

Country

Email Address

We accept:

Enter the address where you receive the bill for this card.

(You'll have a chance to review this order before it's final.)

After your payment has been processed, your screen will look as below. An email confirmation will be sent and further instructions will be included.

**CAL POLY POMONA**

**Cal Poly Pomona Citation Payments**

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

| Items Selected  |                |
|---|----------------|
| T2 Parking Permit<br>Customer ID: 83106<br>T2 Trans ID: 95194<br>Permit: 13/59503 | \$38.00        |
| <b>Total Amount</b>   | <b>\$38.00</b> |

| Payment Information    |                    |
|------------------------|--------------------|
| Credit Card Number:    | XXXXXXXXXXXX5454   |
| Expiration Date:       | 1216               |
| Cardholder Name:       | test permit        |
| Address:               | 3801 w temple ave  |
| City:                  | pomona             |
| State/Province/Region: | ca                 |
| Zip/Postal Code:       | 91768              |
| Country:               | United States      |
| Email Address:         | sacs@csupomona.edu |

If you receive any errors, or have any concerns please contact Parking and Transportation Services at (909)869-3061.