Step 1:
Log onto http://csupomona.t2hosted.com and select “Log in” at the top right corner.

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.

For More Information visit: http://www.csupomona.edu/~parking
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.

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 >>

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Permit Fee</th>
<th>Permit Description</th>
<th>Permit Effective</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>1</td>
<td>$47.00</td>
<td>FALL Student MiC / 14MC57 - 2014/15 STUDENT MiC FALL</td>
<td>07/02/2014</td>
<td>01/11/2015</td>
</tr>
<tr>
<td>☑</td>
<td>1</td>
<td>$119.00</td>
<td>Student Fall / 14ST7 - 2014/15 STUDENT FALL</td>
<td>07/01/2014</td>
<td>01/11/2015</td>
</tr>
</tbody>
</table>

* 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

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.

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.

<table>
<thead>
<tr>
<th>Citation Number</th>
<th>Status</th>
<th>Balance</th>
<th>Issue Date</th>
<th>Plate Number</th>
<th>Location</th>
<th>Appeal this Citation</th>
<th>Pay this Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>777555777</td>
<td>Unpaid</td>
<td>$48.00</td>
<td>6/9/2014</td>
<td>7DQB358 CA</td>
<td>BUILDING 02</td>
<td>Appeal Now</td>
<td>Pay Now</td>
</tr>
<tr>
<td>123123123</td>
<td>Zero Balance</td>
<td>$0.00</td>
<td>5/19/2014</td>
<td>7DQB358 CA</td>
<td>100 STORAGE</td>
<td>Cite has a $0 balance</td>
<td>Citation has no balance due</td>
</tr>
</tbody>
</table>

For More Information visit: http://www.csupomona.edu/~parking
5.0 Payment Screen

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

![Payment Screen Image]

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.

![Payment Page Image]
After your payment has been processed, your screen will look as below. An email confirmation will be sent and further instructions will be included.

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