Parking Online System Quick Sheet - Citation Payment

A more comprehensive and illustrated explanation of this process is covered in the Parking Online System User Guide, which is available online (https://wwuparking.t2hosted.com). If you have any other questions or concerns, please don’t hesitate to contact Leslie or Julia at:

Leslie Pinkston | Financial Systems
x4905 | MS-1440 | leslie.pinkston@wwu.edu

Julia Gassman | Parking/Transportation Manager
X7402 | MS-9131 | julia.gassman@wwu.edu

Log Into Parking System (note that login is not required to pay a citation)

- Access the system from the Parking Services homepage, or directly from this url: https://wwuparking.t2hosted.com
- Log in with your Universal username and password via the Universal Login button
- For guests – create an account including a login ID and password

Access Citation Payment

- Click the Pay Citations link on the Parking Account Main page

Search for Citations

- Search for your citation by any of the following:
  - Citation Number
  - License Plate Number
  - WWU ID (for students, faculty and staff)
- Click the Search button when finished

Choose Citations

- Check the citation(s) you want to pay
- Note that if your citation cannot be paid online the system will let you know
- Click the Next button when finished

Shopping Cart

- Enter the email address you want your receipt emailed to in the Email Address box
- You can add citations or permits to your cart by clicking the Add Citations or Add Permits buttons
- You can also cancel your purchase here by clicking the Cancel Purchase button
- Click the Next button when finished

Payment Information

- Confirm the transaction details on this screen
- Click the Checkout button when finished

Enter Credit Card Information

- Enter your credit card information
- Click the Continue Checkout button when finished

Verify Credit Card Information

- Confirm the payment details on this screen
- Click Submit Payment when finished

Processing Payment

- When this screen is shown do not click any navigational buttons on your browser (e.g. Back, Forward, Refresh, etc)

Payment Receipt

- Your purchase is now complete
- You can print your receipt by clicking the Print Receipt button