# Parking Online System Quick Sheet - Citation Payment

## 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://wwu.edu/ps/park](https://wwu.edu/ps/park)
- 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 Check out 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