Viewing / Paying Campus Parking Tickets

It is the responsibility of the vehicle driver to pay any tickets (infractions) received on campus. Parking tickets can be paid online using a credit card; pay by cash or debit card in person at the **Parking Office*.**

To view / pay parking tickets received on campus using the online Parking Portal follow the steps below:

- 1. Go to <u>www.uwo.ca/parking</u>
- 2. Hover over **'Infractions'** from the menu along the top, and then click on **'Pay Infraction'** from the dropdown menu.

INFRACTIONS -	SERVIO
Pay Infraction	
Appeal Infraction	
Towed Vehicles	
Parking Regulations	
Academic Seals	

3. Click 'Pay Parking Violations Online' from the middle of the screen.

PAY PARKING VIOLATION ONLINE

- 4. Enter your license plate in the 'Plate Number' field (no spaces).
 - a. Click **'Search Citations'** and all citations for this vehicle will be displayed.

CITATIONS	
sitation number	
itate	-OR-
ONTARIO] [

5. Select ticket to be paid and click 'Add to Basket.'

17_201206722	Unpaid	\$##.##	2019/04/15	ABC****	HURON FLATS STUDENT LOT	Appeal	Add to Basket	
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6. Click 'Shopping Cart' from the top of the window, and then click 'Pay Now.'



7. Click 'Next' under Checkout.

	Cancel Purchase Add Infractions	
	Checkout	
Email Address		
	Next>>	

<u>TIP:</u> if you have additional tickets to pay you can click **'Add Infractions'** and repeat steps #5 and 6, first.

8. Click 'Next' again to move to the payment window

<u>Note</u>: you may see information regarding Payroll Deduction at the top of the screen, this is default text and is not related to payment of tickets.

- 9. Enter credit card details to pay for the ticket online.
 - a. click 'Process Transaction' to finalize payment.

A confirmation message will appear once payment goes through, and you will receive a confirmation email.

Payme	nt Details	
	Transaction Amount: \$35.00 (CAD)	
	Order ID: 312d5acc-aa23-4662-b64a-f2ca9dc3df35	
Please c Do not p	omplete the following details exactly as they appear on your card. It spaces or hyphens in the card number.	
	Cardholder Name*:	1
	Card Number*:	
	Expiry Date (MMYY)*:	
	Card Security Code*:	
Click 'Pro button af may resu	cess Transaction' to charge your card. Only click the button once. Usi er you press the 'Process Transaction' button will not stop the transac It in a double charge.	ng the 'Back', 'Refresh' or 'Cancel' tion from being processed and
	Process Transaction	Cancel Transaction

*For Parking Services location and hours of operation please visit https://www.uwo.ca/parking/