

While logged into the parking account If the vehicle is not linked to your parking account, you will need to search the citation. Type in the vehicle license plate that was ticketed without any spaces included.

Parking Portal

Click the 'Get Permits' button to see permits available for you to purchase online.

Note: You do NOT require an account or need to log in to pay a Citation. Enter your Citation Number or License Plate and click Search Citations.

NOTE: We recommend using Internet Explorer for this site.

CITATIONS

[View Your Citations](#)

1

[View Your Appeals](#)

0

[View Your Letters](#)

0

Citation Number

-OR-

State

Plate Number

Search Citations

PERMITS

[View Your Permits](#)

0

Get Permits

Leave the Citation Number field blank, click on **Search Citations**.

[View Your Appeals](#)

0

[View Your Letters](#)

0

State

Plate Number

Search Citations

The View your Parking Citations page should show something like this:

View your Parking Citations

Below is a list of the citations associated with the vehicles in your account. Click the 'Add to Basket' button for each citation you wish to pay. Then click the Shopping Cart icon at the top of the screen and select 'Pay Now' from the menu to complete the payment.

						YOUR CITATION(S) TOTAL \$35.00	Add To Basket
Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
EXA26-001	Unpaid	\$35.00	2026/05/25	TEMP****	Parking Office	Appeal	Add to Basket

If you already have the vehicle that was ticketed associated to your parking account, you can instead get to the same page by clicking on the Citations link in the top page menu:

[PARKING PORTAL](#) [PERMITS](#) ▾ [CITATIONS](#) [VEHICLES](#)

While on the View your Parking Citations page displaying citations associated to the vehicle, click on the **Appeal** option.

View your Parking Citations

Below is a list of the citations associated with the vehicles in your account. Click the 'Add to Basket' button for each citation you wish to pay. Then click the Shopping Cart icon at the top of the screen and select 'Pay Now' from the menu to complete the payment.

						YOUR CITATION(S) TOTAL \$35.00	Add To Basket
Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
EXA26-001	Unpaid	\$35.00	2026/05/25	TEMP****	Parking Office	Appeal	Add to Basket

A license plate confirmation popup should show like this:

Confirm Plate Number ×

Plate Number

[Close](#) [Confirm](#)

						YOUR CITATION(S) TOTAL \$35.00	Add To Basket
Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
EXA26-001	Unpaid	\$35.00	2026/05/25	TEMP****	Parking Office	Appeal	Add to Basket

After typing in your license plate and clicking on the **Confirm** button, you will reach the Appeal Agreement page:

Appeal Agreement

Review the details of your citation below. Carefully read the statements and indicate you have read and understand them. When you are ready to proceed, click the 'Next>>' button.

Citation Number EXA26-001
Citation Date 5/25/2026 1:00:00 AM
License Plate TEMPTEMP ON
Citation Balance \$35.00
Payment Status Unpaid
Violation Description Unpaid/Expired visitor parking

- I have read and understand the [Parking Office Guidelines for Appeal](#).
- I have read and understand the [Rules and Regulations of the Western University Parking Office](#) as they relate to citation appeals.
- I am aware that pictures are taken with each citation.
- I am aware that I can request an open hearing in my online appeal.

I have read and understand the above statements

Next >>

This page displays information related to the parking citation. Make sure to read all links provided on this page before continuing with the appeal. After reading the statements provided on this page, check the confirmation box and then click **Next**.

This will pull up the Appeal Details Page:

Appeal Details

Please complete the form below and click the 'Submit' button to submit your appeal. Your 'Result Letter' will be emailed to you.

Email

*

Address

*

Select your preferred method of contact *

Via Email

Via Mail

Make sure that both the Email drop down and Address drop down are populated. If you do not have an Address selected, click on the **Add** button beside the Address field.

Email

*

Address

*

This will bring up the Account Information page with a section to for the address to be added to. Click on the **Add New** button.

Account Information

ADDRESS

Below is a list of the addresses associated with your account. To add an address to your records, click the "Add New +" button below.

Note: To change your address priority please click the **Street Address** below.

ADD NEW +

Then fill out the relevant fields: (All fields with a Red * must be filled in.)

ADDRESS

Below is a list of the addresses associated with your account. To add an address to your records, click the "Add New +" button below.

Note: To change your address priority please click the **Street Address** below.

Please enter the details for your address and then click the 'Save New' button. Click 'Cancel' to exit without saving.

ADDRESS *

ADDRESS LINE 2

SUITE/APT #

ADDRESS TYPE *

CITY *

PROVINCE/STATE *

POSTAL CODE *

Save New

Cancel

Click the **Save New** button and then the **Confirm** button.

ADDRESS

Below is a list of the addresses associated with your account. To add an address to your records, click the "Add New +" button below.

Note: To change your address priority please click the Street Address below.

Address has been potentially corrected. Confirm the result.

ADDRESS *

1393 Western Rd

ADDRESS LINE 2

SUITE/APT #

ADDRESS TYPE *

MY ACCOUNT ADD ▾

CITY *

London

PROVINCE/STATE *

ONTARIO ▾

POSTAL CODE *

N6G 1G9

Confirm

Cancel

When added correctly, you will see a message with a checkmark stating that the address was successfully created:



Address successfully created

Account Information

ADDRESS

Below is a list of the addresses associated with your account. To add an address to your records, click the "Add New +" button below.

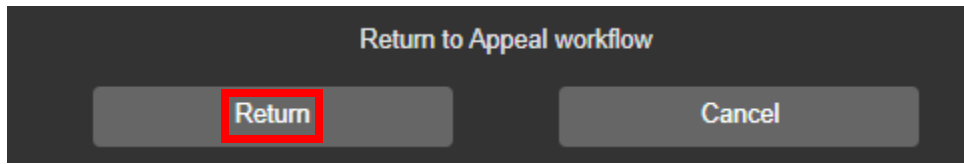
Note: To change your address priority please click the Street Address below.

1393 WESTERN RD, LONDON, ON N6G 1G9



ADD NEW +

Afterwards, click on the **Return** button found at the Return to Appeal workflow section at the bottom of the page.



Now with the address selected while on the Appeals Details page, select a preferred method of contact between email or mail. If one fails, the other one will be utilized to send you the result of the appeal. Then fill out all other sections of the appeal: (make sure to fill out all red * marked fields, they are required.)

Appeal Details

Please complete the form below and click the 'Submit' button to submit your appeal. Your 'Result Letter' will be emailed to you.

Email

 *

Address

 *

Select your preferred method of contact *

Via Email

Via Mail

Business Phone

Home Phone

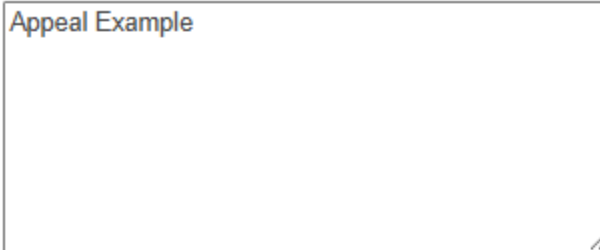
Cell Phone

Appeal Reason (10 - 500 characters) *

Before submitting the appeal, you will also have option to attach your own files to the appeal, make sure the added files do not go over a combined **5mb** in size,

Appeal Reason (10 - 500 characters) *

Appeal Example



486 characters left

Attachment 1 (.BMP, .JPEG, .TIFF, and .PNG files only)

No file chosen

Attachment 2

No file chosen

Attachment 3

No file chosen

* indicates a required field

Clicking on **Submit** will finalize the appeal, you won't be able to edit it after submitting the appeal. It will lead to the Appeal Receipt page:

Appeal Receipt

Please print the receipt below for your records.

Appeal Number	55527
Citation Number	EXA26-001
Issue Date	5/25/2026 1:00:00 AM
Current Date/Time	2026/05/25 01:54:57 PM
Violation Description	Unpaid/Expired visitor parking
Citation Balance	\$35.00
Payment Status	Appeal Balance Due
Appeal Reason	Appeal Example.

You will also receive an email confirming that the appeal has been submitted.

You can also check the status of your appeal anytime in the View Your Appeals section of the front page:

View Your Account Appeals

Below is a list of the appeals you have filed in the past.

Appeal Number	Status	Type	Amount Due	Appeal Date	Hearing Date	Pay Citation
<u>55527</u>	Pending	WRITTEN	\$35.00	2026/05/25		Appeal is in process.

When an appeal is submitted, it can take anywhere between 1 day to 6 weeks to be reviewed and resulted. While a parking citation is under appeal, it is frozen and has no effect on your account at Western.