#### **Instructions to Pay Citations**

### Step 1:

Visit <a href="https://fuller.thepermitstore.com/">https://fuller.thepermitstore.com/</a>

### Step 2:

Search for your citation under "Pay Notices". You may search using your vehicle's license plate number, or the citation number listed on the citation you received.





Step 3:

On the citation detail screen, you may view the evidence collected by the parking officer at the time your citation was issued. This includes comments entered and photos taken by the officer. At the top of the screen, you have two options: "Pay" or "Appeal". "Appeal" should only be selected if you believe you were not parked in violation of Fuller Theological Seminary parking rules and regulations. Otherwise, select "Pay".

Notice Detail			
Notice:	501700050001000		Pay Appeal
ISSUING PARTY: NOTICE DATE: AMOUNT DUE: DATE DUE: STATUS: PENALTIES: PENALTY FEES: IMAGES:	FULLER THEOLOGICAL SEMINARY 08/29/2018 \$20.00 09/19/2018 OPEN Example Violation \$20.00 Marcological Seminary 08/29/2018 - No Visible Decal	License Plate: Vehicle Make: Vehicle Model: Vehicle Vin: Location:	EXAMPLEPLATE1 CA Toyota Service Vehicle Lane
ADDITIONAL INFO:	NOTE: To protect your privacy we require you to notice. If you don't have an account you can <u>crea</u>	Sign In or to view	the details and history of your

### Step 4:

If you selected the "Pay" option:

If you are a current Fuller Theological Seminary student, staff, or faculty member, please log in with your Fuller account by clicking on "Sign In". Otherwise, click on "Continue Without Signing In".

If you do not remember your Fuller login credentials or are new to Fuller accounts, you may reset your password or claim a new account by choosing "reset password" or "claim account" at the bottom of the login area.



# FULLER ID

Password:	
Log	In
ost or forget your	Now student or
password?	aiumni?

## Step 5:

The system will walk you through a short step-by-step checkout process to pay for your citation. The final step of that process is to review your payment details and accept the terms and conditions of Fuller Theological Seminary. Click the "I Agree" button to complete this payment.

. Shopping Cart	2. Billing	3. Review	4. Complete
Please revie	w your order.		
notice #501700050	001000		\$20.00
		Shipping and Handling:	\$0.00
		Total:	\$20.00
Electronic Check: \$2 xxxx56789-xxxx6789 ms and Conditions	0.00		
Electronic Check: \$2 xxxx56789-xxxx6789 ms and Conditions	0.00		
Electronic Check: \$2 xxxx56789-xxxx6789 ms and Conditions	0.00 Conditions		0
Electronic Check: \$2 xxxx56789-xxxx6789 ms and Conditions Terms and C	0.00 Conditions		
Electronic Check: \$2 xxxx56789-xxxxx6789 ms and Conditions Terms and C  Disclaimer_	0.00 Conditions		
Electronic Check: \$2 xxxx56789-xxxxx6789 ms and Conditions Terms and C  Disclaimer	0.00 Conditions		
Electronic Check: \$2 xxxx56789-xxxxx6789 ms and Conditions Terms and C  Disclaimer  Fuller Theo	0.00 Conditions	ne no liability or responsibility for th	neft,
Electronic Check: \$2 xxxx56789-xxxxx6789 ms and Conditions Terms and C  Disclaimer  Fuller Theo By clicking the	0.00 Conditions - logical Seminary shall assun e "I Agree" button you agree to	ne no liability or responsibility for th o the terms above.	neft,

### **Optional Step: Appeal Citation**

If you believe you were not parked in violation of Fuller Theological Seminary parking rules and regulations, you may have chosen to appeal your citation in Step 3. Please note that only people with a valid Fuller login will be able to appeal citations using the online portal. If you are not a current Fuller student, staff, or faculty member and you still wish to appeal your citation, please contact the parking office at <insert contact info here>.

During your online appeal, you will be able to enter an explanation of your appeal as well as to upload any photos or documents that support your case. Please enter as much detail as possible so that the appeals officer will be able to make an educated decision. After you submit your appeal, you will receive communication regarding the appeal decision via email, so keep an eye on your inbox for updates about your appeal.

Notice Appeal for #501700050001000					
Appeal ye	our notice.	Pay			
You are allowed 2 Your notice was	1 days to appeal your notice. issued on August 29, 2018 so you only have 22 days left to appeal.				
<ul> <li>Please g</li> <li>Include</li> <li>The adjust</li> <li>It is you</li> </ul>	give an explanation of why you wish to appeal this notice. all relevant facts and circumstances. udicating authority will respond to an appeal via email. r responsibility to check the e-mail account that you have indicated for response(s) to your				
appeal. <ul> <li>Non-cor</li> <li>result in ad</li> </ul>	npliance with the decision(s) of the adjudicating authority with regard to this appeal may ditional fines, forfeiture of parking privileges, and/or impoundment of your vehicle(s).				
<ul> <li>You are phone, or a</li> </ul>	required to provide first name, last name and at least one contact method either email, address.				
Appeal Text:					
Attachments (optional):	Choose File No file chosen remove Add Another File Upload Limit: 4 megabytes				
Appellant:	Enter email address and/or all other fields below.				
First Name:	Example				
Last Name:	User				
Email:	gene@iparq.com				
Phone #:	(208) 555-5555				
Street:	555 Demo Street				
City:	Boise				
State:					
Zip:	83705       83705         By checking the I agree button, user agrees to all <u>Terms and Conditions for use of this system</u> .         I Agree				
	Submit				
	Cancel				