

## Paying a Parking Ticket Using the Online Parking Portal in 6 Steps

**IMPORTANT:** Paying for a parking ticket does not require a "LOGIN" or "SIGNUP."

### STEP 1 OF 6

- Enter the *Citation Number* in the space highlighted
- Click on *Search Citations*
- If you do not know the Citation Number you can also enter the Plate Number of the vehicle that the citation was issued to
- If you do not know either of this information, you will need to contact the Parking Management office for assistance at (434) 455-4045 or send an email to [parking.authority@lynchburgva.gov](mailto:parking.authority@lynchburgva.gov)

STEP 1 Parking Portal  
Welcome!  
Use this Parking Portal to manage your parking account.

CITATIONS  
Citation Number [Yellow Highlighted Field]  
-OR-  
State: VIRGINIA Plate Number: [Field]  
Search Citations

CITY OF LYNCHBURG  
NOTICE OF PARKING VIOLATION  
To the owner or operator of vehicle described  
I hereby certify that this citation for the violation indicated  
below was issued to a:  
Issue No. PE200507720  
Date/Time 04/07/2020 02:50 PM  
Officer No. yw  
Location: 900 MAINJ  
Violation  
Code: 25-247.1  
OVERTIME PARKING 1 HOUR  
Due Now \$20.00

### For parking tickets issued DOWNTOWN:

The number circled in red is the *Citation Number*.

"PE" must be entered along with the digits (example: PE200507720).

CITY OF LYNCHBURG  
PARKING MANAGEMENT No. 17076  
Date \_\_\_\_ 20 \_\_\_\_ Time \_\_\_\_ To \_\_\_\_  
Make of Vehicle \_\_\_\_ Model \_\_\_\_  
License \_\_\_\_ State \_\_\_\_  
Location \_\_\_\_  
Officer \_\_\_\_ Badge # \_\_\_\_  
TRAFFIC ORDINANCE VIOLATION  
\$20.00 FINE  
 Overtime Parking - \$25-247.1  
 Expired Meter Parking - \$25-247.2

### For parking tickets **NOT** issued downtown:

The number circled in red is the *Citation Number* (example: 17076).

**PLEASE NOTE:** If issued one of these parking tickets, it may take up to three (3) weeks for the ticket to appear in the Parking Portal for payment processing. Either regularly check the system or mail the payment in the form of a check or money order.

### STEP 2 OF 6

Any outstanding parking citations and the total amount owed will appear on this screen. Click *Add to Basket*

STEP 2 View your Parking Citations  
Below is a list of all the citations associated with the vehicles on your account

YOUR CITATION(S) TOTAL \$20.00 Add To Basket

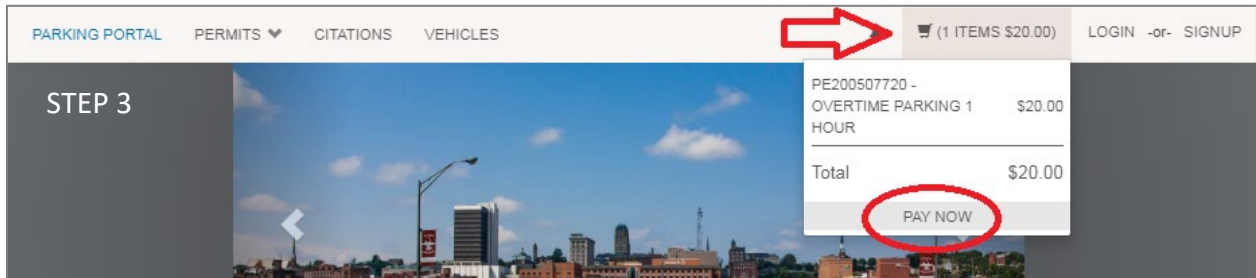
Citation #	Status	Balance	Issue Date	License Plate	Location
PE200507720	Unpaid	\$20.00	04/07/2020	ABC**	MAIN ST(J)

Pay this Citation Add to Basket

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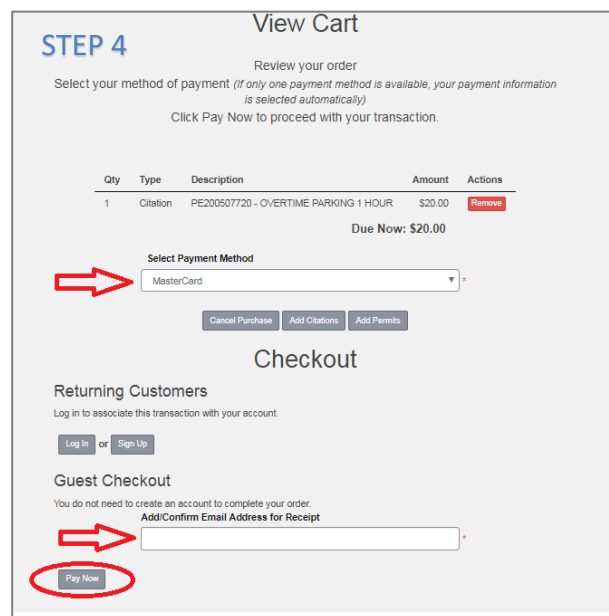
### STEP 3 OF 6

After adding the balance to the basket, the number of ITEMS and a dollar amount will appear at the top right of the screen next to the shopping cart, click on the shopping cart and then click on **PAY NOW**.



### STEP 4 OF 6

- The *View Cart* screen will appear.
- Select MasterCard or Visa using the drop-down arrow
- Enter a valid email address to receive a confirmation receipt
- Click on **PAY NOW**



### STEP 5 OF 6

Final step is to review citation(s) to be paid and the amount, then click *Next*.

### STEP 6 OF 6

- The system will open a new webpage to a secure payment page for credit card information
- Enter credit card information for payment
- Required information is denoted by an asterisk
- Click on *Process* to complete the transaction
- Once completed, a confirmation email will be sent to your email address

