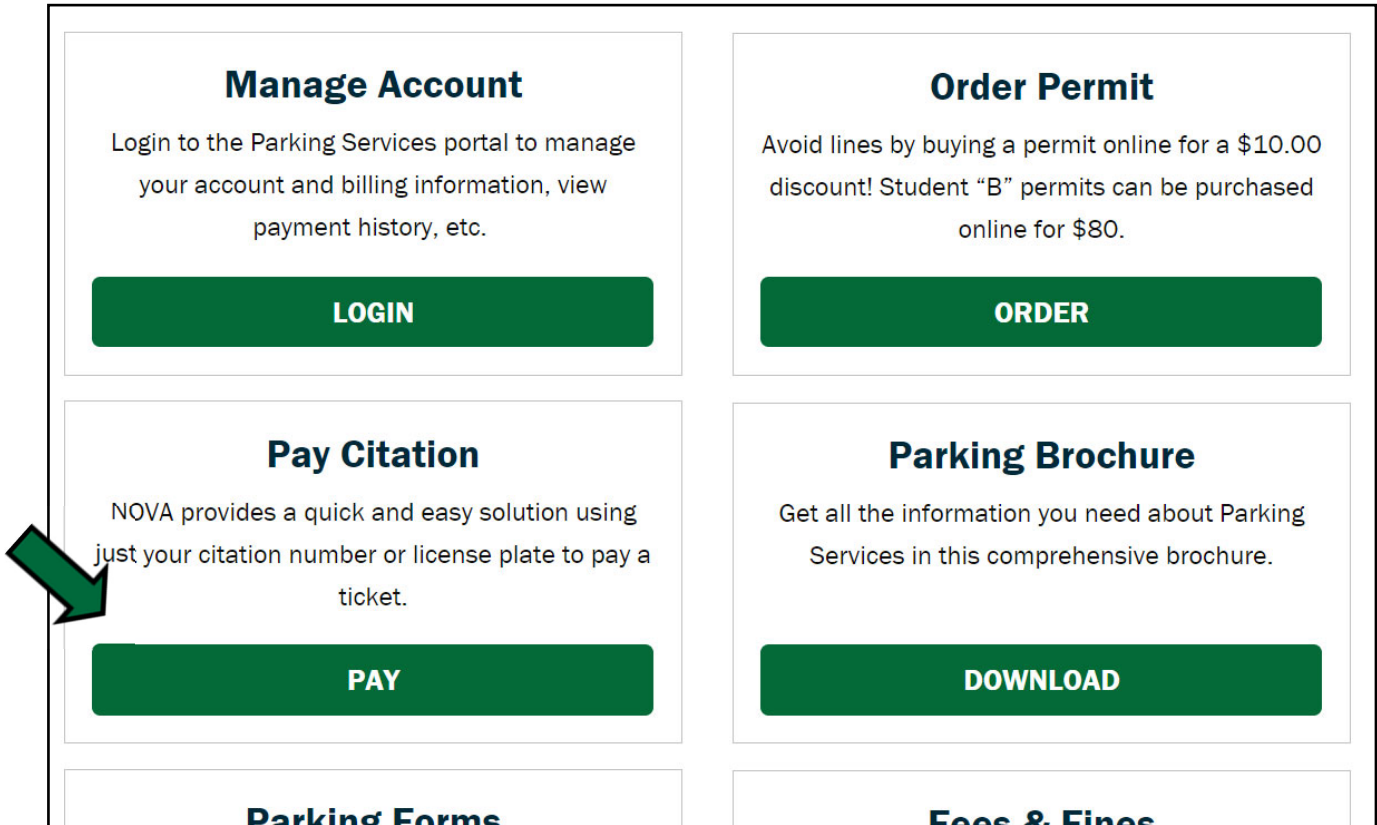


How To Pay A Citation Online

Please visit <https://www.nvcc.edu/parking> to begin.

Step 1: Scroll down the page to find the 'Pay' link under 'Pay Citation'



The screenshot displays a grid of four service cards. The 'Pay Citation' card is highlighted with a green arrow pointing to its 'PAY' button. The cards are as follows:

<h3>Manage Account</h3> <p>Login to the Parking Services portal to manage your account and billing information, view payment history, etc.</p> <p>LOGIN</p>	<h3>Order Permit</h3> <p>Avoid lines by buying a permit online for a \$10.00 discount! Student "B" permits can be purchased online for \$80.</p> <p>ORDER</p>
<h3>Pay Citation</h3> <p>NOVA provides a quick and easy solution using just your citation number or license plate to pay a ticket.</p> <p>PAY</p>	<h3>Parking Brochure</h3> <p>Get all the information you need about Parking Services in this comprehensive brochure.</p> <p>DOWNLOAD</p>
<h3>Parking Forms</h3>	<h3>Fees & Fines</h3>

Step 2: Select 'myNOVA Login' if you are a student, faculty, or staff member; enter your myNOVA credentials
Select 'Guest Login' if you are not a student or faculty/staff member.

If you are a student or faculty/staff member with the college, please click the button below marked myNOVA Login.

[myNOVA Login](#) ←

If you are not affiliated with the college, click the button below marked Guest Login to create a guest account or log in to an existing account.

[Guest Login](#) ←

**Note: If you select 'Guest Login' and you have not created a Guest Account previously, select the 'create one' link. If you have created a Guest Account but cannot remember your password, select the 'retrieve your lost information' link.*

Guest Login

Do not create a guest account if you are a current NOVA student or employee.

Guest accounts are used by visitors to appeal citations. You may not purchase a permit with a guest account.

If you do not have a Guest ID and password you may [create one](#).
If you have already created a guest account, please enter your ID and Password or you may [retrieve your lost information](#).

DRIVER'S LICENSE *

Password *

* indicates a required field

[Log In](#)

Step 3: Type in the Citation Number found on your ticket OR enter the license plate for the vehicle that received the citation. Do not use both — only use one or the other. Select ‘Search Citations’

NOVA Parking Portal

Welcome! Use the NOVA Parking Portal to order permits, appeal or pay citations, and manage your parking account.

CITATIONS

Citation Number

-OR-

State Plate Number


Step 4: If the citation was found, you will be brought to the ‘View your Parking Citations’ page
Click ‘Add to Basket’

View your Parking Citations

Below is a list of the citations associated with the vehicles in your account.

YOUR CITATION(S) TOTAL **\$75.00**

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
<u>HTGTEST</u>	Unpaid	\$75.00	01/13/2021	TE***	AN B-1 STUDENT PARKING	<input type="button" value="Appeal"/>	<input type="button" value="Add to Basket"/>



Step 5: At the top of the page, click on the cart to open the 'Pay Now' option. Once available click on 'Pay Now'

The screenshot shows the top navigation bar with links for PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES. A shopping cart icon indicates 1 item for \$75.00. A user greeting reads "Welcome, Behnami, Shervin (620423)!". A dropdown menu is open, showing a table with one item: "HTGTEST - Shared Permit Violation" for \$75.00. The total is also \$75.00. A "PAY NOW" button is highlighted with a green arrow.

Item	Amount
HTGTEST - Shared Permit Violation	\$75.00
Total	\$75.00

PAY NOW

Step 6: Once you are viewing the cart, click on 'Place Order'. Please make sure your email address is correct

The screenshot shows the "View Cart" section with a table of items and a "Checkout" section with an email address field and a "Place Order" button. A green arrow points to the "Place Order" button.

View Cart

Select your method of payment and click "Place Order" to proceed with your payment. **DO NOT** click the Back Button on your Browser.

Qty	Type	Description	Amount	Actions
1	Citation	HTGTEST - Shared Permit Violation	\$75.00	Remove

Due Now: \$75.00

[Cancel Purchase](#) [Add Citations](#)

Checkout

NOVA Email Address

[Place Order](#)

Step 7: Click 'Next'

Payment Information

Please review the totals below and click next to proceed to make your payment. **We accept Visa, MasterCard, and American Express. DO NOT** click the Back Button on your Browser.

Qty	Type	Description	Amount	Actions
1	Citation	HTGTEST - Shared Permit Violation	\$75.00	Remove

Due Now: \$75.00

Step 8: Accurately enter your credit card and billing information

Payment method options are Visa, MasterCard, and American Express (No Discover)

Once you are finished, click 'Process' at the bottom to process your payment

You will be taken to the confirmation receipt page if the payment was successful

**Note: If you are student/faculty/staff member and there is a parking hold on your student account, the hold will be removed automatically 2-3 hours after payment has been made.*

NVCC Payment Screen

If you receive a 'card declined' error, please ensure you are entering your expiration date in the correct format MMY, no dashes or slashes. We accept Visa, MasterCard, and American Express.

SALE

Order Section

Credit Card Number: *

Expiration Date(MMY): *

Amount: *

3 Digit Code on Back of Card: *

Description: *

Billing Address

First Name: *

Last Name: *

Mailing Address: *

Apt Suite if applicable:

City: *

State/Province: *

Postal Code: *

Country:

Phone:

Email Address:

Do not hit the back button your browser.

For assistance, please contact NOVA Parking Customer Support at 703-323-3123 or Parking@nvcc.edu