

# How to Maintain Your Parking Account

## Parking and Transportation Services

This How-to Guide will show you how to use the online Parking portal to maintain your vehicle information in order to prevent citations.

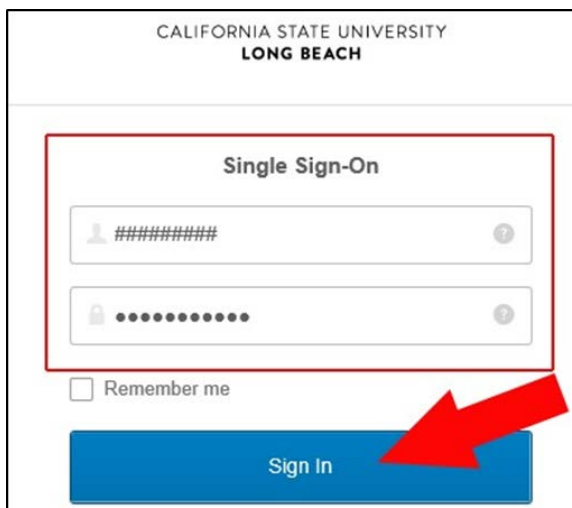
### What to Know Before Accessing Your Account:

- You may attach a maximum of **two** vehicles to your parking account.
- If you currently have more than two vehicles on your account, you are encouraged to remove any additional vehicles.
- Changes to your existing vehicles are necessary in order to avoid a citation if you need to:
  - Update an incorrect license plate number
  - Replace a Vehicle Identification Number (VIN) with a license plate number
  - Add a purchased, or delete a sold vehicle
- Refer to **ADDING A VEHICLE** and **DELETING A VEHICLE** to change your vehicle information.

### Begin by logging into CSULB Single Sign-On to access the CSULB Parking Services Portal:

1. Enter the [CSULB Single Sign-On](#) system.

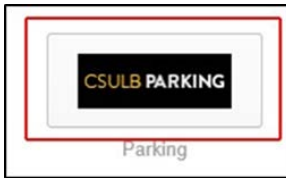
Log in by entering your nine-digit Beach ID number and password, and then click the **Sign In** button.



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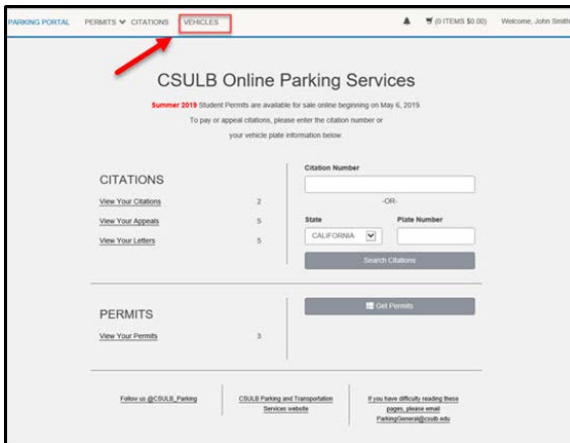
2. Click the **CSULB Parking** button. This action opens the CSULB Online Parking Services portal.



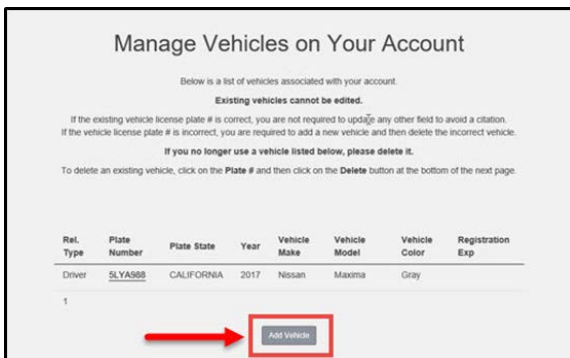
## ADDING A VEHICLE

Users are allowed a maximum of **two** vehicles

1. After signing into the Parking Services portal, click the **VEHICLES** link in the header to manage your vehicles.



2. On the **Manage Vehicles** page, click the **Add Vehicle** button.



This action opens the **Register a Vehicle** page.

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3. In the **Register a Vehicle** page, type in your vehicle information.
  - If the vehicle does not yet have a license plate number, type the last 7-digits of your vehicle identification number (VIN) in the **Plate Number** fields.
  - When you do receive your official license plate, you must update your parking account with new license plate information.
  - If correcting license plate information, you must first add a new vehicle, and then delete the incorrect vehicle from your account.
4. Click the **Next** button.


**NOTE:** You may **not** attach more than **two** vehicles to your parking permit.

### Register a Vehicle

- Vehicle's license plate number (Standard CA license plate has 7 characters).
- If you do not have a license plate because of a new vehicle purchase, please enter the last 7 digits of your VIN in the Plate Number fields.  
**Note:** You will have to update your online information as soon as the license plates are received in order to avoid an unnecessary citation.
- For custom license plates with symbols and spaces, enter only letters and numbers with no spaces. Example - **BOB&SUE**, enter as **BOBSUE**.
- Vehicle information such as Year, Make, Model, Color and Style are not required to register/add a vehicle.

**Plate Number**

  
**Plate Number (confirm)**  
**State/Province**  
**Year**  
**Make**  
**Model**  
**Color**  
**Style**  

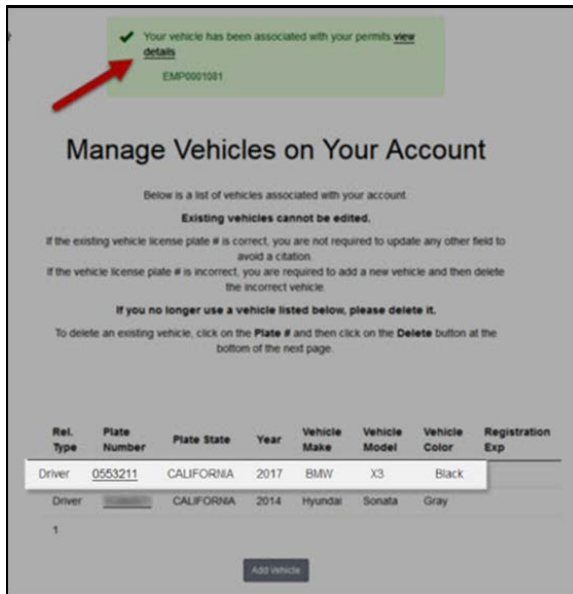
 Next >>

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You will see a confirmation of the change.

You can also verify that the new vehicle information correctly appears in the list of vehicles on your account.

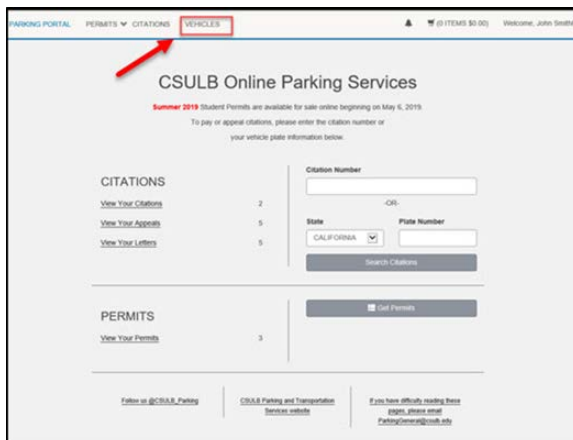


## DELETING A VEHICLE

Parking customers may have more than one active and issued permit.

Following these steps to delete a vehicle from the parking account will likewise remove that vehicle from all active and issued permits.

1. After signing into the Parking Services portal, click the **VEHICLES** link in the header to manage your vehicles.



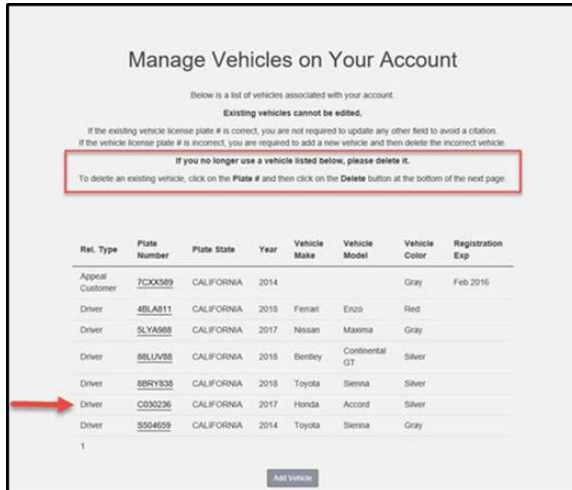
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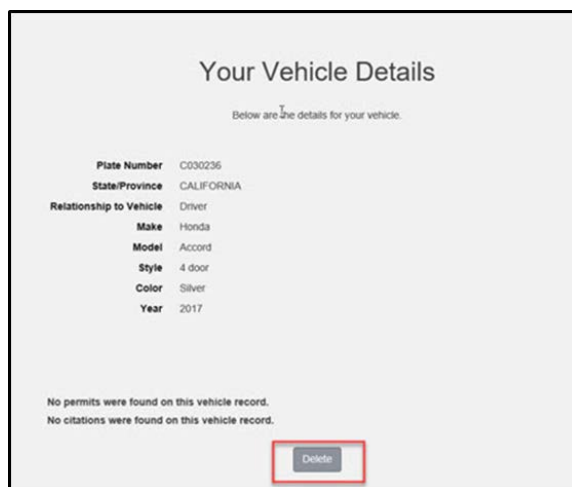
2. On the **Manage Vehicles** page, select the license plate number of the vehicle you wish to delete.

Verify that you are deleting the correct vehicle before advancing to the next step.

This action opens **Your Vehicle Details** page.



3. In the **Your Vehicle Details** page, click the **Delete** button.



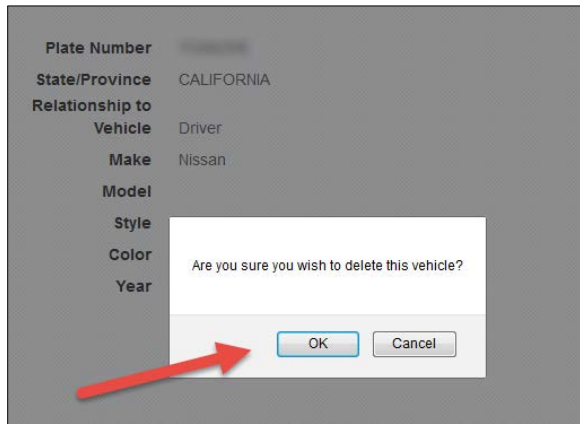
4. Once you are certain that you are deleting the correct vehicle, click the **OK** button.

Or, click the **Cancel** button to halt the process if necessary.

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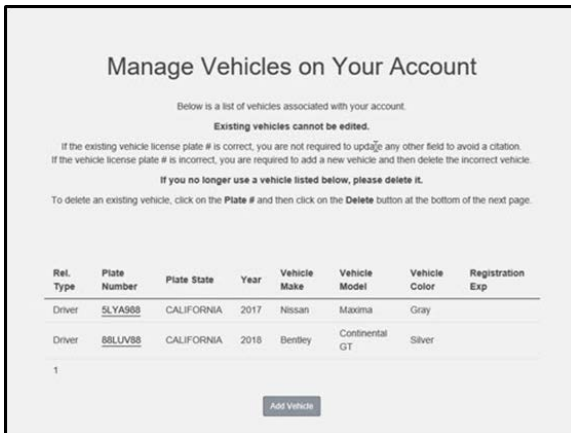
## Parking and Transportation Services

This action will return you to the **Manage Vehicles on Your Account** page.



The image shows a form with the following fields: Plate Number, State/Province (CALIFORNIA), Relationship to Vehicle (Driver), Make (Nissan), Model, Style, Color, and Year. A white dialog box is overlaid on the form with the text "Are you sure you wish to delete this vehicle?" and two buttons: "OK" and "Cancel". A red arrow points to the "OK" button.

**NOTE: If prior to July 1, 2019 there were three or more vehicles attached to your permit, repeat these steps until you have no more than two vehicles attached to your permit.**



The screenshot shows the "Manage Vehicles on Your Account" page. It includes instructions on how to delete a vehicle and a table of existing vehicles.

Below is a list of vehicles associated with your account.  
**Existing vehicles cannot be edited.**  
If the existing vehicle license plate # is correct, you are not required to update any other field to avoid a citation.  
If the vehicle license plate # is incorrect, you are required to add a new vehicle and then delete the incorrect vehicle.  
If you no longer use a vehicle listed below, please delete it.  
To delete an existing vehicle, click on the **Plate #** and then click on the **Delete** button at the bottom of the next page.

Ref. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp
Driver	<a href="#">5LYA988</a>	CALIFORNIA	2017	Nissan	Maxima	Gray	
Driver	<a href="#">88LLV88</a>	CALIFORNIA	2018	Bentley	Continental GT	Silver	

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[Add Vehicle](#)

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### VERIFYING ACTIVE AND ISSUED PERMITS

After managing your parking account by updating vehicle information, or adding and/or deleting vehicles, you may view the list of expired, active and issued permits. You may have more than one permit number, with at least one vehicle attached to each permit.

**NOTE:** Complete the following steps **after** you have deleted vehicles from your account.

**DO NOT** delete vehicles when verifying your permits. This action will remove the vehicle's attachment to your permit, possibly resulting in citations for parking violations.

1. After signing into the Parking Services portal, **click the View Your Permits link.**

2. Click the **Permit Number** you wish to verify.

This action will open Your Virtual Parking Permit Details.

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The **Virtual Parking Permit Details** page will show the vehicles attached to the selected permit number.

View Your Account Permits

Below is a list of the permits you have purchased in the past.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
EMP0001028	Monthly Payroll Deduction - PAD	Expired	08/18/2017	09/01/2017	05/31/2019
<b>STU0081558</b>	Student Summer - Monthly June	Active	06/04/2019	05/20/2019	06/30/2019
STU0081559	Student Summer - Monthly July	Issued	06/04/2019	07/01/2019	07/31/2019
STU0081561	Student Summer - Monthly August	Issued	06/10/2019	08/01/2019	08/25/2019

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Repeat these steps until you have verified all of your active or issued permits.

### **WARNING:**



**DO NOT DELETE VEHICLES WHEN VERIFYING YOUR PERMITS. THIS ACTION WILL REMOVE THE VEHICLE'S ATTACHMENT TO YOUR PERMIT, POSSIBLY RESULTING IN CITATIONS FOR PARKING VIOLATIONS.**

Your Virtual Parking Permit Details

**Permit Number** STU0081558

**Type** Student Summer - Monthly June

**Amount Due** \$0.00

**Status** Active

**Issue Date** 06/04/2019

**Effective Date** 05/20/2019

**Expiration Date** 06/30/2019

**Associated Vehicles**

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions
8RBR835	CALIFORNIA	Mercedes-Benz	E-class	Black	Delete
5BRG858	CALIFORNIA	Toyota	Prius	Silver	Delete

**Associated Receipts**

Receipt Number	Description	Permit Amount	Date	Payment Method
1301388	Payment - Permit (STU0081558)	\$36.00	6/4/2019 11:22:06 AM	Web Payment

No contract profiles were found on this record.