

HOW TO ORDER

# PARKING PERMITS

San Bernardino Community College District will be requiring new virtual parking permits beginning Fall 2023. No window stickers will be issued. All students, faculty, staff, and visitors must register their vehicle license plate when purchasing parking permits.

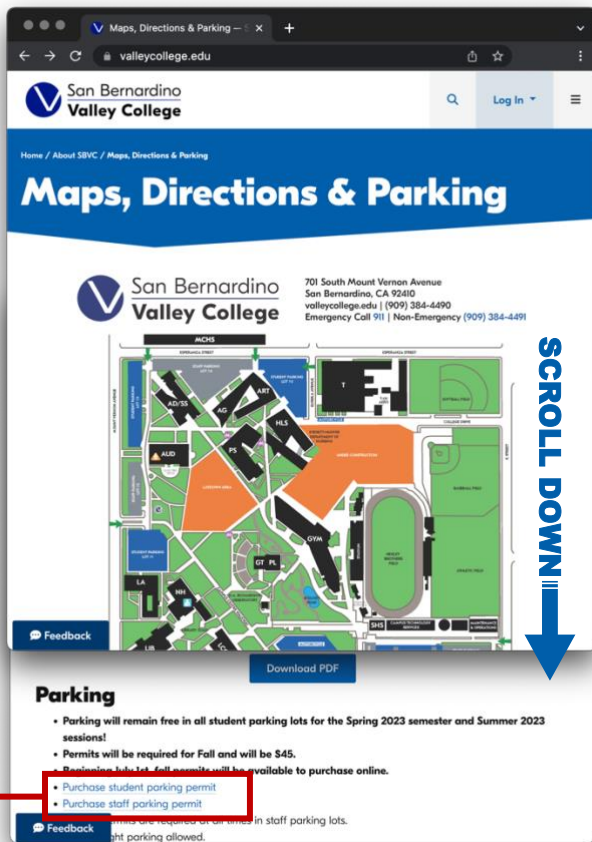
Permits will be valid at both San Bernardino Valley College and Crafton Hills College.



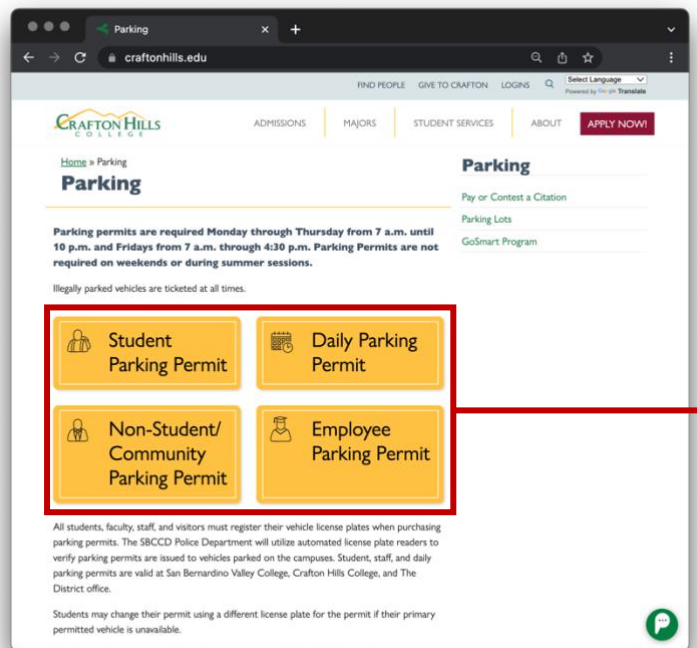
San Bernardino  
Valley College

# STEP 1: GO TO YOUR COLLEGE'S PARKING WEBSITE

## [SBVC Maps, Directions, & Parking](#)



## [CHC Parking](#)

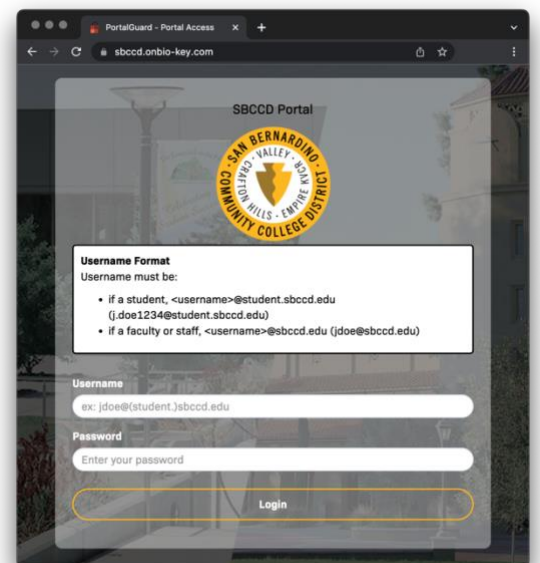


### FIRST:

- Click on the link for the type of **Permit** you need.

### THEN:

- If prompted, log in to the [SBCCD Portal](#) using your student or employee username and password.



# STEP 2: REVIEW THE REGULATIONS & YOUR I.D. NUMBER

PayMyCite.com

San Bernardino Valley College

CRAFTON HILLS COLLEGE

Home Make a Payment View Selected(0) Contest Citation Terms of Use Contact FAQ Help

## APPLICATION SEMESTER PARKING PERMIT

**SECTION A: Details**

All vehicles parking on the Campus must abide by the parking rules & regulations. SBCCD Administrative Regulation 6750 and College rules & regulations and the California Vehicle Code are enforced at all times. Colored curbs (blue for disabled, red for no stopping, green for visitor, yellow for staff, white for drop off, etc.) have the same meaning on campus as those found in any city. Any vehicle not properly parked or not in compliance with SBCCD Parking Regulations is subject to a citation and possible tow-away. For SBCCD parking rules & regulations please visit: <https://sbccd.policystat.com/policy/7877435/latest/> **WARNING!**

**A Permit does not guarantee a parking space.** The SBCCD parking permit entitles a vehicle to park on the campus when space is available. At peak class periods all lots may be full.

- Semester permits are available on-line only.
- Permits must be displayed in plain view and on the driver's side of the vehicle's windshield.
- Permit (decal or daily permit) **MUST** be displayed on the car that is on campus.
- Daily permits can be purchased online by selecting the QR code on the sign in the parking lots or with cash in Parking Lot D or in Lot J at the ticket dispenser. o Dispensers will take coins and dollar bills. Dispensers do not give change.
- **Parking permits are required Monday through Thursday from 7 a.m. until 10 p.m. and Fridays from 7 a.m. through 4:30 p.m. Parking Permits are not required on weekends.**
- No overnight parking allowed.

The College provides Officers for patrol of the parking lots. However, persons parking on district property do so at their own risk. SBCCD does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on District property.

REFUNDS: Permits returned prior to the start of a semester are eligible for a refund. SBCCD does not issue refunds for lost or stolen parking permits. This policy also applies to permits that were not received at the verified delivery address.

**SECTION B: Instructions**

1. Complete the Online Application Below.
2. Please make sure to fill in all required fields.
3. One permit will be issued per vehicle and per student.

**SECTION C: Online Application Form**

Please complete the application form below:

(\* Indicates required field)

**EMPLOYEE INFORMATION**

Employee/Staff ID Number\*

ID Number **MUST** be entered to complete a permit application online.

After logging in through the SBCCD Portal, you will be directed to the appropriate permit page for either employee/staff or student. Review the details and instructions in **SECTION A** and **SECTION B**.

Your I.D. Number should be prefilled.



# STEP 3: INPUT VEHICLE INFORMATION

**SECTION C: Online Application Form**  
Please complete the application form below:  
(\* Indicates required field)

**STUDENT INFORMATION**  
**Student ID Number\***  
900656722  
ID Number **MUST** be entered to complete a permit application online.

**PERMIT REQUESTED**  
 **ANNUAL** (August 2023 - July 2024)  
Select Permit For \*  
VEHICLE

**VEHICLE INFORMATION**  
License Plate\* 1ABC234 License Plate State/Prov\* California Make\* Ford Model Explorer

**PERSONAL INFORMATION**  
First Name\* JOHN Last Name\* SMITH  
Email\* JSMITH@SBCCD.EDU Verify Email\* JSMITH@SBCCD.EDU Phone\* (901)123-4567

**ADDRESS**  
Street #\* 1234 Street Name\* MAIN STREET Apartment#  
City\* SAN BERN/ State\* California Zip\* 92410

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CERTIFIED SECURE

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Verify your selected permit information is correct and input your vehicle information.

Verify your ID Number and all Personal Information is correct.

When ready, click **Continue**.

# STEP 4: PROVIDE PAYMENT INFORMATION *(student permits only)*

**Confirmation  
Parking Permit**  
San Bernardino Community College District

**Please Note:** Credit Card information will not be printed on the Parking Permit.

**Valid for FALL semester**  
For Plate or VIN#: 1ABC234

Permit Fee: \$45.00  
**Total Amount Due: \$45.00**

**Credit Card Information**  
(\* Indicates required field)

Card Type\*:   
Card Number\*:   
Expires\*:  /   
Your name as it appears on your credit card\*:   
Card Security Code\*:  [What's this?](#)

**Credit Card Billing Address**

Address 1\*:  Address 2:   
City\*:  State\*:  Zip\*:

**Note:** Charges will appear on your credit card statement as **"PARKING SERVICE CENTER"**

**DO NOT** click your refresh button during payment processing!  
Doing so may cause a duplicate payment.

Each click on **SUBMIT PAYMENT** button will cause a duplicate payment.

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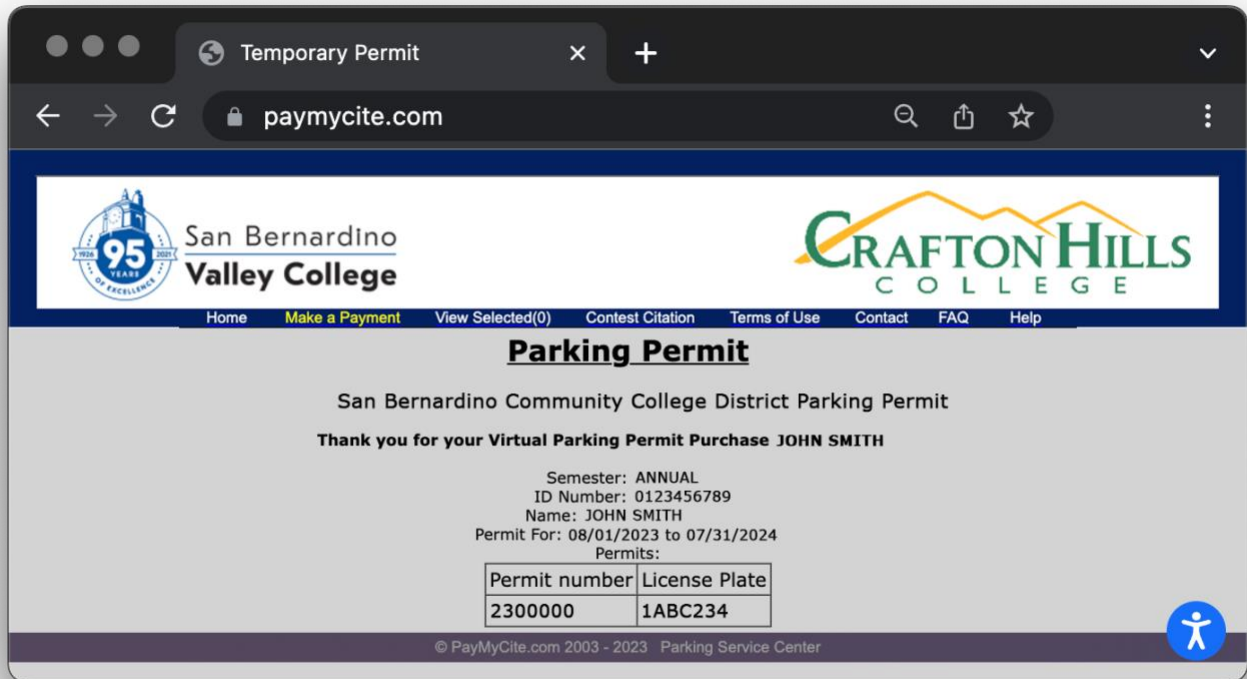
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First verify your permit information is correct at the top of the page. Ensure your **Permit Fee** is correct for the selected permit type. To view a list of permit fees, visit your college's Parking Information webpage: [SBVC Parking](#) or [CHC Parking](#).

Provide your credit card information and billing address, then select **Submit Payment**.



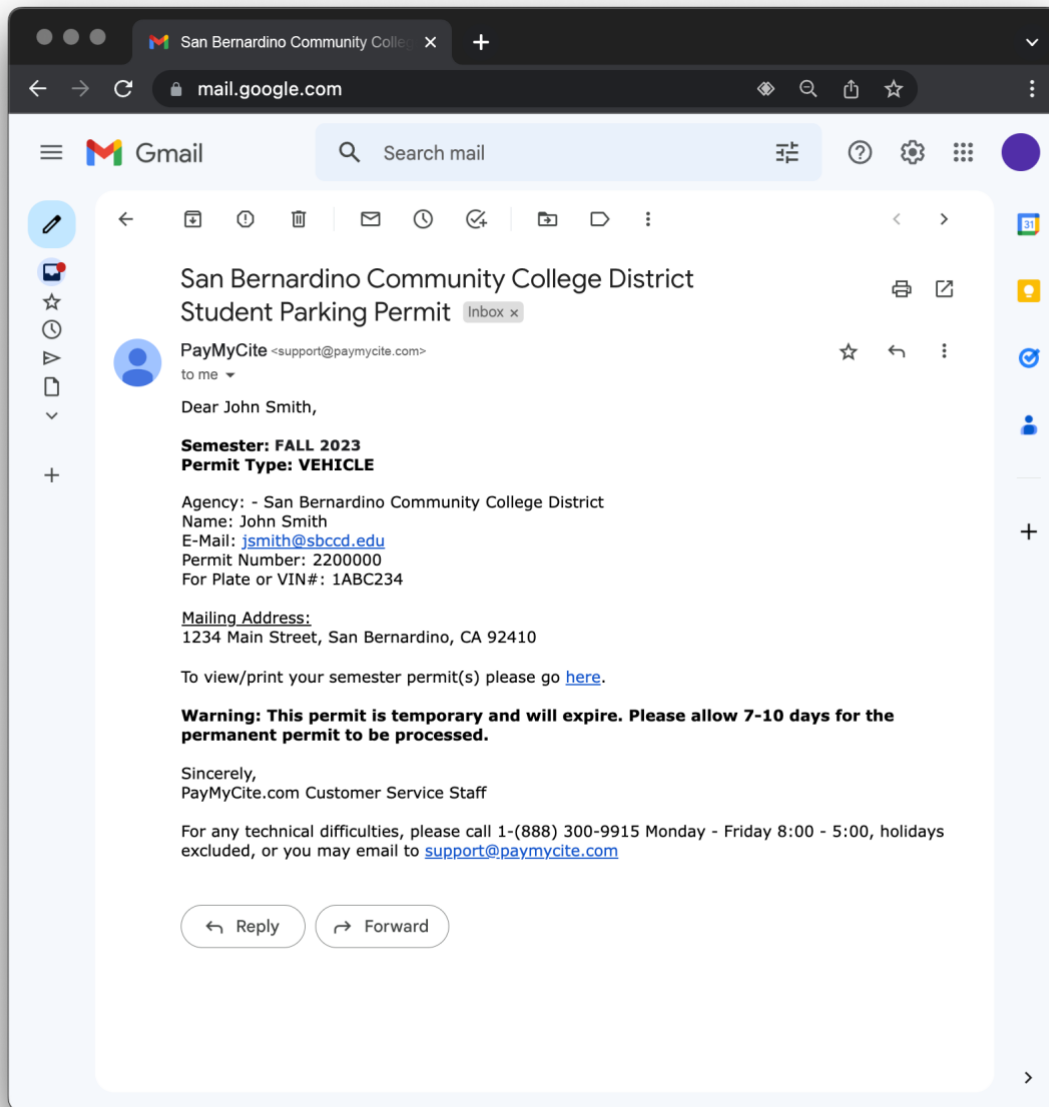
# STEP 5: CONFIRMATION



After selecting Continue or submitting your payment, you will be directed to a confirmation page with your permit number. Your virtual parking permit has been registered with your vehicle and is valid for the time specified on the permit.



# STEP 6: VERIFY RECEIPT



Check the email account you provided in your application to ensure you received a receipt. Your vehicle is now registered with a virtual parking permit. You may now park at San Bernardino Valley College and Crafton Hill College.

If you have any questions about parking permits, please refer to the Parking Information pages on the colleges' websites: [SBVC Parking](#) or [CHC Parking](#).

If you require technical support on the permit purchasing website, please email [support@paymycite.com](mailto:support@paymycite.com).