

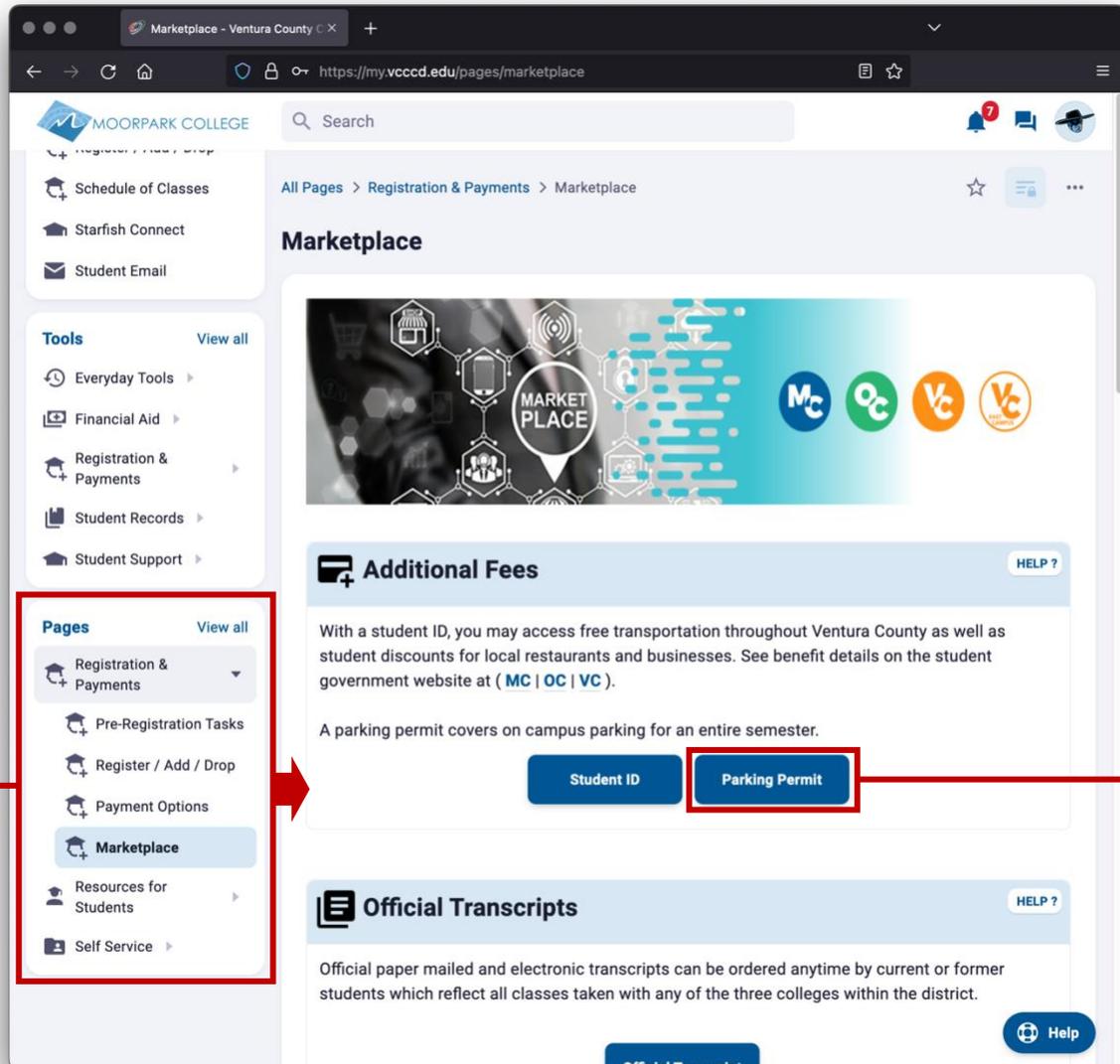
HOW TO PURCHASE VIRTUAL PARKING PERMITS

The Ventura County Community College District will be requiring new virtual parking permits beginning Spring 2023. No paper permits or window stickers will be issued. All students, faculty, staff, and visitors must register their vehicle license plate when purchasing parking permits.

Up to two (2) vehicles per person per permit are allowed and will be valid on each of the three VCCCD campuses: Moorpark College, Oxnard College, and Ventura College.



STEP 1: Log in to the MyVCCCD Portal & Locate the Marketplace



First:

- Log in to the [MyVCCCD Portal](#).
- Locate the **Pages** section on the left side of the webpage.
- Click and expand **Registration & Payments**.
- Select **Marketplace**.

Then:

- Select the **Parking Permit** link.



STEP 2: INPUT VEHICLE INFORMATION & VERIFY SECTION C

PayMyCite.com

https://paymycite.com/VCCCDCollege/ParkingPermit.aspx

- Student permits are not valid in visitor or staff parking lots
- Daily permits can also be purchased through the online website
- Parking permits are required every day, including weekends, from 7:00 AM to 11:00 PM
- No overnight parking allowed unless approved by Ventura County Community College District PD (special permit required)

Ventura County Community College District Police Officers patrol the parking lots every day and night. However, persons parking on district property do so at their own risk. Ventura County Community College District does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on District property.

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)

STUDENT INFORMATION

Student ID Number*
900000000

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

PERMIT REQUESTED

Select Semester: *

SPRING (January 2022 - May 2022)

Select Permit For *

VEHICLE
 MOTORCYCLE

VEHICLE INFORMATION

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

PERSONAL INFORMATION

First Name* JOHN Last Name* SMITH
Email* JOHN_SMITH1@MY.VCCCD.EDU Verify Email* JOHN_SMITH1@MY.VCCCD.EDU Phone* (805)123-4567

Continue **CLEAR FORM**

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Input your vehicle information. You may add two different vehicles for one virtual parking permit.

Verify your Student ID Number and all Personal Information is correct.

NOTE: You can select motorcycle permits from the vehicle type dropdown menu.

When ready, select **Continue**.



STEP 3: PROVIDE PAYMENT INFORMATION

PayMyCite.com

https://paymycite.com/VCCCDCollege/TPCreditCard.aspx

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

Confirmation Parking Permit

Ventura County Community College District Parking Permit

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

Valid for SPRING semester
For Plate or VIN#: 1ABC234

Permit Fee: \$58.00
Total Amount Due: \$58.00

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.

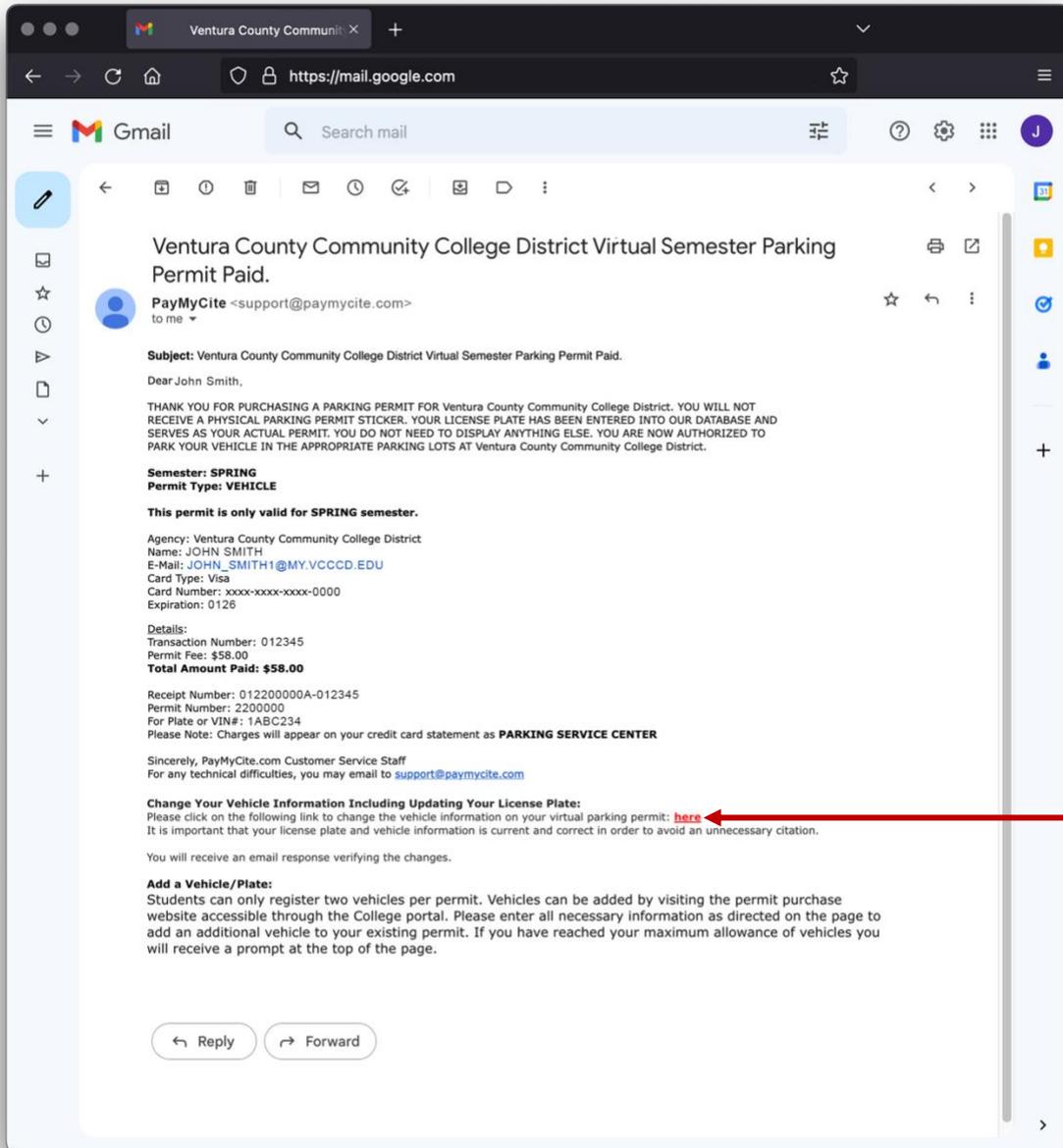
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First verify your permit information is correct at the top of the page. Ensure your **Permit Fee** is correct for the selected permit type. To view a list of permit fees, [visit our Parking Information webpage](#).

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



STEP 4: VERIFY RECEIPT



Check the email account you provided in your application to ensure you received a receipt. **DO NOT DELETE YOUR RECEIPT!** You may need the included link to update vehicle information. Your vehicle is now registered with a virtual parking permit. You may now park in student parking stalls at Moorpark College, Oxnard College, and Ventura College.

If you have any questions about parking permits, please refer to the [Parking Information page on the VCCCD website](#).

If you require technical support on PayMyCite.com, please email support@paymycite.com.

