

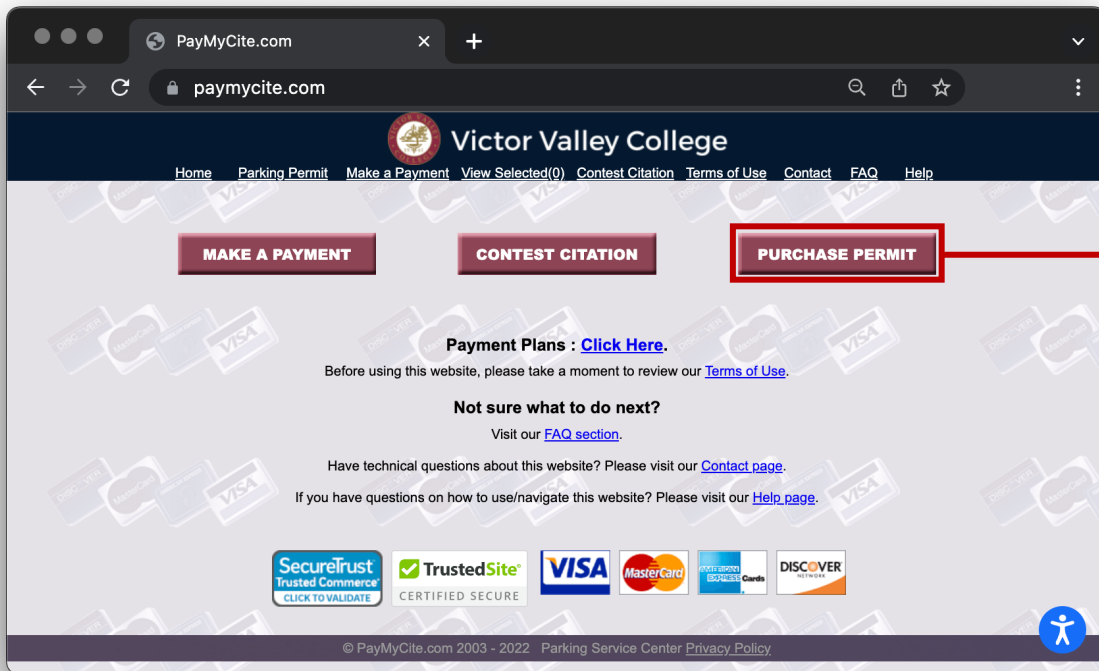
# HOW TO ORDER **STUDENT SEMESTER PARKING PERMITS**

Victor Valley College requires virtual parking permits for students. Students, staff, and faculty must use [PAYMYCITE.com](https://PAYMYCITE.com) to order their parking permits online. Parking permits are now virtual, meaning no paper permits or window stickers will be issued.

Use this guide to aid in ordering your student parking permit.



# STEP 1: Access PAYMYCITE.com



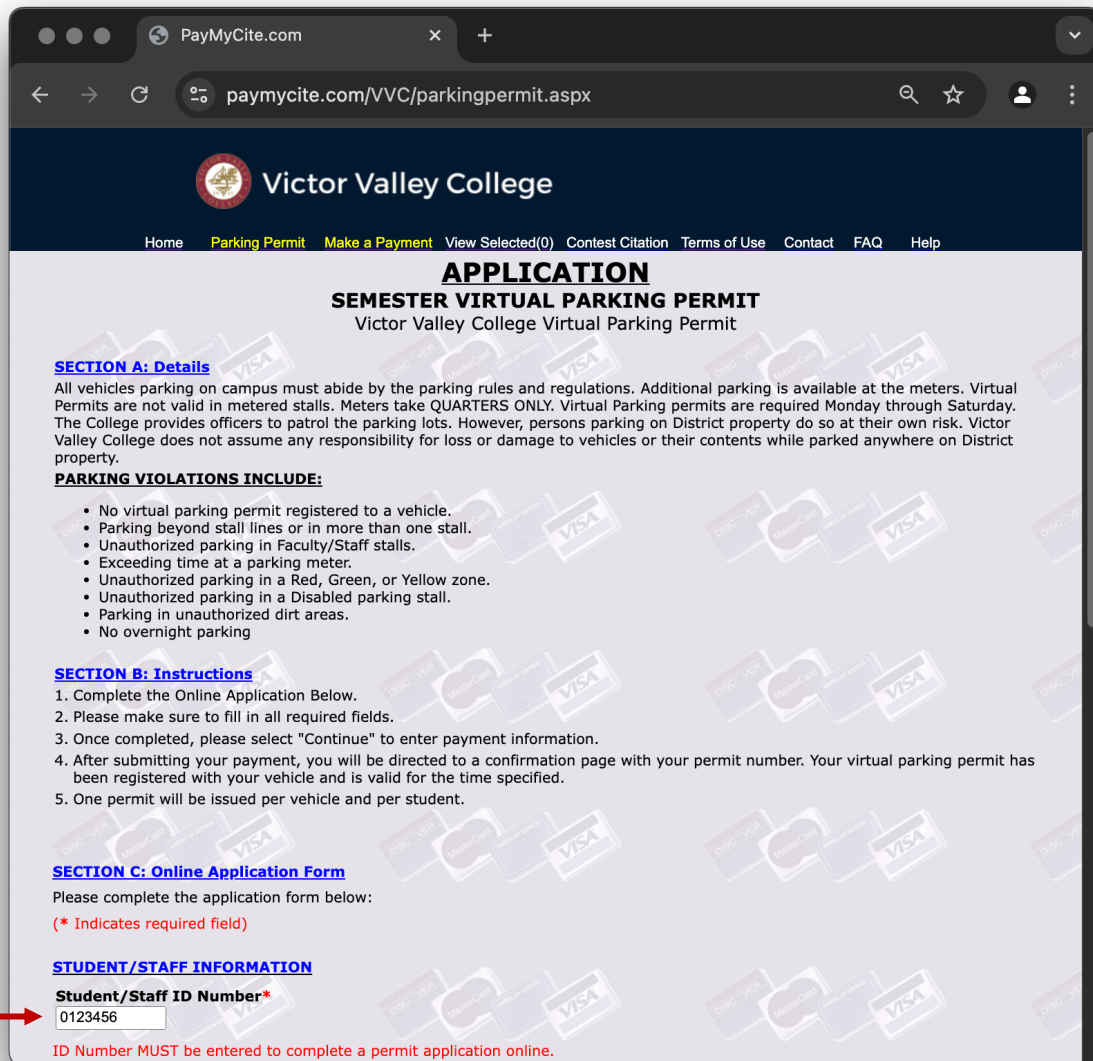
Open your web browser and navigate to: [paymycite.com/vvc](https://paymycite.com/vvc).

Select the **Purchase Permit** button. \_\_\_\_\_



Victor Valley College

# STEP 2: Review the Regulations & Provide I.D. Number



PayMyCite.com

paymycite.com/VVC/parkingpermit.aspx

Victor Valley College

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

## APPLICATION

### SEMESTER VIRTUAL PARKING PERMIT

Victor Valley College Virtual Parking Permit

**SECTION A: Details**

All vehicles parking on campus must abide by the parking rules and regulations. Additional parking is available at the meters. Virtual Permits are not valid in metered stalls. Meters take **QUARTERS ONLY**. Virtual Parking permits are required Monday through Saturday. The College provides officers to patrol the parking lots. However, persons parking on District property do so at their own risk. Victor Valley College does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on District property.

**PARKING VIOLATIONS INCLUDE:**

- No virtual parking permit registered to a vehicle.
- Parking beyond stall lines or in more than one stall.
- Unauthorized parking in Faculty/Staff stalls.
- Exceeding time at a parking meter.
- Unauthorized parking in a Red, Green, or Yellow zone.
- Unauthorized parking in a Disabled parking stall.
- Parking in unauthorized dirt areas.
- No overnight parking

**SECTION B: Instructions**

1. Complete the Online Application Below.
2. Please make sure to fill in all required fields.
3. Once completed, please select "Continue" to enter payment information.
4. After 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.
5. 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/STAFF INFORMATION**

**Student/Staff ID Number\***

0123456

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

Review the details and instructions in **SECTION A** and **SECTION B**.

You must first provide your I.D. Number before you can continue to input your personal and vehicle information. You will be required to input your I.D. number twice for verification.

Problems accessing a virtual parking permit must be resolved at the campus police department before parking a vehicle.



# STEP 3: Input Vehicle Information

PayMyCite.com

paymycite.com/VVC/parkingpermit.aspx

**STUDENT/STAFF INFORMATION**

Student/Staff ID Number\*  
0123456

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

**PERMIT REQUESTED**

Select Semester: \*  
Spring permits will be available starting Feb 10th

Select Permit For \*  
VEHICLE

**VEHICLE INFORMATION**

License Plate#\* OR  
 Last 6 digits of VIN#\*

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

**PERSONAL INFORMATION**

First Name\* JOHN Last Name\* SMITH  
Email\* JOHN.SMITH@VVC.EDU Verify Email\* JOHN.SMITH@VVC.EDU Phone\* (760)123-4567

**ADDRESS**

Street #\* 1234 Street Name\* MAIN STREET Apartment#  
City\* VICTORVILLE State\* California Zip\* 92395

Continue CLEAR FORM

TrustedSite CERTIFIED SECURE

© PayMyCite.com 2003 - 2025

Input your vehicle information.

Verify your ID Number and all Personal Information is correct.

Make sure you enter your license plate correctly. The permit will be linked to the license plate you input. **If you enter a 0 (zero) instead of an O (letter), your permit will not be assigned to your vehicle correctly!**

When ready, click **Continue**.



# STEP 4: Provide Payment Information

**Confirmation**  
**Parking Permit**  
Victor Valley College

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

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

Permit Fee: \$XX.XX  
**Total Amount Due: \$XX.XX**

**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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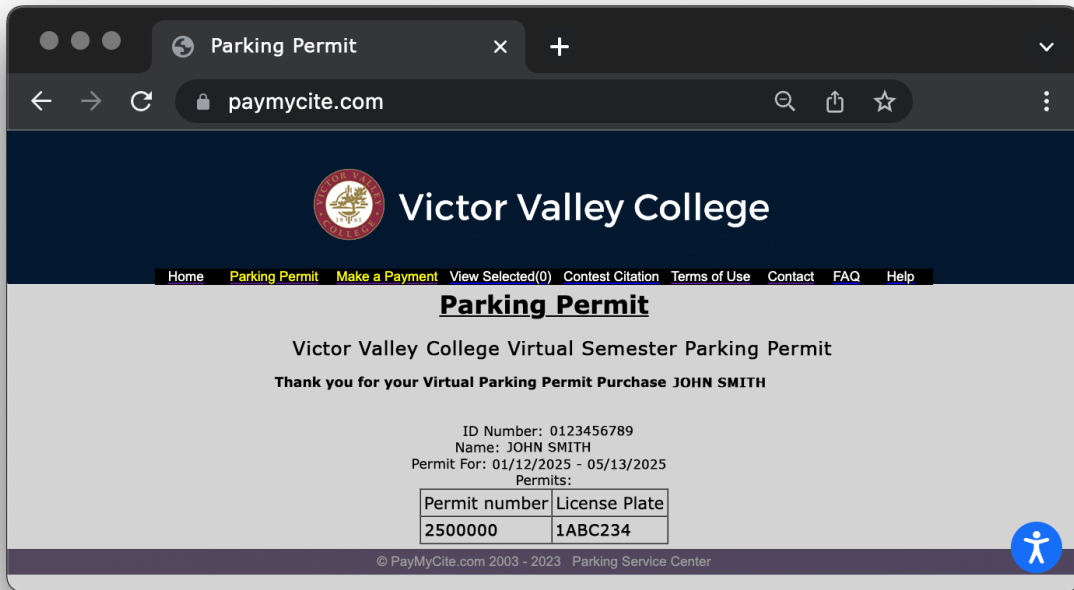
First verify your permit information is correct at the top of the page. Ensure your **Permit Fee** is correct for the selected permit type.

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



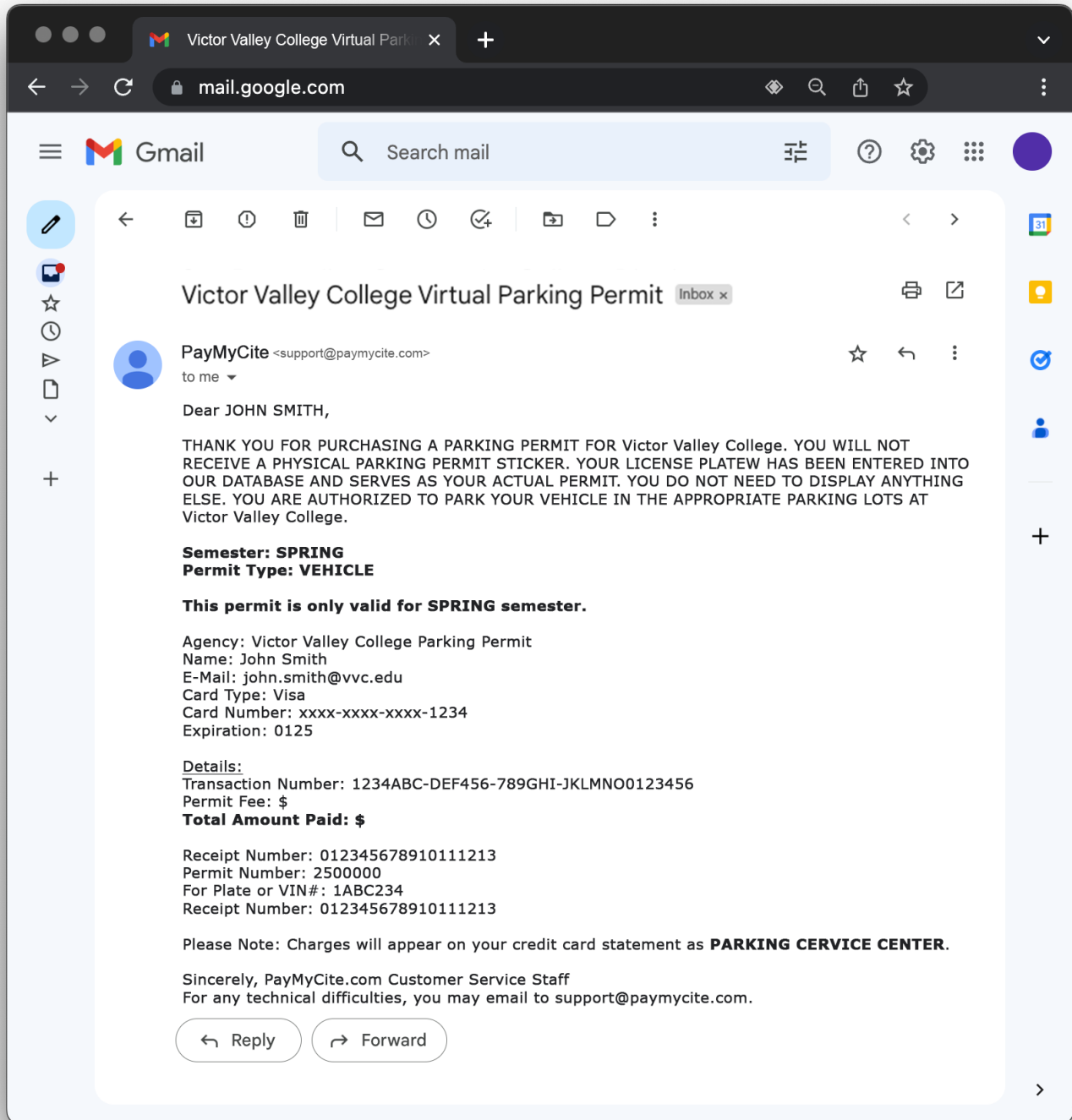
Victor Valley College

# STEP 5: Confirmation



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

# STEP 6: Verify Receipt



Check the email account you provided in your application to ensure you received a receipt. **DO NOT DELETE YOUR RECEIPT!**

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



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