

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.

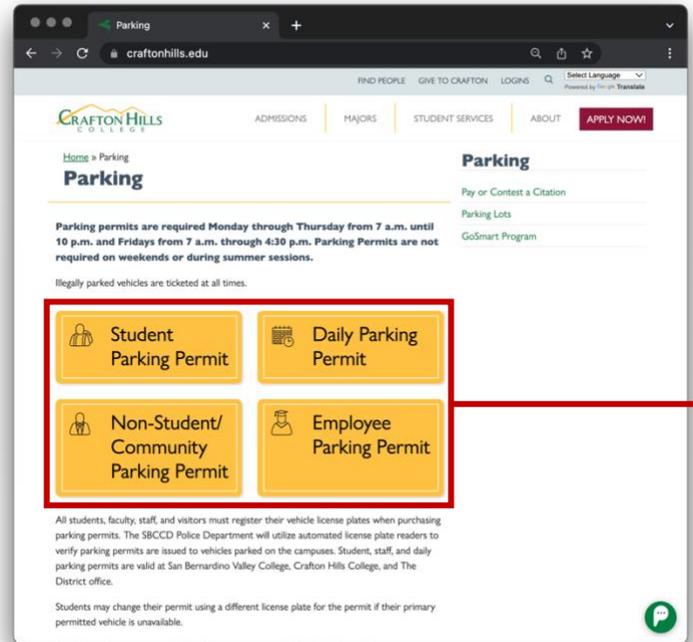
Permits will be valid at both San Bernardino Valley College and Crafton Hills College.



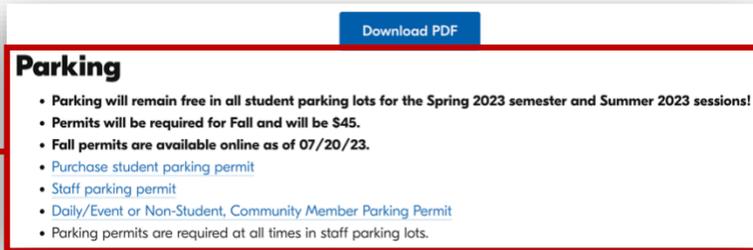
San Bernardino
Valley College

STEP 1: GO TO YOUR COLLEGE'S PARKING WEBSITE

[CHC Parking](#)



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

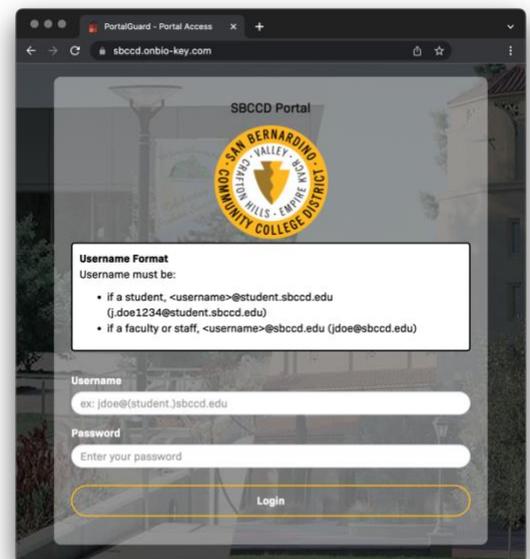


FIRST:

- 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 Procedure 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 click [here](#).

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. If required, a student may purchase a permit with cash or check at the Campus Bursar's Office (see campus map for location).
- Daily permits can be purchased online by scanning the QR code on the sign in the parking lots. If required, you may purchase a daily permit with cash at a daily permit dispenser in selected parking lots (locations of dispensers are identified on the daily parking permit signs in each parking lot). Dispensers will take coins and dollar bills. Dispensers do not give change. Paper permits must be placed face up on the driver's side of the dashboard.
- 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.**
- Staff permits are required for all staff stalls/lots. **Vehicles parked in staff stalls without a staff permit will be cited.**
- No student or staff is allowed in the Visitor Lot at any time for any reason.
- No overnight parking allowed.

SBCCD Police frequently patrol 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: To be eligible for a refund, purchaser must request a refund within the first 2 weeks of the fall or spring semesters or within the first week of their late start class. To request a refund, send an email to clientrelations@phxgjs.com

SECTION B: Instructions

- Complete the Online Application Below.
- Please make sure to fill in all required fields.
- One permit will be issued per vehicle and per student.
- Your license plate number is now associated with your valid virtual parking permit.
- You will automatically receive a copy of your receipt via email.

SECTION C: Online Application Form

Please complete the application form below:

(* Indicates required field)

STUDENT INFORMATION

Student 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

PayMyCite.com

paymycite.com

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SECTION C: Online Application Form

Please complete the application form below:
(* Indicates required field)

STUDENT INFORMATION

Student ID Number*
01234567

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

PERMIT REQUESTED

Select Semester: *
 FALL (August 2023 - December 2023)

Select Permit For *
VEHICLE

VEHICLE INFORMATION

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

PERSONAL INFORMATION

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

TrustedSite
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*: Visa
Card Number*: 0123456789012345
Expires*: 01 | 2023
Your name as it appears on your credit card*: John Smith
Card Security Code*: 123 [What's this?](#)

Credit Card Billing Address

Address 1*: 1234
Address 2: Main Street
City*: San Bernardino
State*: California
Zip*: 92410

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.

BACK **SUBMIT PAYMENT**

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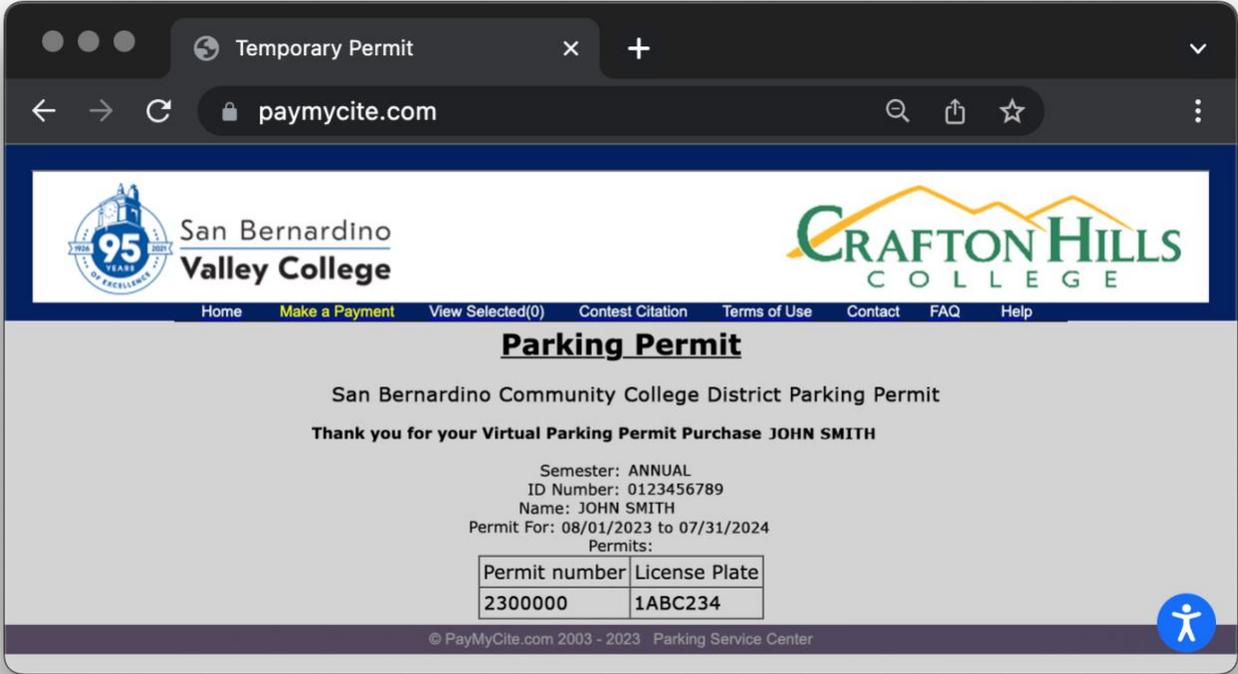
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First verify your permit information is correct at the top of the page. Ensure your **Permit Fee** is correct for the selected permit type. To view a list of permit fees, visit your college's Parking Information webpage: [SBVC Parking](#) or [CHC Parking](#).

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

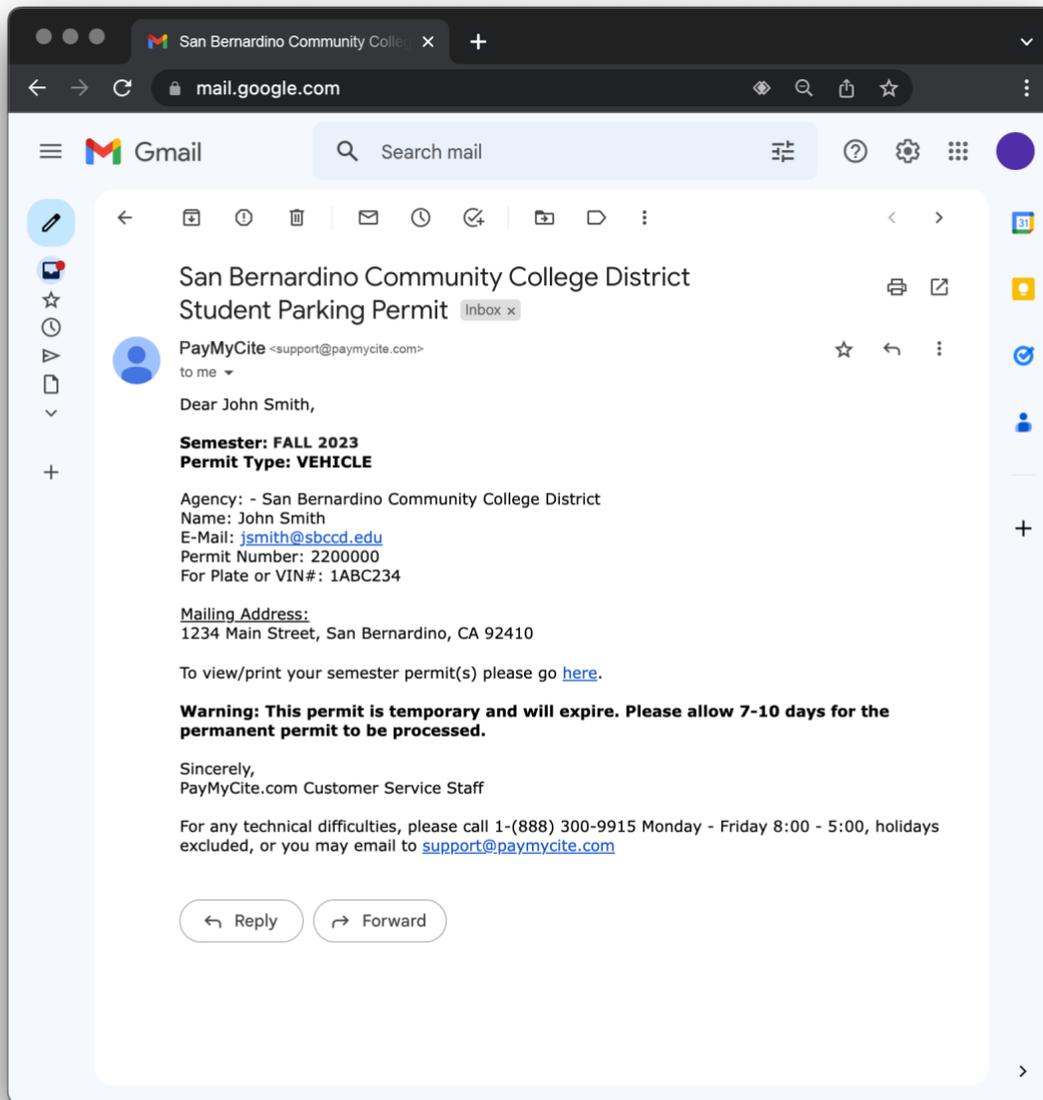


STEP 5: CONFIRMATION



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 clientrelations@phxgis.com.