

## Appealing Campus Parking Tickets

If you believe you received a parking ticket in error, it may be appealed online ONLY, and must be submitted within 14 days of the ticket being issued. After 14 days appeals will not be accepted. An independent committee reviews all appeals. Staff in the **Ring Services\*** office are not able to make any changes to a parking ticket.

To submit an appeal, follow the steps listed below:

- 1)

7) Click on 'Appeal' next to the citation

8) Enter the 'Plate Number' in the pop-up box, and then a) Click 'Confirm

9) Click the 'IMG\_####.JPG'

11) Select your 'Email' and 'Address' using the dropdown menus or a) Click 'Add' if one is not listed, or you need to enter a new one.

b) Click 'Add New+' to enter a new one and enter the address details

i) Click 'Save New' and then ii) Click 'Return' from the bottom of the Account Information window.

13) Select 'your preferred method of contact' from the available options.

14) Enter 'Business Phone', 'Home Phone' and or 'Cell Phone' numbers. (optional)

15) Enter your 'Appeal Reason' in the comments box

Note:

16) Review the photos uploaded by Parking Services and if necessary, add any images that you feel that support your appeal. a) Only .bmp, .jpg, tiff, or .png files are accepted

Note: Total file size for all images combined must be less than 5mb

17) Click 'Submit'

18) Print / save the Appeal Receipt for your records

Note:

19) Click your 'User Name' from the top right of the window and a) Click 'Logout' from the drop-down menu, to exit the Parking Portal system.

\*For Parking Services location and hours of operation please visit <https://www.uwo.ca/parking/>