

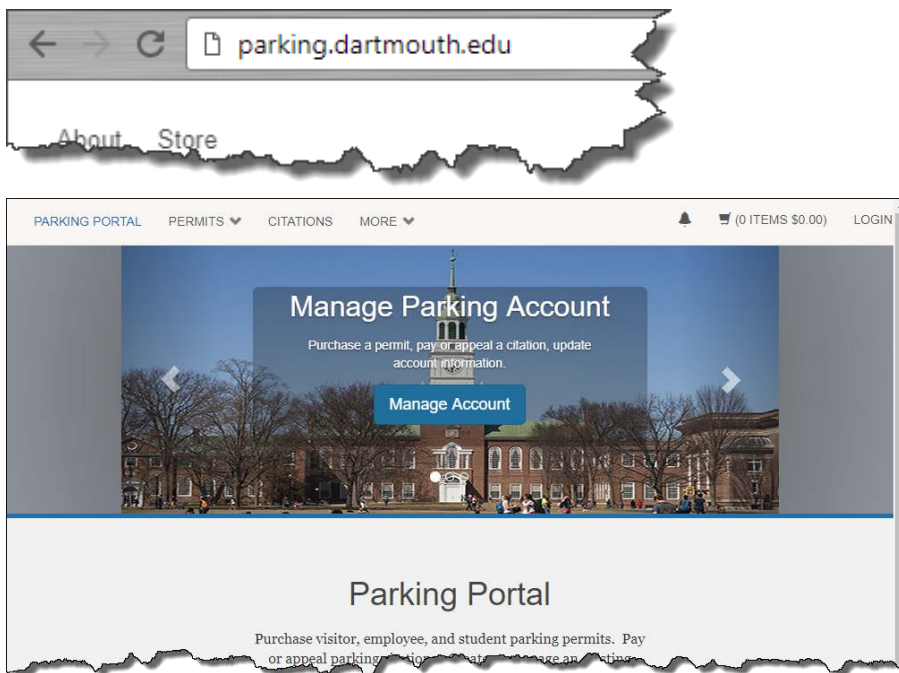
## How to pay a parking citation online.

### Introduction

As of February 5<sup>th</sup>, 2018, parking citations issued by Dartmouth College Transportation Services can be **paid online using a valid Credit card only**. All other payment types must be made in the Transportation Services office located on the lower level of the Class of 1953 Commons.

### 1.1 Accessing FlexPort

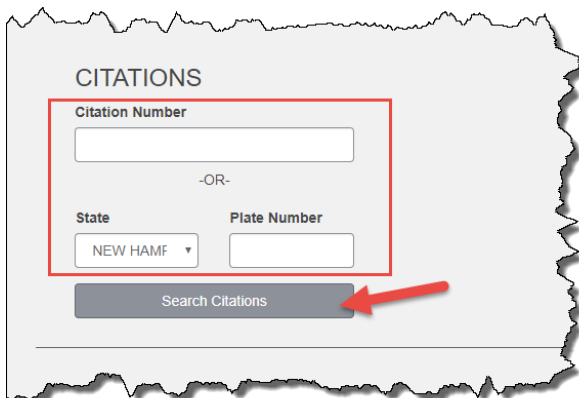
Navigate to [parking.dartmouth.edu](http://parking.dartmouth.edu) using Chrome, Firefox, or Internet Explorer. The FlexPort parking portal will open.



### Citations

#### 2.1 Pay a Specific Citation

If you know the **Citation Number** or **Plate Number** and **state of vehicle registration** enter it in the search box at the middle of the page and select <<**Search Citations**>>.

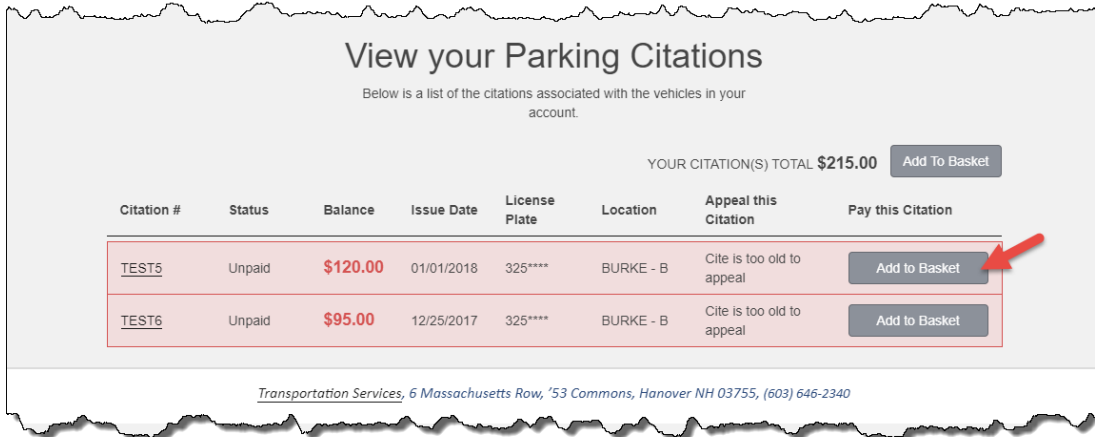


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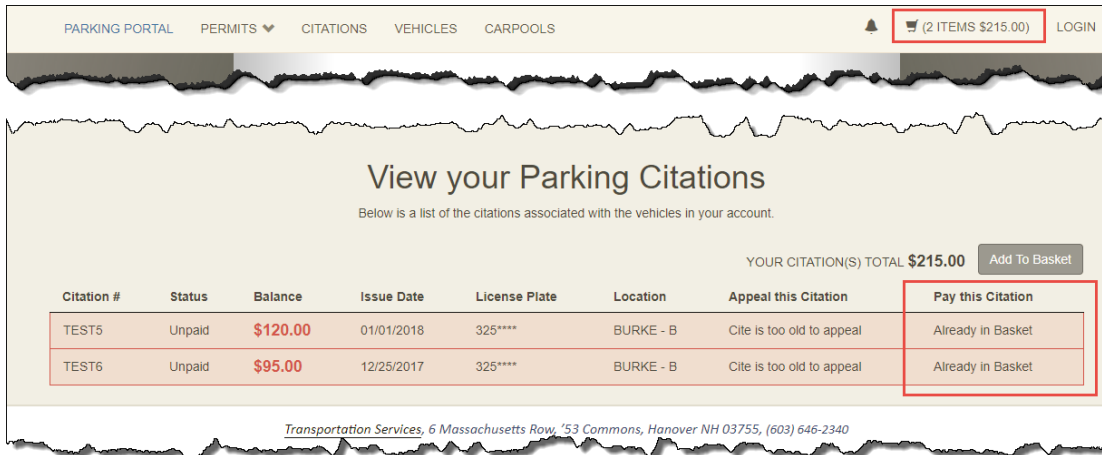
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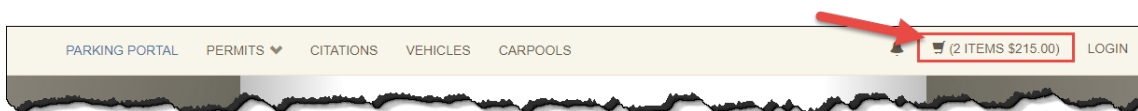
All citations associated with that account will be displayed. Select <<Add to Basket>> under the **Pay this Citation** column for each of the citations you wish to pay.



Once the citations have been added to your basket they will display the text: **Already in Basket** and the total payment amount will update in the toolbar at the top right-hand side of the page.



To proceed to the payment screen, click on your cart at the top right corner of the page.



## 2.2 View/Pay all Citations

If you do not know the Citation Number, select **CITATIONS** from the toolbar at the top left-hand side of the page.

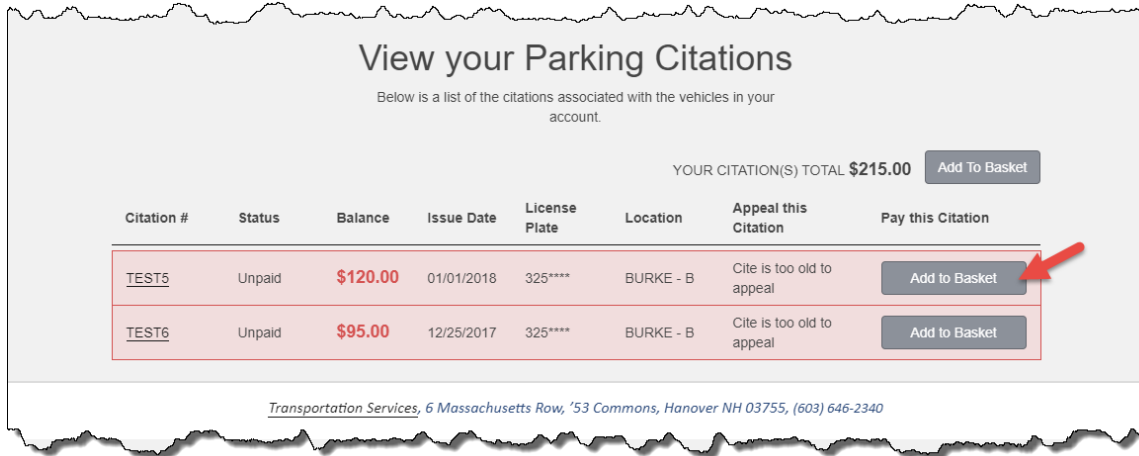


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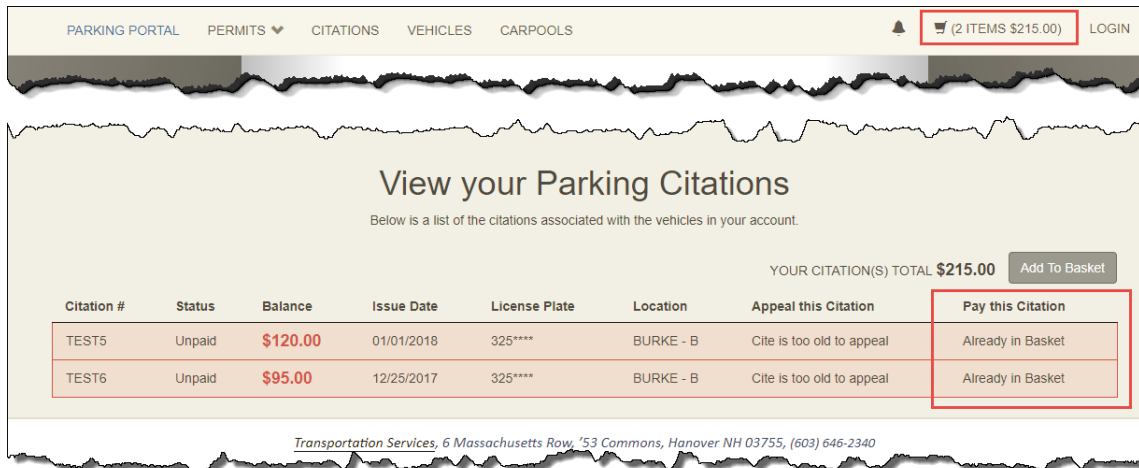
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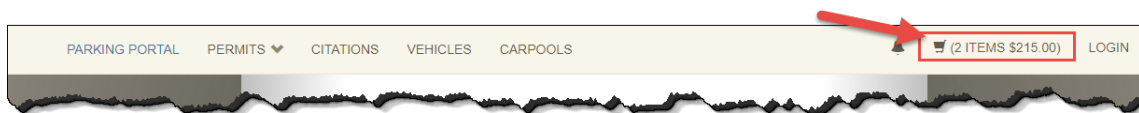
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## Payments

### 3.1 Checking out with an Account

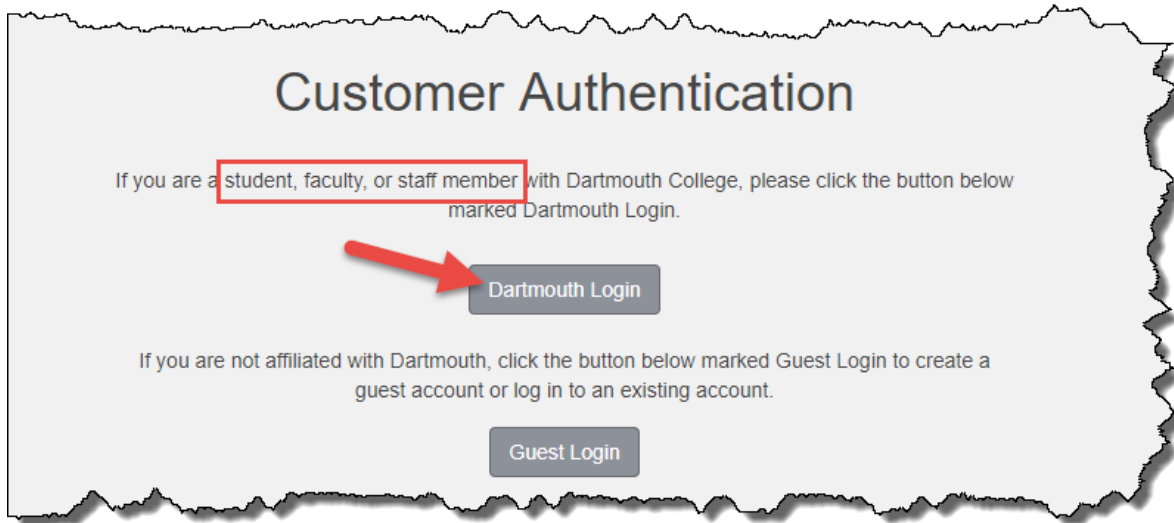
Returning customers and those associated with Dartmouth College, such as students, faculty, and staff, should log in to associate the transaction with their account by using the [Log In](#) button at the middle of the page.

Please select a Customer Authentication method from the options shown. If you are a student, faculty, or staff member or otherwise affiliated with the college please select <<Dartmouth Login>>.

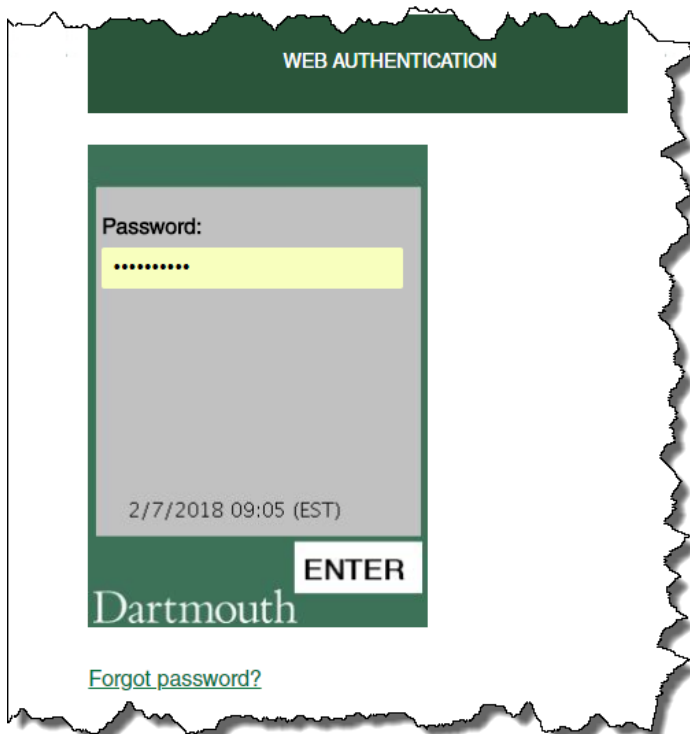
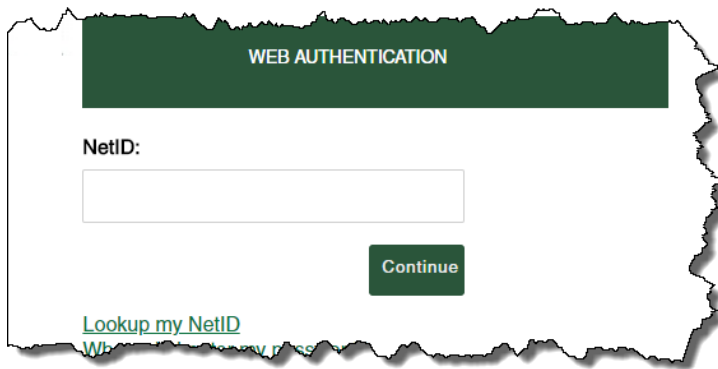
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When prompted enter your NetID and password.

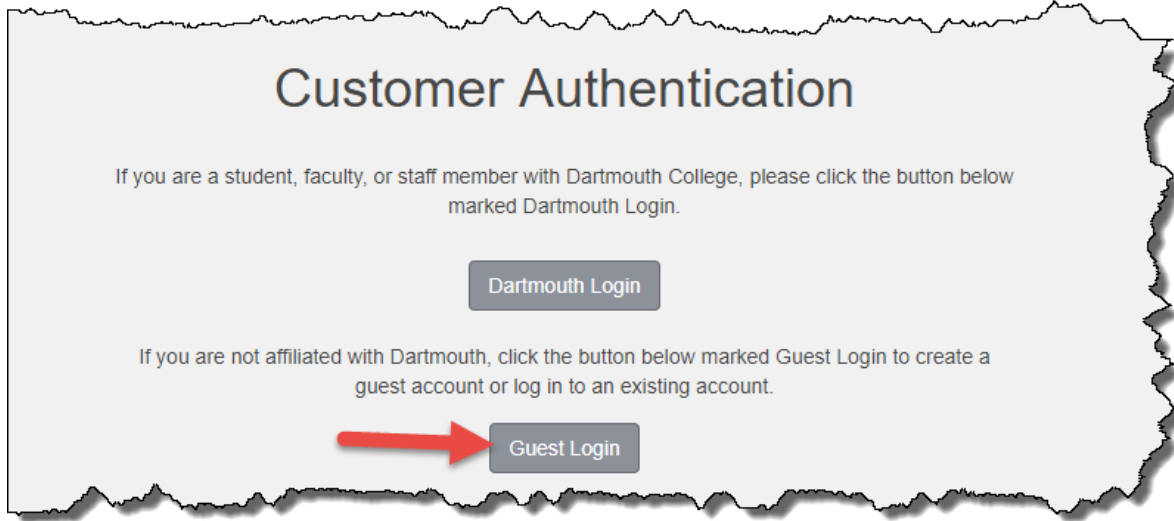


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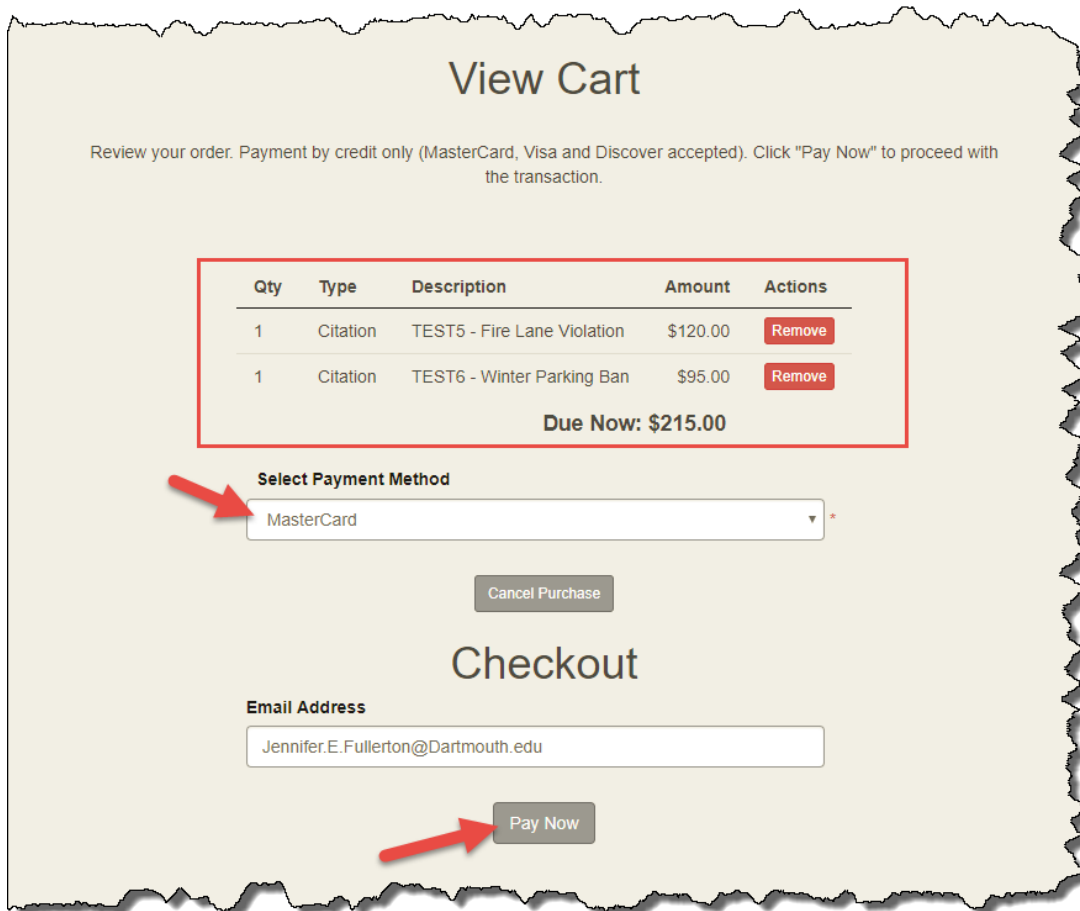
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For all others please select <<**Guest Login**>> and create an account and follow the on-screen prompts as directed.



When complete you will return to the **View Cart** page. Review the list of citations in the middle of the page then select your payment method from the drop-down box shown. We are only able to accept valid MasterCard, Discover, or Visa cards at this time. When finished select <<**Pay Now**>> at the bottom of the page.



Enter your Payment Information and select <<**Pay Now**>> to complete the transaction.

[Type here]

[Type here]

[Type here]

### 3.2 Checking out as a Guest

If you are not affiliated with Dartmouth College please continue the transaction as a guest by entering your Email Address and selecting <<Pay Now>>.

Please note that all affiliated members of the Dartmouth College community should log in using their NetID and the instructions found in section **3.1 Checking out with an Account**.

