

# How to Appeal a Citation

All Done Through The Online Parking System  
(PERCS)



La Sierra  
UNIVERSITY



**If you received a  
citation and wish  
to appeal it please  
follow the next  
steps.**



**You have one week to appeal a citation from the date the ticket was issued. Please be advised that if you do not submit an appeal before the due date you give up your right to appeal the citation.**



# Step 1:

- Login to your PERCS account <https://parking.lasierra.edu/Login/AccountLogin>



**LOGIN TO CONTINUE**

Email\*

name@example.com

Password\*

Enter Password

Login

Login with Single Sign On



# Step 2:

- On the left hand side click on the Citations tab, select My Citations.

The screenshot displays the La Sierra University PERCS dashboard. The top navigation bar includes the La Sierra University logo, the text 'PERCS', and utility icons for shopping cart, email, notifications, and user profile. A left-hand navigation menu is visible, with 'My Citations' highlighted in a blue box. The main content area features a grid of summary cards: 'My Unpaid Invoices' (0), 'My Unpaid Permits' (0), 'My Unpaid Citations' (0), 'My Active Permits' (0), 'My Vehicles' (1), and 'My Parking' (0). Below these cards are two data visualization sections: 'My Invoice Details (Citation, Permit and Others)' and 'My Citation Per/Month'.

| My Invoice Details (Citation, Permit and Others) | My Citation Per/Month |
|--|-----------------------|
| 1.2  | 1                     |
| 1  |                       |
| 0.8  |                       |
| 0.6  |                       |



# Step 3:

- Select edit (the notepad with the pencil) on the citation you would like to appeal

La Sierra UNIVERSITY

PERCS

Dashboard >

Permits >

Citations >

My Citations

Invoice >



Citations Citations

Citations

Search Search Options

Citation Status is not equal to Closed

Print

| Actions   | Ticket Number ↓ | License Plate | State | Issued Date ↓ | Status | Amount (\$) |
|---|-----------------|---------------|-------|---------------|--------|-------------|
| <input checked="" type="checkbox"/>   <span>Unpaid</span> | 131000268       |               | CA    | 4/10/2023     | Open   | 25.00       |

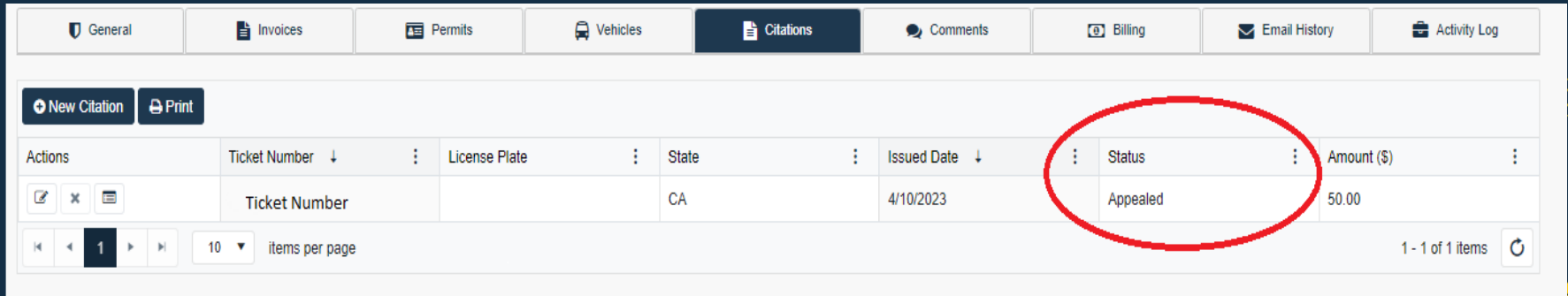
10 items per page

1 - 1 of 1 items






# Step 5:

- You have successfully submitted an appeal.
- Please be advised that the status stating “Appealed” **does not mean it has been approved.**



The screenshot displays a software interface with a navigation bar at the top containing tabs for General, Invoices, Permits, Vehicles, Citations (selected), Comments, Billing, Email History, and Activity Log. Below the navigation bar are buttons for 'New Citation' and 'Print'. The main area features a table with the following columns: Actions, Ticket Number, License Plate, State, Issued Date, Status, and Amount (\$). A single row of data is visible, with the 'Status' cell containing the text 'Appealed', which is highlighted by a red circle. The bottom of the interface includes a pagination control showing '1' of 1 items per page and a refresh button.

| Actions  | Ticket Number ↓ | License Plate | State | Issued Date ↓ | Status   | Amount (\$) |
|--|-----------------|---------------|-------|---------------|----------|-------------|
|    | Ticket Number   |               | CA    | 4/10/2023     | Appealed | 50.00       |



# Step 6:

- Please wait for an email regarding whether or not your appeal has been approved or rejected.
- If your appeal gets rejected you have the option to submit a second appeal.

