Instructions for Online Contesting for Parking Citations

1) Go to [www.paymycite.com/sierracollege](http://www.paymycite.com/sierracollege) and click the “pay citation” button. You will need your Citation number or the cited vehicle’s License Plate number.

**IMPORTANT**: If you receive a message that no matching citations can be found, please try again in a few days. Since our citations are processed manually, it can take up to 4 weeks for a citation to get into the system. Keep trying!
2) Click on the “Contest Citation” button located on the right hand side; the button will only appear if the citation is within the time frame allowed for contesting. If the option to “Contest Citation” is not available, you will not be able to contest the citation and must pay the fine amount listed.

3) After completing the online form, click the “Contest Citation” button to submit your application. This button is located at the bottom of the contest form.

4) You will receive an email confirmation that your request has been sent. Please note: you must have a valid email address to contest a citation. Be sure to check your spam filters for emails from support@paymycite.com.

5) The results and further instructions will be mailed to the address provided on your contest form.

6) If you encounter any problems with this process, please contact our office at (916) 660-7120.