

# B Permit - Online Pay-by-Plate

www.WestSacPark.org

The screenshot shows the City of West Sacramento website. The navigation bar includes 'Services', 'Business', 'Government', 'Residents', and 'I Want...'. The main content area is titled 'West Sacramento Parking Services' and features a 'Notice: City Hall is still currently accessible by appointment only. If you need to visit in person, please schedule an appointment by calling (916) 617-4589.' Below the notice are three buttons: 'Pay Parking Citation', 'Parking Permits' (highlighted with a yellow circle and the number 1), and 'Contest Parking Citation'.

**1** Visit [www.WestSacPark.org](http://www.WestSacPark.org) and click on Parking Permits

The screenshot shows the 'ONLINE PARKING PERMITS' login page. It features a 'New User' button (highlighted with a yellow circle and the number 2) and a 'Please register here' button. There are also fields for 'Email address' and 'Password' with a 'Log on to my account' button. Links for 'Forgot your username?' and 'Forgot your Password?' are also visible.

**2** Register as a new user  
If you already have an account, login to the right

The screenshot shows the 'ONLINE PARKING PERMITS' registration form. The 'Personal Details' section (highlighted with a yellow circle and the number 3) includes fields for 'Title', 'First name', 'Last name', and 'Email address'. The 'Main Address' section includes fields for 'Address', 'City/Town', 'State', and 'Zip code'. A 'Save' button (highlighted with a yellow circle and the number 4) is at the bottom.

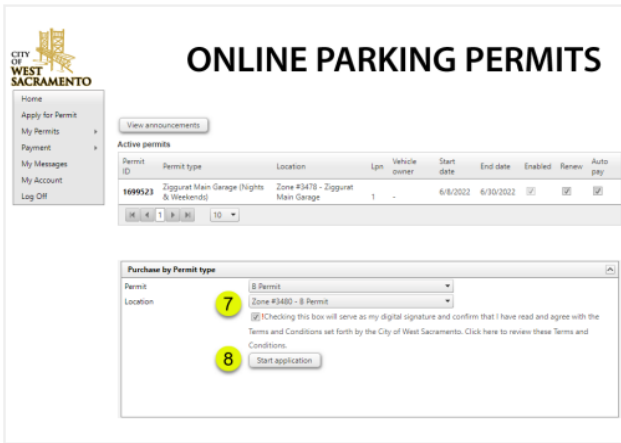
**3** New users, fill in your information

**4** Click Save

The screenshot shows the 'ONLINE PARKING PERMITS' registration confirmation page. It displays the 'Email address' and 'Password' (highlighted with a yellow circle and the number 5) that were entered. A 'Continue' button (highlighted with a yellow circle and the number 6) is at the bottom.

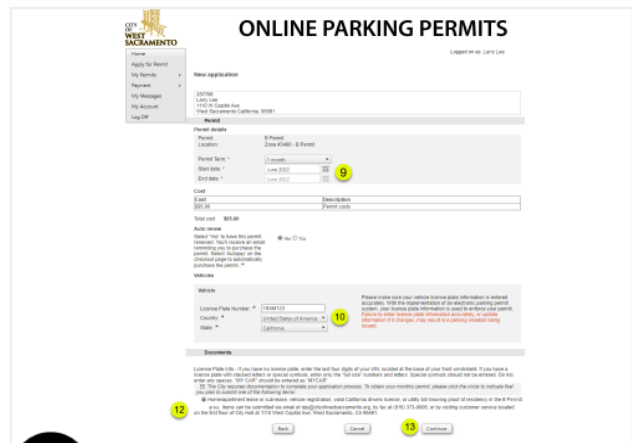
**5** Take note of your password

**6** Click Continue



**7** Select B Permit from the top drop down menu. Check the box below after reading the Terms and Conditions.

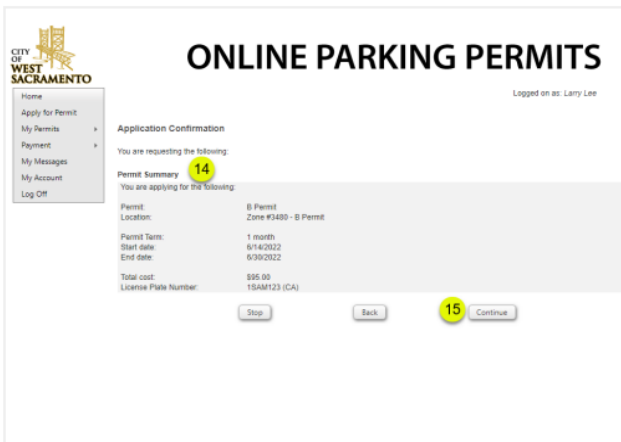
**8** Click Start Application.



**9** Select desired start month

**10** Enter your license plate and state

**12** Take note of how you can submit proof of residency--required for final issuance of your B permit



**14** Take note of your permit summary

**15** Click Continue

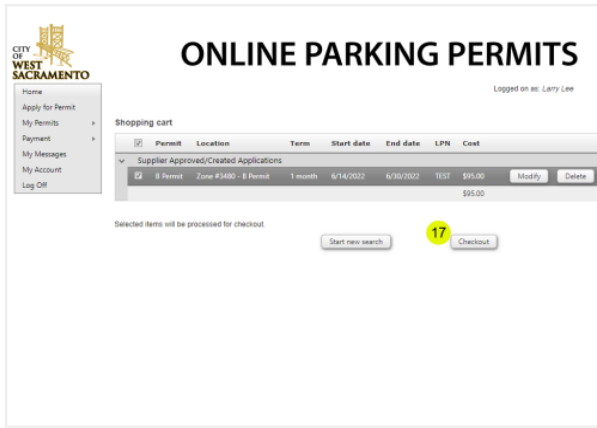


**16** You will end at this confirmation page. Please note, you must provide proof of residency to the City. Once provided, in 3 to 5 business days, log back in to pay for your permit to activate it.

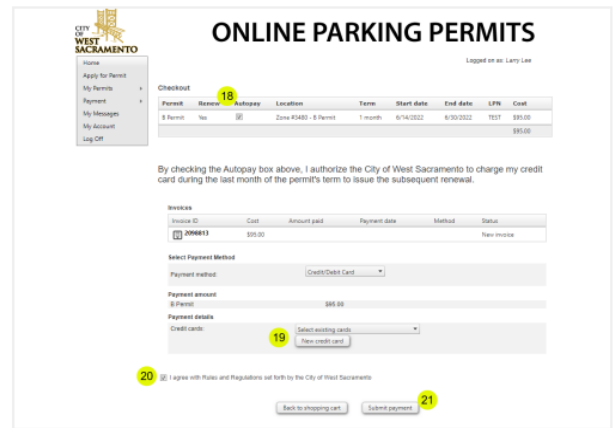
Email proof of residency in B permit area to: [rpp@cityofwestsacramento.org](mailto:rpp@cityofwestsacramento.org)

Proof of residency is required before B permit can be issued.

Accepted: vehicle registration, CA driver's license, lease agreement, utility bill showing address in B permit area



**17** 3 to 5 business days *after* you submit your proof of residency, log back in to your account to pay for your permit to activate it. Confirm permit details and click Checkout.



- 18** Check Autopay recommended
- 19** Add credit card
- 20** Check box after reading Terms & Conditions
- 21** Click Submit Payment to activate your permit

For physical visitor permits, visit City Hall at 1110 West Capitol Ave.  
Appointment required. Call (916) 617-4589 to schedule.