



HOW TO GUIDE FOR TEMPORARY TOW DATABASE

How to Register

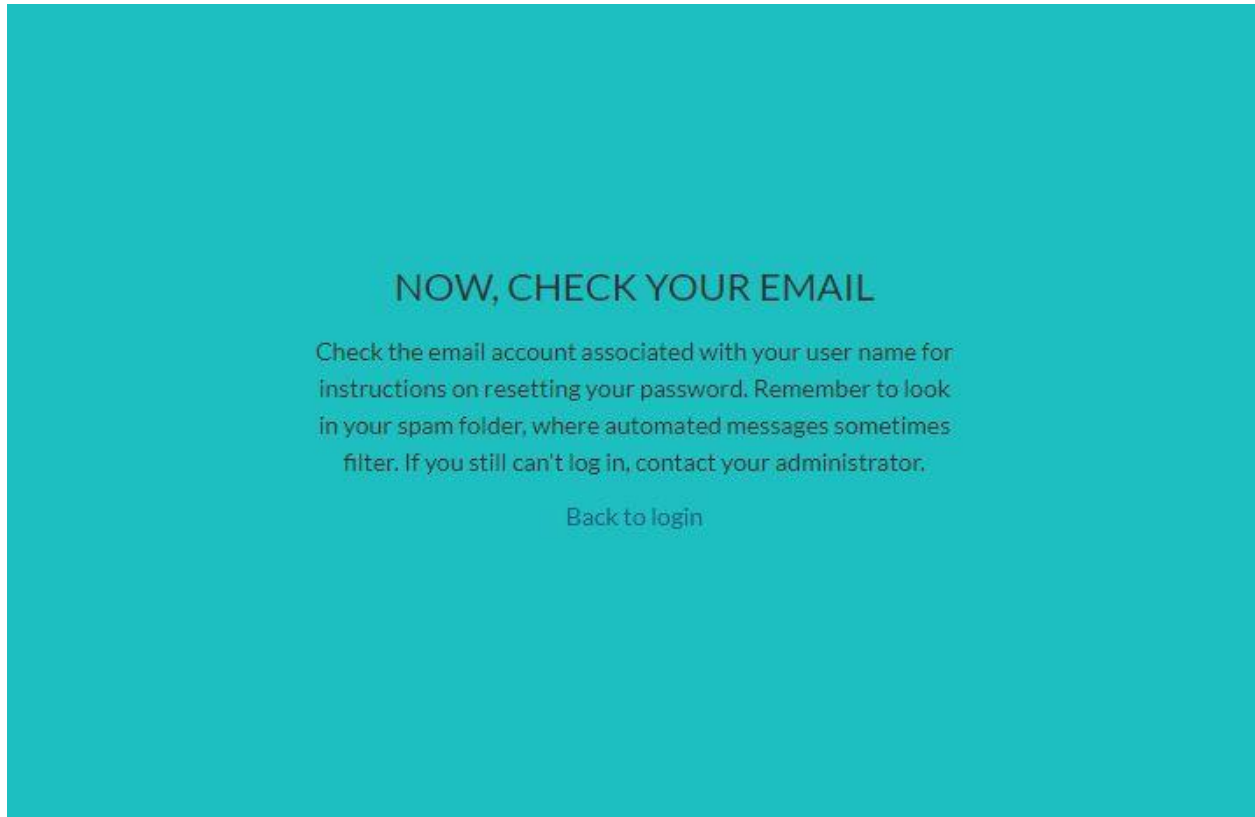
1. Go to <https://sf-mta.force.com/TempTowRequest/shttps://sf-mta.force.com/TempTowRequest/s>
2. Click the "Not a member?" under "Log in"

A screenshot of the SFMTA login page. At the top center is the SFMTA logo. Below it are two white input fields: the first is labeled 'Email' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields is a blue 'Log in' button. At the bottom of the form area are two links: 'Forgot your password?' and 'Not a member?'.

3. Fill in the blank boxes with the correct information. Be sure to use a correct email address.

A screenshot of the SFMTA registration page. At the top center is the SFMTA logo. Below it is a red-bordered box containing the text: 'Make sure to register with your agency/company email address.' Below this are several white input fields, each with a small icon and a label: 'First Name' (person icon), 'Last Name' (person icon), 'Email' (envelope icon), 'Company Name' (person icon), 'Phone' (person icon), 'Street' (person icon), 'City' (person icon), 'State/Province' (person icon), and 'Zip/Postal Code' (person icon). Below these fields is a blue 'Sign Up' button. At the bottom of the page is a link: 'Already have an account?'.

If you have completed the form correctly, you will see this message. The email is from the SFMTA Community and provides your username, which is the email used on the form.



4. Check your email and create a password.

An email from the SFMTA Community and provides your username, which is the email used on the form. Click on the first link on the email and create your password, with the necessary requirements

Congratulations, you have created your SFMTA tow account.

New Tow Zone Request (Construction) Creation

To create a new tow zone request, click on "Request new tow zone" that will be located on the home page. (After you have logged in of course)

HOME

TEMPORARY TOW ZONE REGISTRATION

REQUEST NEW TOW ZONE

MY TEMPORARY TOW ZONE REQUESTS

DATE/TIME OPENED	CASE NUMBER	STREET DESCRIPTION	STATUS
3/28/2018 3:30 PM	11920	MARKET ST (200-300)	Approved
3/28/2018 11:54 AM	11879	MARKET ST (200-300)	Renewed

Tow Zone Renewal

Select from the following list the Active Tow Enforcement you would like to renew.

* Eligible for Renewal

Case Number: 11921 - MARKET ST (200-300)

You will need to fill out a form with the street, date/days, etc, as well as a valid permit number. and click confirm on the bottom once completed, you will be shown the status of your request (approved, etc.)

TEMPORARY TOW ZONE REGISTRATION

TEMP TOW FILM

* Company Name
qeweqw

* Company Phone
qweq

* Company Address
qweqwe, qweqw, weqweq

* Street Name [?]
Search Streets...

* Permit Number

* Start Address [?]

* End Address

* Linear Feet [?]

* Odd/Even
--None--

* Start Date

* End Date

* Start Time [?]
12:00 AM

* End Time [?]
11:59 PM

Monday

Tuesday

Wednesday

Thursday

If your request is denied/approved or would like changes on your case, you will receive an email in to which you can respond to for changes. You can also write in the **comments** for any changes.

HOME

TEMPORARY TOW ZONE REGISTRATION

Case Following

Case Number	Status	Street Description	Start Date	End Date
11921	Approved	MARKET ST (200-300)	4/9/2018	4/11/2018

Tow Zone Request - Status

This Temporary Tow Zone Request has been **APPROVED**

No Conflicts Found

<p>Case Number: 11921</p> <p>Street Description: MARKET ST (200-300)</p> <p>Case Name: Temporary Tow Zone - Renewal</p> <p>Contact Name: testqw eqweqeq</p> <p>Status: Approved</p> <p>Street Name: MARKET ST</p> <p>Start Address: 200</p> <p>End Address: </p>	<p>Public Works Permit: a1rt0000000E1nV</p> <p>Company Name: qeweqw</p> <p>Company Address: qweqwe, qweqw, weqweq</p> <p>Company Phone: qweq</p> <p>Linear Feet: 5,000</p> <p>Description: </p> <p>Priority: Medium</p> <p>Case Origin: </p>
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Most Recent Activity

testqw eqweqeq (qeweqw) created this case. 14m ago

11921

[View more details](#)

Like Comment

Write a comment...

Parking Enforcement (San Francisco MTA) 14m ago

Dear testqw eqweqeq,

Your temporary tow zone request number 11920 for MARKET ST (200-300) has been renewed. Your new, activated tow zone request number is 11921.

If you need to submit an additional tow zone request, use the following link:

Show More

Like Comment

Write a comment...

Renew a Tow Zone Request

To renew a tow zone request, it has to be eligible for renewal.

- 1) Log in to your account
2. Click the drop down bar inside the "Tow Zone Renewal box" to see your eligible cases for renewal.
3. Once you have chosen the case you wish to renew, click **"Next"**

TEMPORARY TOW ZONE REGISTRATION

REQUEST NEW TOW ZONE

TS

STREET DESCRIPTION	STATUS
MARKET ST (200-300)	Approved
MARKET ST (200-300)	Renewed
MARKET ST (200-300)	Approved
MISSION ST (9999-11111)	Denied
MISSION ST (222-333)	Approved
MISSION ST (31-54)	Under Review
MARKET ST (111-120)	Under Review
MISSION ST (95-98)	Approved
MARKET ST (123-513)	Under Review
IRVING ST (900-925)	Approved
IRVING ST (900-925)	Renewed
MARKET ST (312-315)	Under Review

Tow Zone Renewal

Select from the following list the Active Tow Enforcement you would like to renew.

* Eligible for Renewal

Case Number: 11879 - MARKET ST (200-300) ▼

If an option is not available in this list, then it is not eligible for renewal. Renewals must be made 3 days in advance of the expiration date.

Next

4. Fill out the Tow Zone renewal form.

Expiration Date: The new tow zone expiration date must be between the current expiration date and 31 days thereafter

Start Address/End Address: The Start Address must be within the limits of the current Enforcement Zone. The Start Address must also be less than the End Address.

Days of Enforcement: Choose one or more days.

Click "**Next**" at the bottom of the form and click "**Next**" again to finalize/create the renewal.

Tow Zone Renewal

Set a New Expiration Date

Valid New Expiration Date Range: April 8, 2018 - May 8, 2018

* New Expiration Date

* Start Address

* End Address

* Linear Feet

Confirm Active Days for Tow Enforcement

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Previous