



HOW TO GUIDE FOR TEMPORARY TOW DATABASE

How to Register

1. Go to the [Tow Zone Registration portal](#)
2. Click the "Not a member?"

A screenshot of the SFMTA login page. At the top is the SFMTA logo. Below it, the text reads "Tow Zone Registration for Excavation Permits". There are two input fields: "Email" with a person icon and "Password" with a lock icon. A blue "Log in" button is centered below the fields. At the bottom, there are two links: "Forgot your password?" and "Not a member?".

SFMTA
Tow Zone Registration
for
Excavation Permits

Email

Password

Log in

[Forgot your password?](#) [Not a member?](#)

3. Fill in the blank boxes and be sure to use a correct email address.

A screenshot of the SFMTA registration page. At the top is the SFMTA logo. Below it, the text reads "Please register with your company or agency email address." There are nine input fields: "First Name", "Last Name", "Email" (with an envelope icon), "Company Name", "Phone", "Street", "City", "State/Province", and "Zip/Postal Code". A blue "Sign Up" button is centered below the fields. At the bottom, there is a link: "Forgot your password?".

SFMTA
Please register with your company or
agency email address.

First Name

Last Name

Email

Company Name

Phone

Street

City

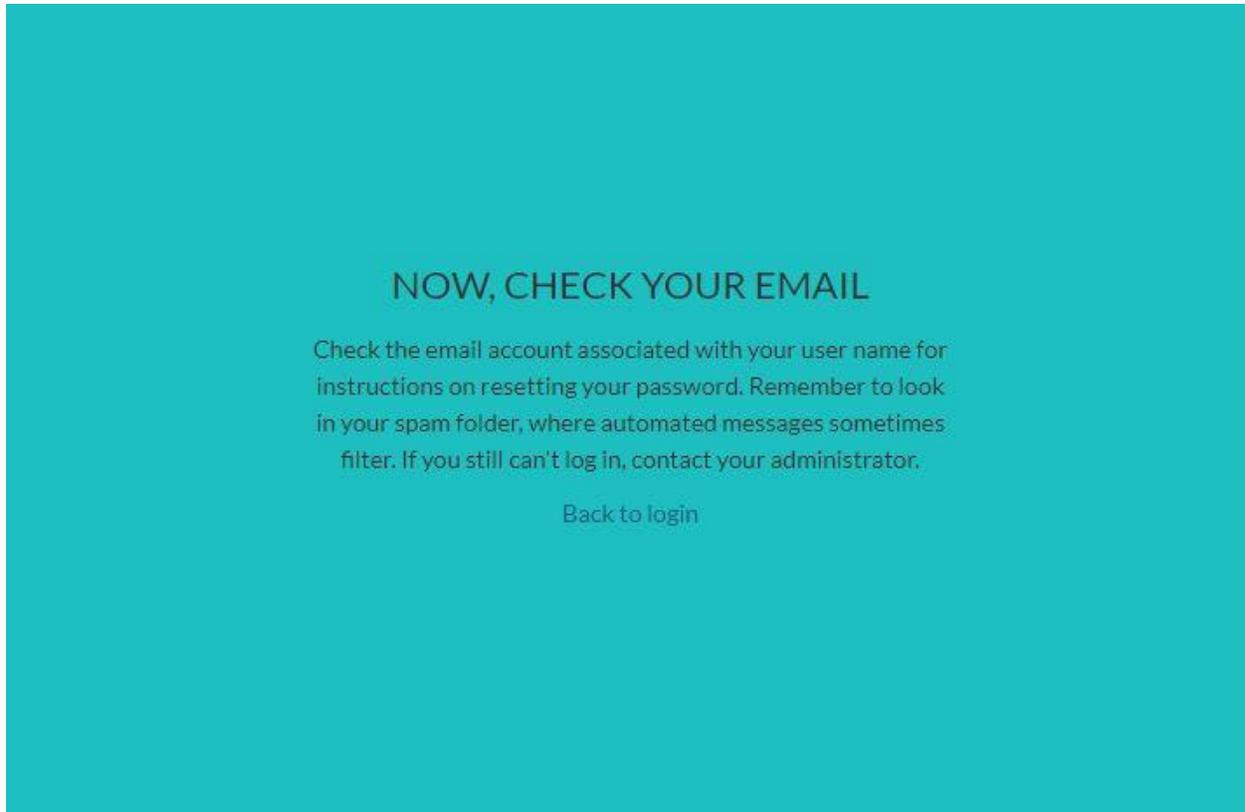
State/Province

Zip/Postal Code

Sign Up

[Forgot your password?](#)

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 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 Zone account.

New Tow Zone Request (Construction) Creation

To create a new tow zone request, click on "Request New Tow Zone".

The screenshot shows the SFMTA website interface. At the top left is the SFMTA logo and a search bar. At the top right is a 'SEARCH' button and a user profile icon labeled 'MTAKP MT...'. Below the navigation bar is a dark grey bar with the word 'HOME'. The main content area is titled 'TEMPORARY TOW ZONE REGISTRATION' and features a large blue button that says 'REQUEST NEW TOW ZONE'. To the right of this button is a 'Tow Zone Renewal' form. The form has a title 'Tow Zone Renewal' and instructions: 'Select from the following list the Active Tow Enforcement you would like to renew.' Below this is a dropdown menu labeled 'Eligible for Renewal'. A note below the dropdown states: '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.' At the bottom right of the form is a blue 'Next' button.

Complete the form with the required fields and save. Once completed and saved, you will be shown the status of your request (approved,etc.).

TEMP TOW PERMIT

* = Required Information

The 'TEMP TOW PERMIT' form contains the following fields and options:

- * Company Name**: Input field with value 'mtacitpermit'.
- * Company Address**: Input field with value '11 svn #6, san francisco, 94103'.
- * Company Phone**: Input field with value '4152834444'.
- * Public Works Permit**: Input field with value 'Search Permits...' and a search icon. A red border highlights this field with the text 'Complete this field.' below it.
- * Street Name**: Input field with value 'Search Streets...' and a search icon.
- * Start Address**: Empty input field.
- * End Address**: Empty input field.
- * Linear Feet**: Empty input field.
- * Odd/Even**: Dropdown menu with value '--None--'.
- * Start Date**: Date picker field.
- * End Date**: Date picker field.
- * Start Time**: Time picker field with value '12:00 AM'.
- * End Time**: Time picker field with value '11:59 PM'.
- Monday**:
- Wednesday**:
- Friday**:
- Sunday**:
- Tuesday**:
- Thursday**:
- Saturday**:
- Additional Details**: Large text area for notes.

SAVE

An email will be sent to you when the request is approved or denied. If there is an issue with your request or you need to make changes, you may respond by clicking "Write a comment" in the request or send an email to: towzonecasadmin@sfmta.com.

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

Case Number	11921
Street Description	MARKET ST (200-300)
Case Name	Temporary Tow Zone - Renewal
Contact Name	testqw eqweqeq
Status	Approved
Street Name	MARKET ST
Start Address	200
End Address	

Public Works Permit	a1rt000000E1nV
Company Name	qeweqw
Company Address	qweqwe, qweqw, weqweq
Company Phone	qweq
Linear Feet	5,000
Description	
Priority	Medium
Case Origin	

Most Recent Activity

Search thi...

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.
3. Once you have chosen the case you wish to renew, click "**Next**"



TEMPORARY TOW ZONE REGISTRATION



rs

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.



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 **Next**