



SFMTA

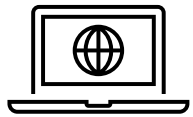
How to Set Up Your Account and Self-Post TEMPORARY TOW-AWAY NO STOPPING signs (Temp Signs)

Entertainment Venue Self-Post Program Resource

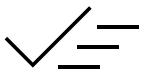
Program Website: www.SFMTA.com/VenueSelfPost

Email: VenueSelfPost@SFMTA.com

STEP-BY-STEP PROCESS



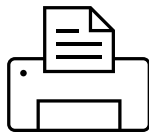
Request



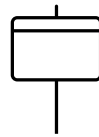
Get zone
& time
approved



Pay



Print
signs



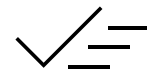
Post
signs



Take
photos



Upload
photos



Get
photos
approved



Enforce

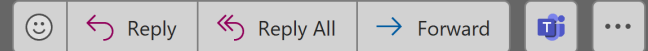
Step 1 – Open “Welcome” e-mail

Welcome to the SFMTA Temporary Signs "Self-Poster" Community!



Temp Signs-Venue Self Posters (VSP) <temporarysign@sfmta.com>

To ● Rager, Shayda



Thu 12/12/2024 3:20 PM

EXT

Hello Shayda,

Welcome to the SFMTA Temporary Signs-"Self-Posting" Community!

Please use this Community site (portal) to submit requests for Temporary Signs to self-post at your venue/business.

To get started, set up a password and login: go to https://sf-mta.my.site.com/vsp/login?c=2hHlqv6YZev41WsA9TW8fEEzNiyG_j4uL0LbK7CsziqkMTOTIbJ7bCmrelxwJZL2_yVEgXgyIGRwS-Cgvq3Ek137veXZM2A9rwl0C6I58veSkabu3.OBrEv.Zqs1uTQ8ONGlq..JhZS7kieilB5JpDeUnny7jnXmlyRk6BhA4z.4kBXo53Iusmoo70yu3BXgAPrJ0pbF

Username: shayda.rager@sfmta.com

Thanks,
SFMTA Temporary Signs program

You will gain access to the portal via an automated e-mail, titled:
“Welcome to the SFMTA Temporary Signs “Self-Poster” Community!”

Step 1 – Open “Welcome...” e-mail

Welcome to the SFMTA Temporary Signs "Self-Poster" Community!



Temp Signs-Venue Self Posters (VSP) <temporarysign@sfmta.com>
To ● Rager, Shayda



Reply

Reply All

Forward



Thu 12/12/2024 3:20 PM

EXT

Hello Shayda,

Welcome to the SFMTA Temporary Signs-"Self-Posting" Community!

Please use this Community site (portal) to submit requests for Temporary Signs to self-post at your venue/business.

To get started, set up a password and login: go to https://sf-mta.my.site.com/vsp/login?c=2hHlqv6YZev41WsA9TW8fEEzNiyG_j4uL0LbK7CsziqkMTOTIbJ7bCmrelxwJZL2_yVEgXgyIGRwS-Cgvq3Ek137veXZM2A9rwI0C6I58veSkabu3.OBrEv.Zqs1uTQ8ONGIq...JhZS7kieilB5JpDeUnny7jnXmlyRk6BhA4z.4kBXo53Iusmoo70yu3BXgAPrJ0pbF

Username: shayda.rager@sfmta.com



Thanks,
SFMTA Temporary Signs program

Your username will be your e-mail address.

Step 2 – Setup a password

Welcome to the SFMTA Temporary Signs "Self-Poster" Community!



Temp Signs-Venue Self Posters (VSP) <temporarysign@sfmta.com>
To ● Rager, Shayda



Thu 12/12/2024 3:20 PM

EXT

Hello Shayda,

Welcome to the SFMTA Temporary Signs-"Self-Posting" Community!

Please use this Community site (portal) to submit requests for Temporary Signs to self-post at your venue/business.



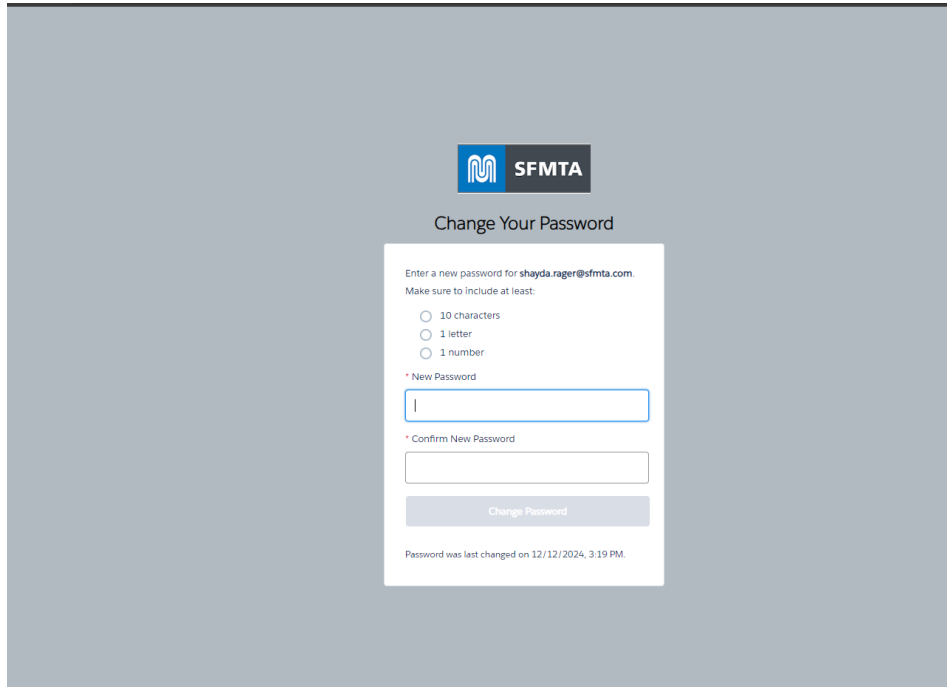
To get started, set up a password and login: go to https://sf-mta.my.site.com/vsp/login?c=2hHlqy6YZev41WsA9TW8fEEzNiyG_j4uL0LbK7CsziqkMTOTIbJ7bCmrelxwJZL2_yVEgXgyIGRwS-Cgvq3Ek137veXZM2A9rwI0C6I58veSkabu3.OBrEv.Zqs1uTQ8ONGIq..JhZS7kieiIB5JpDeUnny7jnXmlyRk6BhA4z.4kBXo53Iusmoo70yu3BXgAPrJ0pbF

Username: shayda.rager@sfmta.com

Thanks,
SFMTA Temporary Signs program

Click on the link in the e-mail to access the community portal and setup a password.

Step 2 – Setup a password

A screenshot of the SFMTA 'Change Your Password' web form. The form is centered on a grey background. At the top is the SFMTA logo. Below it is the title 'Change Your Password'. The form contains instructions to enter a new password for the email 'shayda.rager@sfmta.com', with requirements for 10 characters, 1 letter, and 1 number. There are two input fields: 'New Password' and 'Confirm New Password'. A 'Change Password' button is at the bottom of the form. A footer note states 'Password was last changed on 12/12/2024, 3:19 PM.'

SFMTA

Change Your Password

Enter a new password for **shayda.rager@sfmta.com**.
Make sure to include at least:

- ☐ 10 characters
- ☐ 1 letter
- ☐ 1 number

* New Password

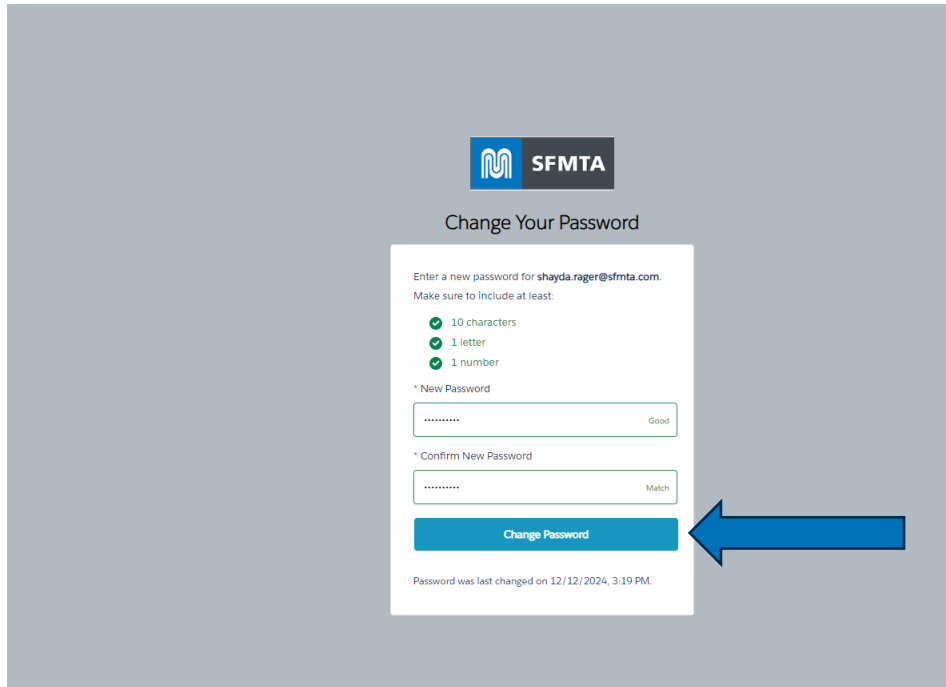
* Confirm New Password

Change Password

Password was last changed on 12/12/2024, 3:19 PM.

Your password needs to be at least 10 characters, have at least 1 letter, and at least 1 number.

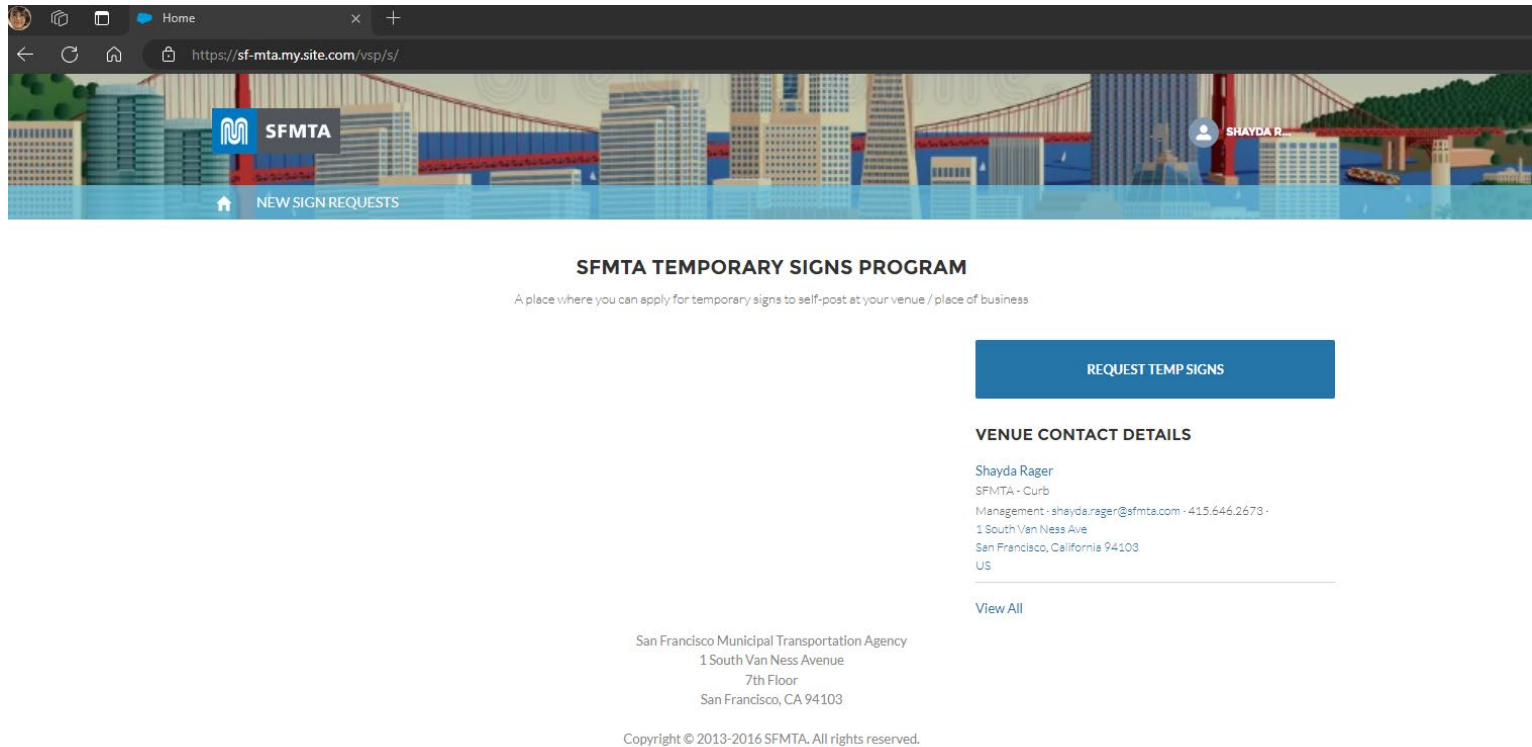
Step 2 – Setup a password



The image shows a screenshot of the SFMTA 'Change Your Password' web form. At the top is the SFMTA logo. Below it, the title 'Change Your Password' is centered. The form prompts the user to 'Enter a new password for shayda.rager@sfmta.com.' and lists minimum requirements: 10 characters, 1 letter, and 1 number. Each requirement is accompanied by a green checkmark. There are two password input fields: 'New Password' and 'Confirm New Password'. The 'New Password' field shows a 'Good' status, and the 'Confirm New Password' field shows a 'Match' status. A blue button labeled 'Change Password' is at the bottom of the form. A large blue arrow points to this button from the right. At the very bottom of the form, it states 'Password was last changed on 12/12/2024, 3:19 PM.'

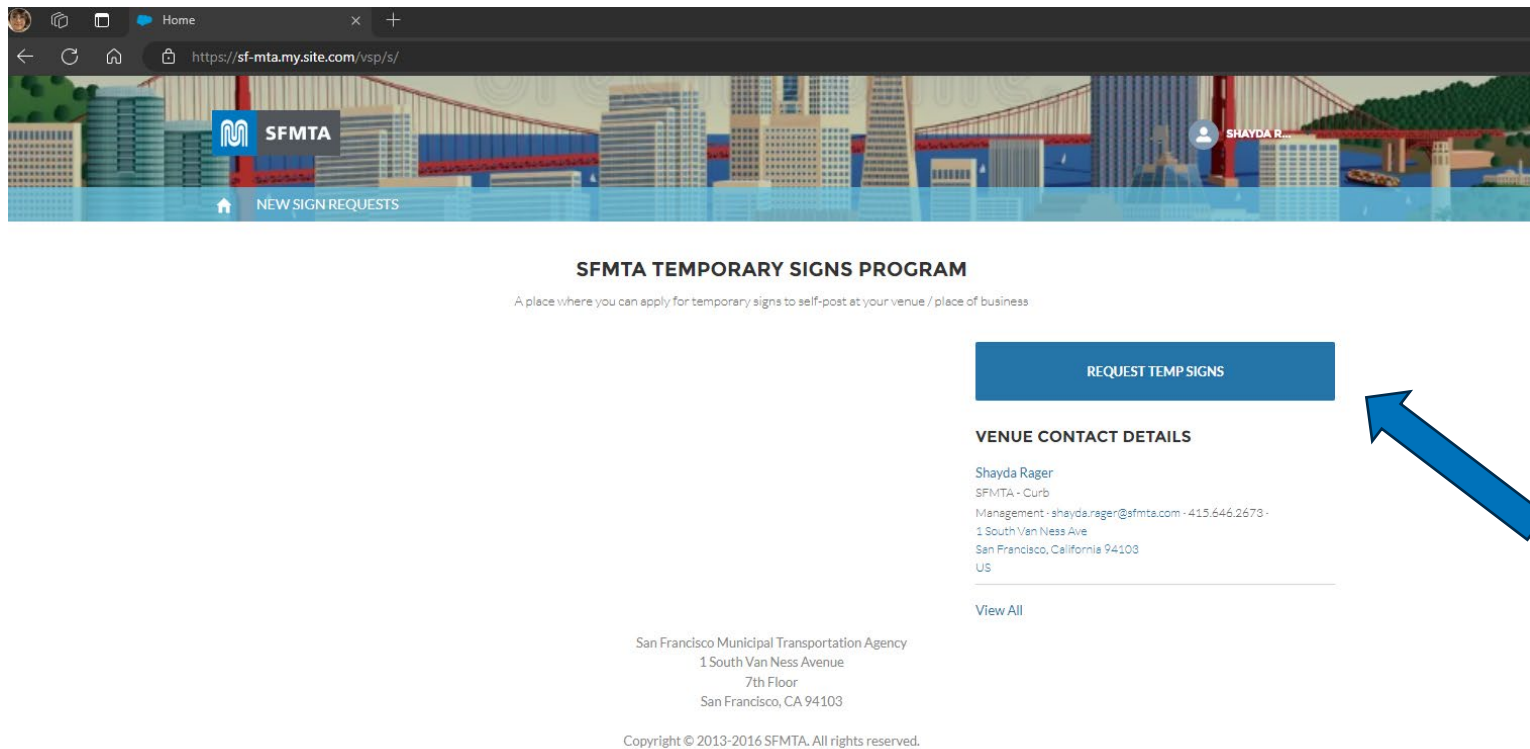
If your password meets the minimum requirements then all three criteria will show a green check mark. Click “Change Password” when you are ready.

Step 3 – Fill out Temporary Sign request form



You now have logged into your account. Please be sure to confirm your contact details found under the "Request Temp Signs" link.

Step 3 – Fill out Temp Sign request form



To submit a new request for a temp sign you must click on the “Request Temp Signs” button

Step 3 – Fill out Temp Sign request form

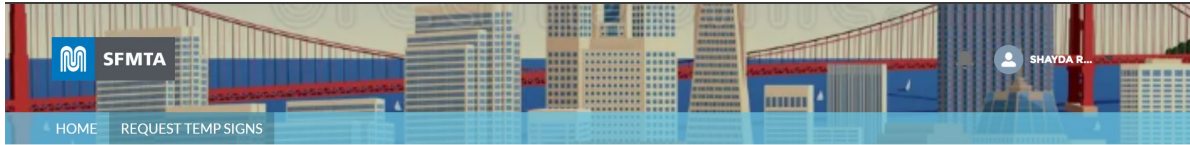
TEMPORARY SIGN REQUEST

* # of Signs 2	Sign Type Small Venue SP
* Street Address Number ⓘ 1	* Street Name ⓘ SOUTH VAN NESS AVE
Odd/Even Odd	Linear Feet ⓘ 50
Location Details Two metered yellow zone spaces in front of the building at 1 SVN (~50 ft)	Description Need 24/7 enforcement
* Start Date 1/9/2025	* Start Time 7:00 AM
* End Date 1/12/2025	* End Time 10:00 PM
Daily or 24 Hours Continuous ⓘ 24 Hours	White Zone ⓘ No
Parking Type ⓘ Metered Parking	Meter Numbers (Optional)

CONFIRM

Complete each section of the form making sure to include only **one block face** per request; failure to do so could lead to unnecessary processing delays and/or additional processing fees.

Step 4 – Submit Temp Sign Request Form



TEMPORARY SIGN REQUEST

* # of Signs 2	Sign Type Small Venue SP
* Street Address Number ⓘ 1	* Street Name ⓘ SOUTH VAN NESS AVE
Odd/Even Odd	Linear Feet ⓘ 50
Location Details Two metered yellow zone spaces in front of the building at 1 SVN (~50 ft)	Description Need 24/7 enforcement
* Start Date 1/9/2025	* Start Time 7:00 AM
* End Date 1/12/2025	* End Time 10:00 PM
Daily or 24 Hours Continuous ⓘ 24 Hours	White Zone ⓘ No
Parking Type ⓘ Metered Parking	Meter Numbers (Optional)

CONFIRM



When you are ready to submit hit “Confirm”

Step 5 – Note the Case ID after submittal

Case 1160153 [+ Follow](#)

Locations (1)

Locati...	Start Da...	Start TL...	End Date
345 V...	12/17/2...	12:00 AM	12/19/2...

[View All](#)

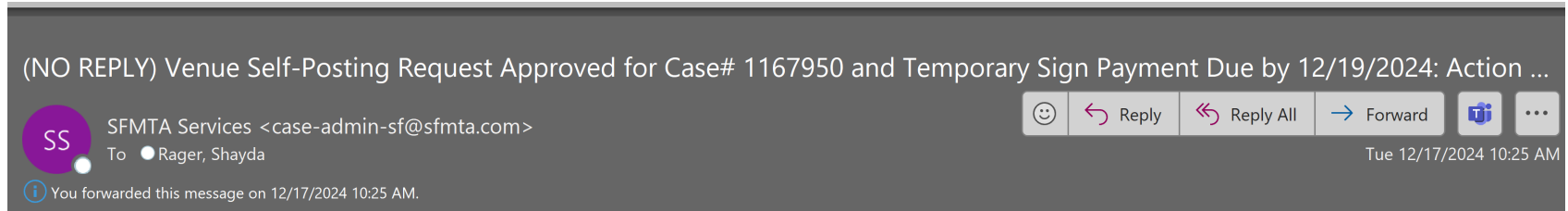
Case Details:

Case Name	345 VALENCIA ST
Contact Name	Testing VSP
Start Date	12/17/2024
End Date	12/19/2024
Net Due	\$0.00
Case Number	1160153
Case Origin	Web
Status	Submitted
Priority	Medium
# of Signs	8
Sign Type	Small Venue SP
District	
Event Dates	
Start Date	12/17/2024
Linear Feet	23

Once you hit "Confirm" you will see a summary of your temp sign request information. **You will NOT get a confirmation e-mail.** Please note the Case ID in case you need to reach out to city staff for questions/concerns related to your request.

Please allow 5 business days for staff to review your application before reaching out.

Step 6A – Receive request approved email



Your Venue Self-Posting (VSP) request for Case# **1167950** - has been approved!
Hello Shayda,

The total for your request is \$1.00.

To view and pay this invoice, please follow this link: [Pay by Case](#)

Once payment is received, you will be sent an email with a link to the Sign PDF Template for printing.

Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case case number if you have any questions. We will respond during office hours: Monday-Friday 7am –

If your request is **approved**, you will receive an e-mail with the subject line:

(NO REPLY) Venue Self-Posting Request Approved for Case# XXXXXXXX and Temporary Sign Payment Due by [*within 2 days after approval*]

Step 6B – Receive request denied email

(NO REPLY) Venue Self-Posting is DENIED for Case# 1180287 | ref:100Dt00Cmd2.1500eq0JVQbD:ref



SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda

☺ Reply Reply All Forward



Your Venue Self-Posting (VSP) for Case# **1180287** - has been DENIED
Hello Shayda,

Your VSP request for Case# 1180287 has been denied for the following reason(s):

Please correct the following deficiencies:

Conflict - space has already been reserved for another party

Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case number if you have any questions. We will respond during office hours: Monday-Friday 7am – 3:30pm.

If your request is ***denied***, you will receive an e-mail with the subject line:

(NO REPLY) Venue Self-Posting is DENIED for Case# XXXXXXXX

Step 6B – Receive request denied email

(NO REPLY) Venue Self-Posting is DENIED for Case# 1180287 | ref:100Dt00Cmd2.1500eq0JVQbD:ref

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda

☺ Reply ↶ Reply All ➜ Forward



Your Venue Self-Posting (VSP) for Case# **1180287** - has been DENIED
Hello Shayda,

Your VSP request for Case# 1180287 has been denied for the following reason(s):

Please correct the following deficiencies:

 **Conflict - space has already been reserved for another party**

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case number if you have any questions. We will respond during office hours: Monday-Friday 7am – 3:30pm.

The reason for denial will be included in the body of the e-mail.

Step 7 – Pay for your Temp Sign(s)

(NO REPLY) Venue Self-Posting Request Approved for Case# 1167950 and Temporary Sign Payment Due by 12/19/2024: Action ...



SFMTA Services <case-admin-sf@sfmta.com>

To ● Rager, Shayda



↩ Reply

↩ Reply All

➡ Forward



Tue 12/17/2024 10:25 AM

ⓘ You forwarded this message on 12/17/2024 10:25 AM.



Your Venue Self-Posting (VSP) request for Case# **1167950** - has been approved!

Hello Shayda,

The total for your request is \$1.00.

To view and pay this invoice, please follow this link: [Pay by Case](#)



Once payment is received, you will be sent an email with a link to the Sign PDF Template for printing.

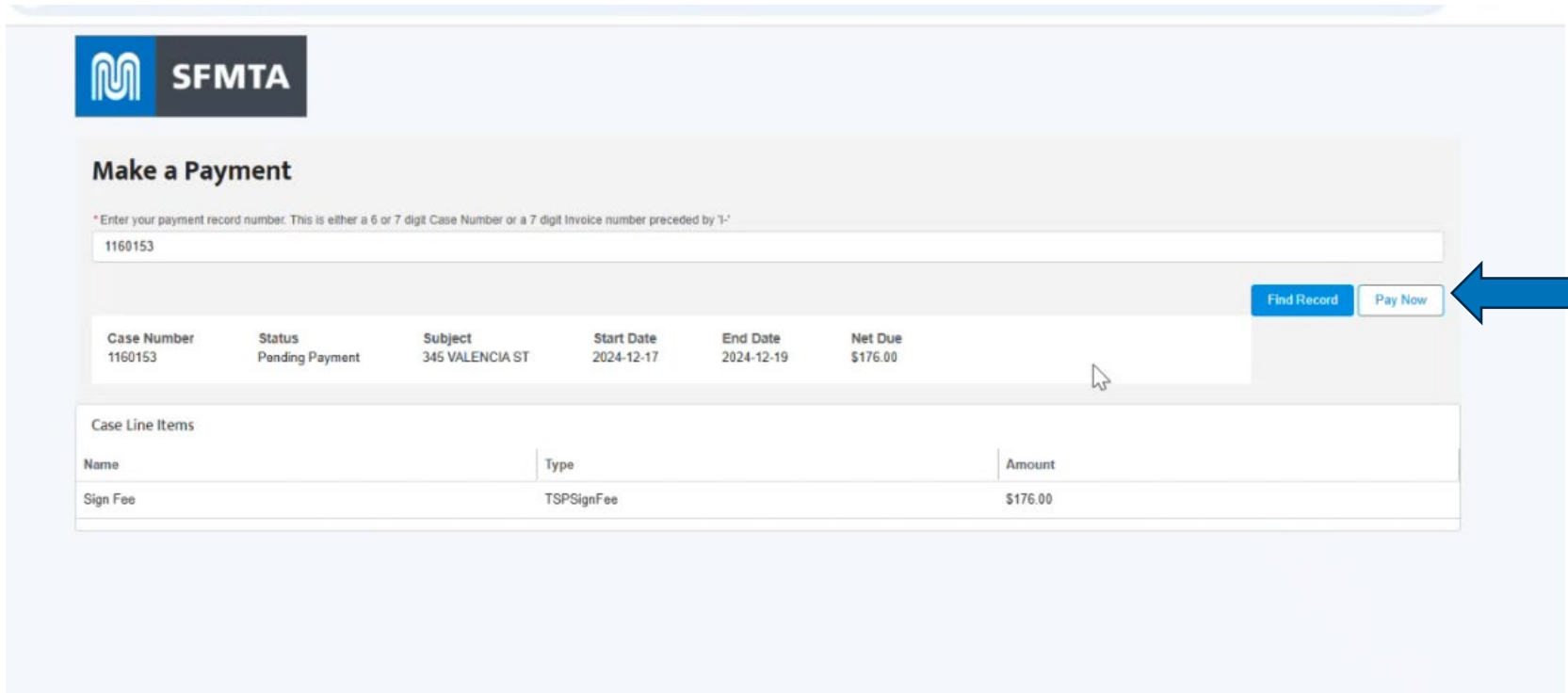
Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case case number if you have any questions. We will respond during office hours: Monday-Friday 7am –

To submit payment for your temp sign request, click on the “Pay by Case” link found in the body of the “Venue Self-Posting Request Approved...” e-mail.

Step 7 – Pay for your Temp Sign(s)



SFMTA

Make a Payment

* Enter your payment record number. This is either a 6 or 7 digit Case Number or a 7 digit Invoice number preceded by 'I-'

1160153

[Find Record](#) [Pay Now](#)

Case Number	Status	Subject	Start Date	End Date	Net Due
1160153	Pending Payment	345 VALENCIA ST	2024-12-17	2024-12-19	\$176.00

Case Line Items

Name	Type	Amount
Sign Fee	TSPSignFee	\$176.00

Click on the “Pay Now” button to pay for your request and access the San Francisco Payment Portal

Step 7 – Pay for your Temp Sign(s)



City and County of
San Francisco Payment Portal

Municipal Transportation Agency

Payment Method

☐ Electronic Check

☐ Credit / Debit Card

Billing Information

We need this information to process your payment.

Country
United States of America

Payment Summary

1 item

Sign Fee

Total:

\$176.00

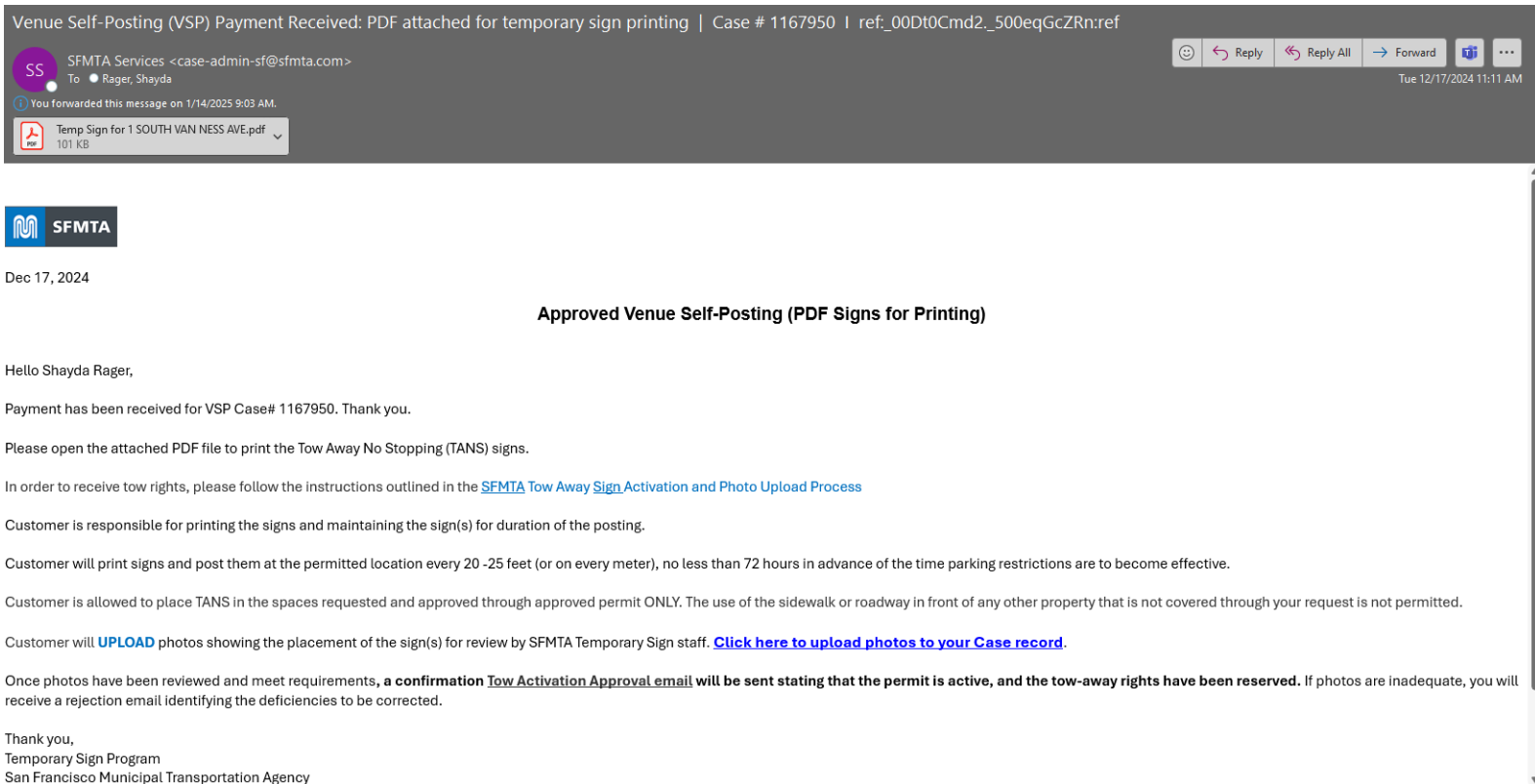
\$176.00

Account Details

Invoice Number
1160153

Submit your payment information. You can pay for your request via electronic check or by card (credit or debit)

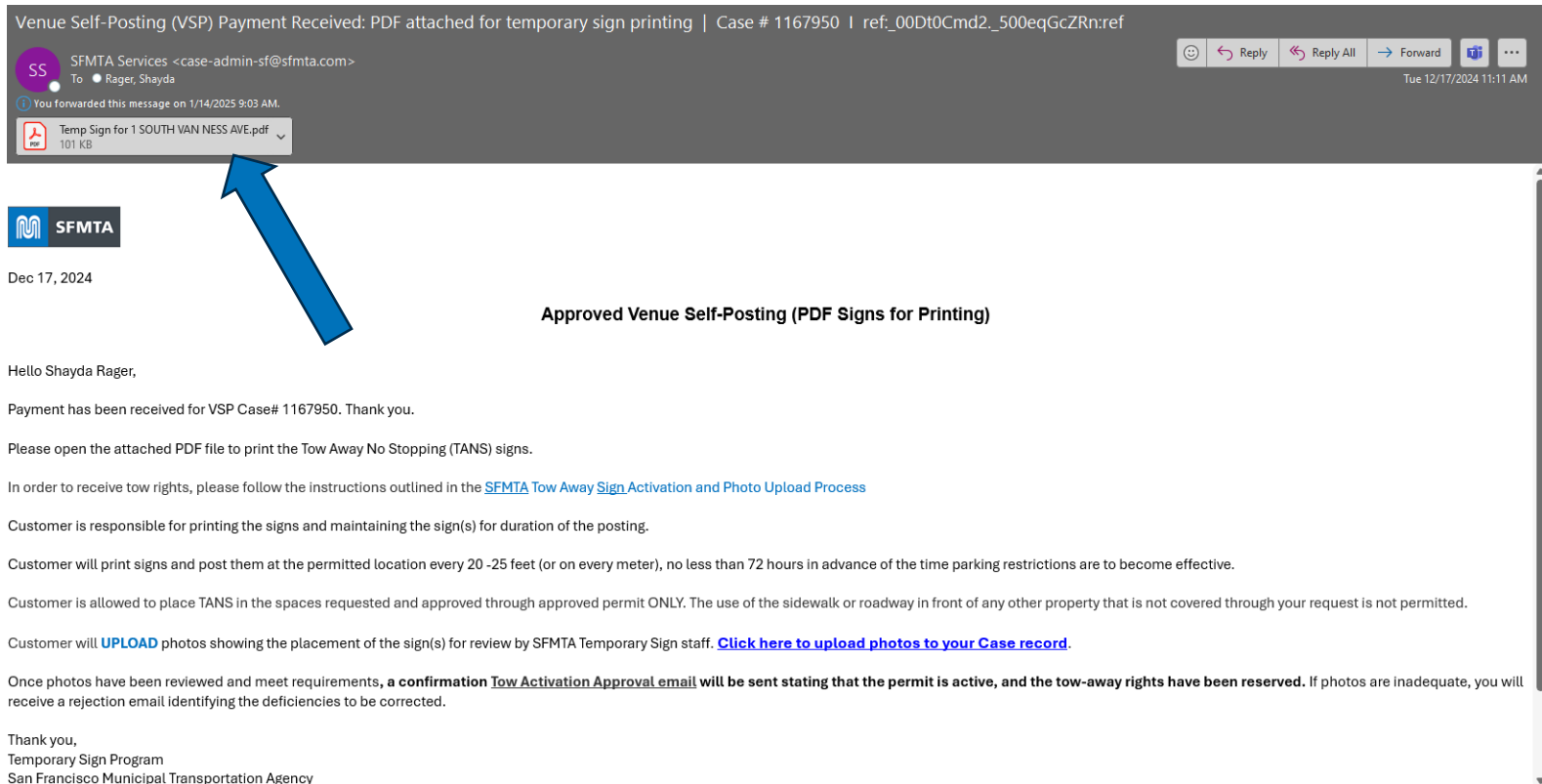
Step 8 – Check email for payment received confirmation



Once the payment has been received you will receive an email with the subject line:

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing

Step 9 – Print signs



Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref_00Dt0Cmd2_500eqGcZRn:ref

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda

You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

SFMTA

Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for Printing)

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the time parking restrictions are to become effective.

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway in front of any other property that is not covered through your request is not permitted.

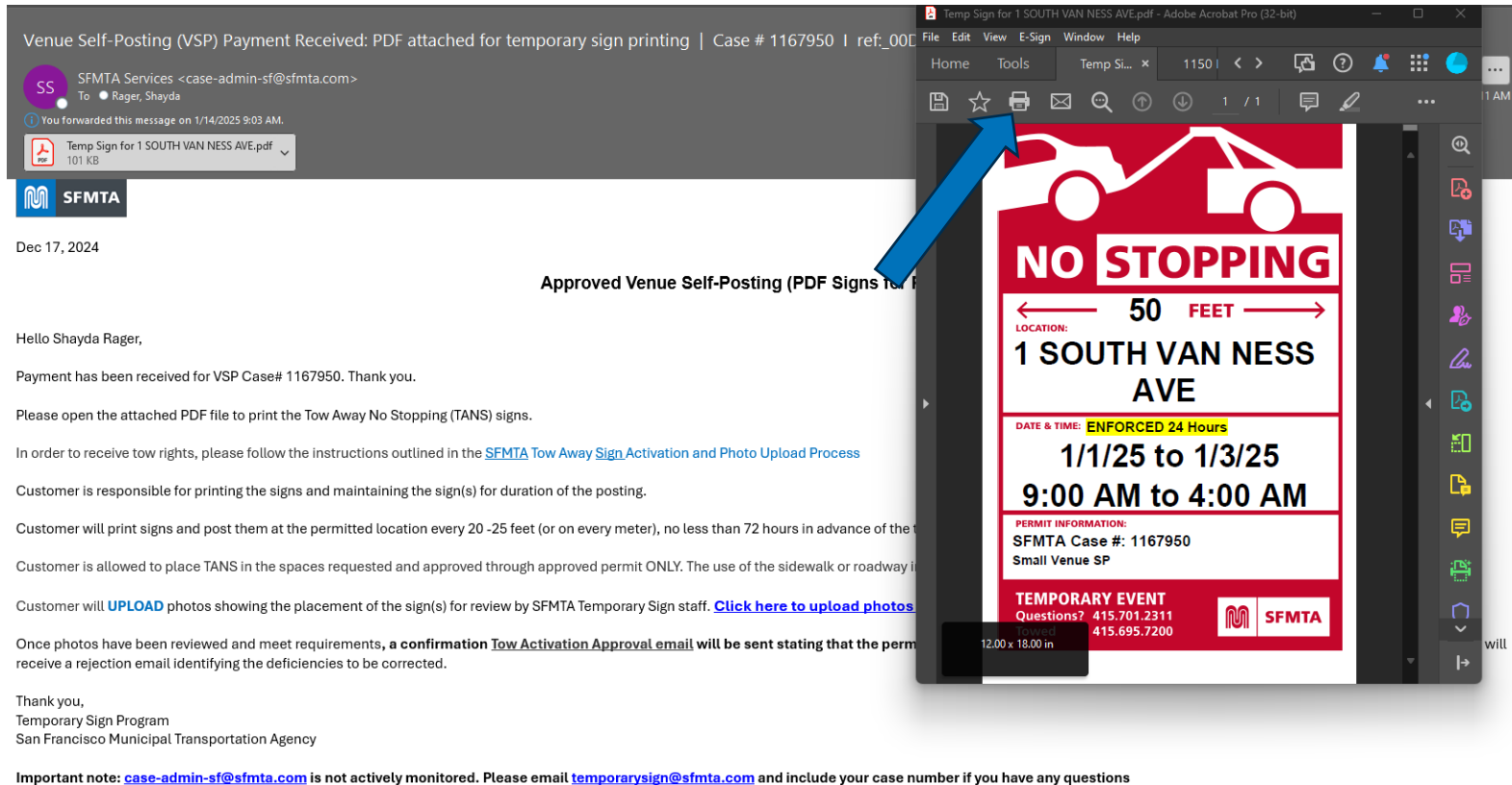
Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos to your Case record](#).

Once photos have been reviewed and meet requirements, **a confirmation Tow Activation Approval email will be sent stating that the permit is active, and the tow-away rights have been reserved.** If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Your custom temporary tow-away no stopping sign will also be attached as PDF in the “Payment Received” email. Click on the attachment to access your temp sign.

Step 9 – Print signs



The image shows a screenshot of an email from SFMTA Services to Shayda Rager, dated Dec 17, 2024. The email subject is "Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref: 00E". The email body contains instructions for printing and posting signs, including a link to the "SFMTA Tow Away Sign Activation and Photo Upload Process". A blue arrow points from the email to a PDF document titled "Temp Sign for 1 SOUTH VAN NESS AVE.pdf" (101 KB). The PDF is a "NO STOPPING" sign template with a red border and white background. It features a car icon at the top, the text "NO STOPPING" in large red letters, and "50 FEET" with arrows indicating the width. Below this, it says "LOCATION: 1 SOUTH VAN NESS AVE". The "DATE & TIME" section is highlighted in yellow and reads "ENFORCED 24 Hours" and "1/1/25 to 1/3/25 9:00 AM to 4:00 AM". The "PERMIT INFORMATION" section includes "SFMTA Case #: 1167950" and "Small Venue SP". The "TEMPORARY EVENT" section lists "Questions? 415.701.2311" and "415.695.7200". The SFMTA logo is in the bottom right corner. The dimensions "12.00 x 18.00 in" are noted at the bottom left of the sign template.

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref: 00E

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda
You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

SFMTA

Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for f

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway i

Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos](#)

Once photos have been reviewed and meet requirements, a **confirmation Tow Activation Approval email** will be sent stating that the perm receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case number if you have any questions

Temp Sign for 1 SOUTH VAN NESS AVE.pdf - Adobe Acrobat Pro (32-bit)

File Edit View E-Sign Window Help

Home Tools Temp Si... x 1150 l < > [Icons] 1 / 1 [Icons] 11 AM

NO STOPPING

50 FEET

LOCATION:
1 SOUTH VAN NESS
AVE

DATE & TIME: **ENFORCED 24 Hours**
1/1/25 to 1/3/25
9:00 AM to 4:00 AM

PERMIT INFORMATION:
SFMTA Case #: 1167950
Small Venue SP

TEMPORARY EVENT
Questions? 415.701.2311
415.695.7200

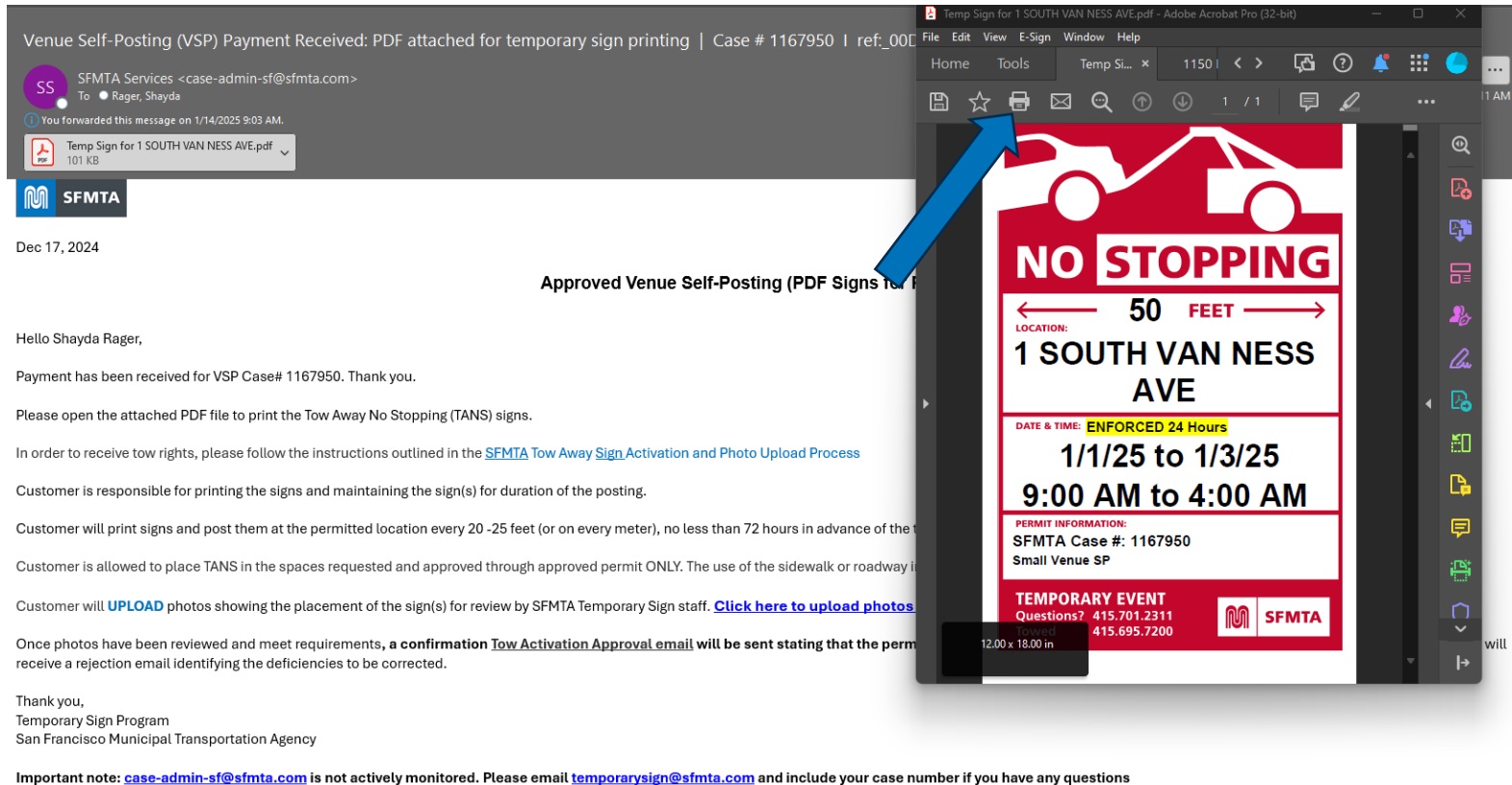
SFMTA

12.00 x 18.00 in

Print signs in-house or at the [Permit Center](#) (~\$7/sign; 49 S Van Ness, 94103) in color on 11"x17" paper or sign material in portrait orientation (*not landscape*)

More info about the Permit Center can be found at www.SFMTA.com/VenueSelfPost

Step 9 – Print signs



The image shows a screenshot of an email from SFMTA Services to Shayda Rager, dated Dec 17, 2024. The email subject is "Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref: 00E". The email body contains instructions for printing and posting "Tow Away No Stopping (TANS) signs". A blue arrow points from the email's PDF attachment icon to a preview of the sign template. The sign template is a white rectangular sign with a red border and a red header featuring a car icon. The text on the sign includes: "NO STOPPING", "50 FEET" with arrows, "LOCATION: 1 SOUTH VAN NESS AVE", "DATE & TIME: ENFORCED 24 Hours", "1/1/25 to 1/3/25", "9:00 AM to 4:00 AM", "PERMIT INFORMATION: SFMTA Case #: 1167950, Small Venue SP", and "TEMPORARY EVENT" with contact information. The sign is shown in a window titled "Temp Sign for 1 SOUTH VAN NESS AVE.pdf - Adobe Acrobat Pro (32-bit)".

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref: 00E

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda
You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

SFMTA

Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for f

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway i

Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos](#)

Once photos have been reviewed and meet requirements, a **confirmation Tow Activation Approval email** will be sent stating that the perm receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarsign@sfmta.com and include your case number if you have any questions

Temp Sign for 1 SOUTH VAN NESS AVE.pdf - Adobe Acrobat Pro (32-bit)

File Edit View E-Sign Window Help

Home Tools Temp Si... x 1150 l < > [Icons] 1 / 1 [Icons] 11 AM

NO STOPPING

← 50 FEET →

LOCATION:
1 SOUTH VAN NESS
AVE

DATE & TIME: **ENFORCED 24 Hours**
1/1/25 to 1/3/25
9:00 AM to 4:00 AM

PERMIT INFORMATION:
SFMTA Case #: 1167950
Small Venue SP

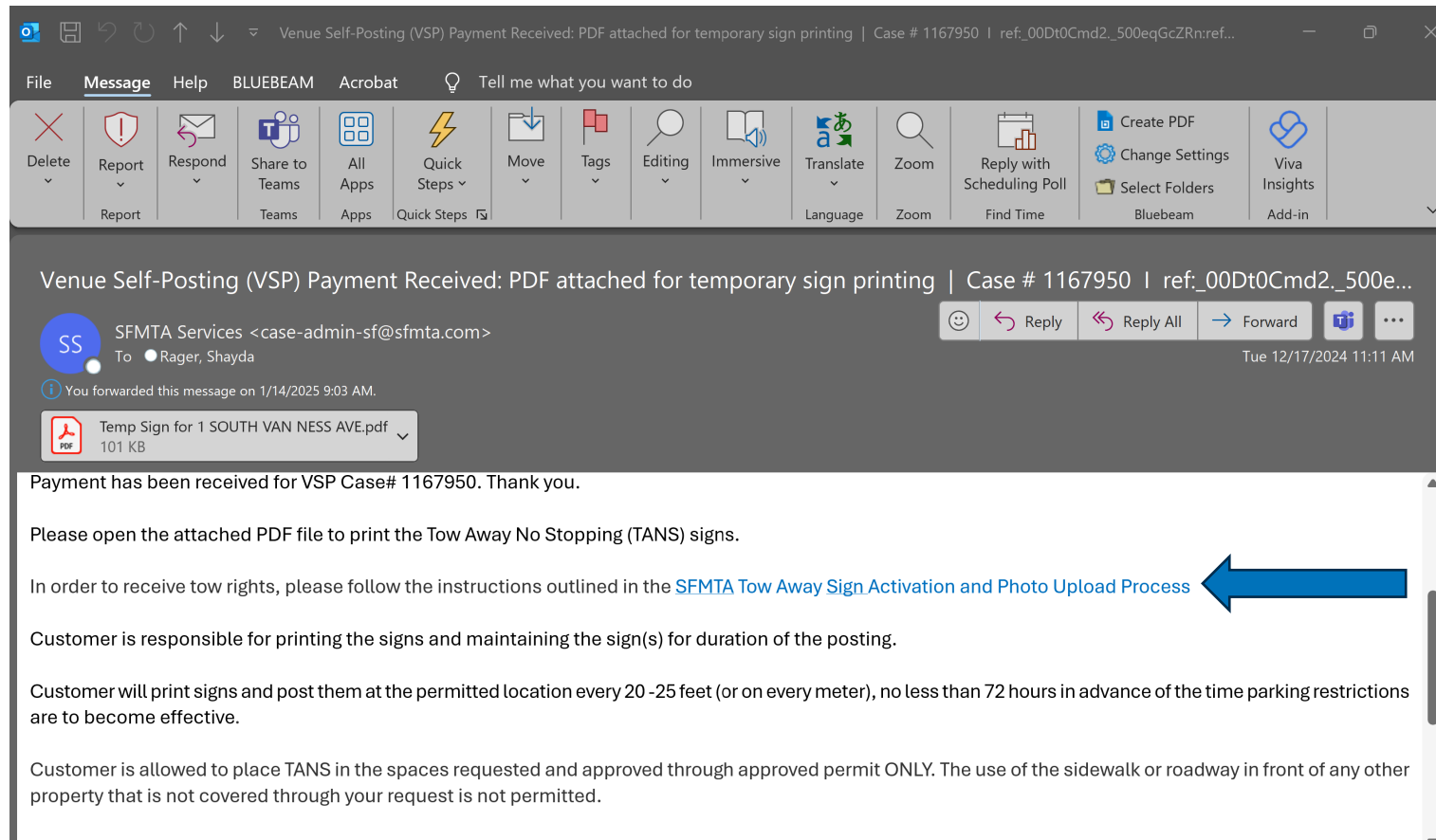
TEMPORARY EVENT
Questions? 415.701.2311
415.695.7200

SFMTA

12.00 x 18.00 in

If you anticipate a lot of tear downs, please ***print more signs than needed*** in-house or at the permit center to avoid inconvenient printing issues or having to return to the Permit Center

Step 10 – Post signs



Click on the link titled, "SFMTA Tow Away Sign Activation and Photo Upload Process" found in the "Payment Received" email for directions on how to post your signs properly.

Step 10 – Post signs

Print and Post Temp Signs (at least 72 hours before your event):

Once payment is received, you'll receive an email with a link to download the Temp Signs as PDF documents, instructions on how to post signs, and a link to submit photos after posting signs

2. Print the signs **in color on 11"x17" paper or sign material, in portrait orientation** (not landscape).
 - a. You can also get these printed for \$7/sign at the **2nd floor of the Permit Center (49 South Van Ness, 94103)**
 - b. Use the guidelines below to **post the signs at each reserved metered post or every 20-25 feet** in the permitted area at least three days before the event.
 - c. You may need materials like stanchions and zip ties.

How to Post Your Signs:

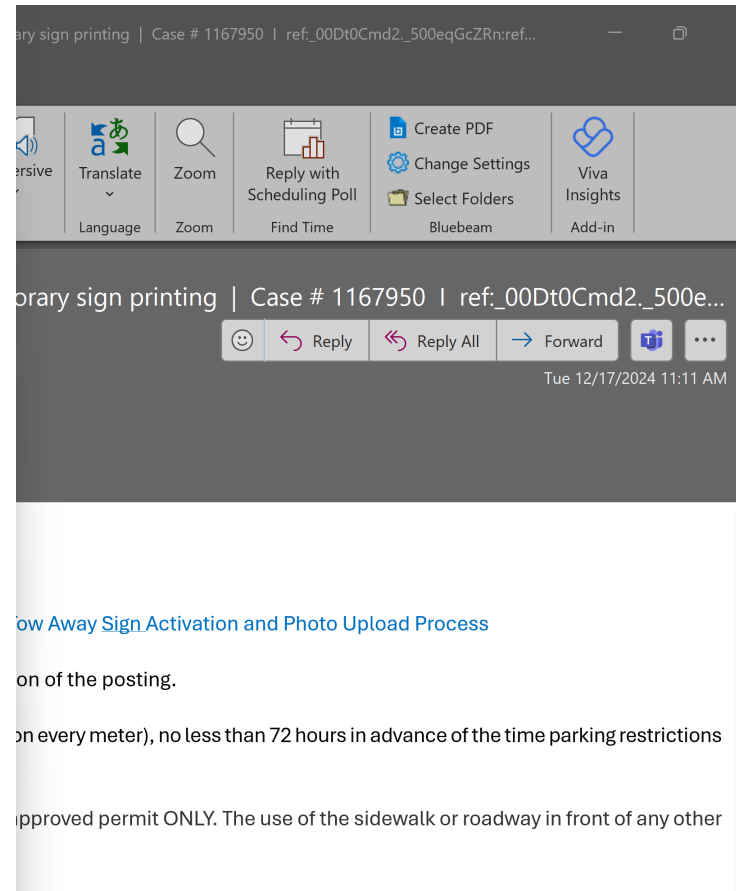
If there ARE single space meters

- Affix a sign to each parking meter post using string or zip ties
- Do NOT use wire or tape
- Do NOT cover the meter head
- Do NOT cover placards
- Do NOT block the keyhole access on the back of the meters
- Do NOT block any regulation signage attached to the meter pole



If there are NOT single space meters

- Affix signs to portable fixtures (like a stanchions or A-frame sign holders), sign poles, or light poles every 20-25 feet using string or zip ties
- Do NOT use wire or tape
- Do NOT post on a pay station, traffic signal pole, or tree.



Scroll down the Entertainment Venue Self-Post Program Guidelines until you reach **“Print and Post the Signs (at least 72 hours before your event)”** and make sure to post your Temp Signs exactly as directed at the approved location

Step 10 – Post signs

How to Post Your Signs:

If there ARE single space meters

- Affix a sign to each parking meter post using string or zip ties
- Do NOT use wire or tape
- Do NOT cover the meter head
- Do NOT cover placards
- Do NOT block the keyhole access on the back of the meters
- Do NOT block any regulation signage attached to the meter pole



If there are NOT single space meters

- Affix signs to portable fixtures (like a stanchions or A-frame sign holders), sign poles, or light poles every 20-25 feet using string or zip ties
- Do NOT use wire or tape
- Do NOT post on a pay station, traffic signal pole, or tree.



Use the guidelines above to post the signs at each reserved metered post or every 20-25 feet in the permitted area at least three days before the event. Please note that signs should only be posted on portable fixtures, meters, sign or light poles using string or zip ties. Please do not post signs using wire or tape.

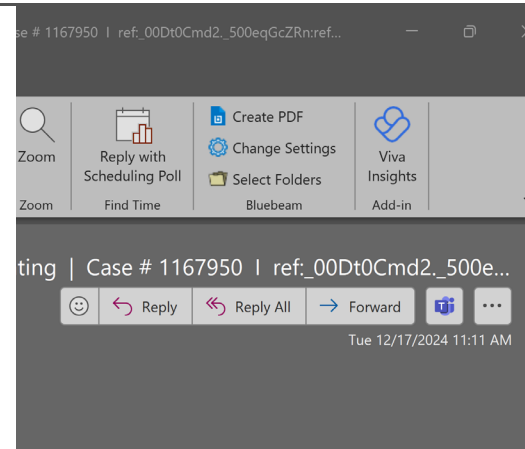
Step 11 – Take photos of your posted signs

Take and Upload Photos of the Posted Signs to Obtain Tow-Away Rights Confirmation (at least 72 hours before your event):

1. Take photos of your signs, including:
 - a. **Close-up photo** of each sign to confirm correct permit information.



- b. **Overall photo** of the parking area showing all signs to confirm location and spacing.



tivation and Photo Upload Process

o less than 72 hours in advance of the time parking restrictions

ONLY. The use of the sidewalk or roadway in front of any other

1 staff. [Click here to upload photos to your Case record.](#)

email will be sent stating that the permit is active, and the

Scroll down the guidelines until you reach **“Take and Upload Photos of the Posted Signs (at least 72 hours before your event)”** Give yourself ample time to take and upload the photos prior to your event and make sure to take photos of your Temp Signs exactly as directed. Take at least one close-up photo of each sign and one overall photo.

Step 12 – Upload Photos

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref_00Dt0Cmd2_500eqGcZRn:ref

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda

You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

Reply Reply All Forward

Tue 12/17/2024 11:11 AM

SFMTA

Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for Printing)

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the time parking restrictions are to become effective.

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway in front of any other property that is not covered through your request is not permitted.

Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos to your Case record.](#)

Once photos have been reviewed and meet requirements, a **confirmation Tow Activation Approval email** will be sent stating that the permit is active, and the tow-away rights have been reserved. If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Upload the photos of your posting by clicking on the “Click Here to upload photos to your Case record” link found in the “Payment Received” email.

Step 12 – Upload Photos

Temporary Signs - Upload Photos for Tow Review

Venue Self-Posting Details

Case Number

1167950

Start Date

01/01/2025

End Date

01/03/2025

Approved Address

1 SOUTH VAN NESS AVE

Business Name

SFMTA - Curb Man

Contact Name

Shayda Rager

Self-Poster Number

Upload Photos of Posted Signs

Attach photos of posted signs for tow review. *

Choose File

Image (13).jpg

*Each file uploaded must be less than 30MB

[Add another image](#)

You must click the Submit button to upload your photos to your Case.

SUBMIT

Open

Downloads

Organize New folder

Shayda - SFMTA

Yesterday

Image (13)

Image (12)

Image (11)

Image (10)

Image (9)

Image (7)

Image (6)

Image (5)

Image (4)

Image (3)

Temp No Parking Sign Application Instruction

Self-post Guidelines

File name:

Upload from m

Click on the “Choose File” button to navigate to the folder where you saved your upload photo

Step 12 – Upload Photos

The screenshot shows the 'VENUE SELF-POSTING DETAILS' form. The top section contains fields for Case Number (1167950), Start Date (01/01/2025), End Date (01/03/2025), Approved Address (1 SOUTH VAN NESS AVE), Business Name (SFMTA - Curb Man), Contact Name (Shayda Rager), and Self-Poster Number. Below this is the 'Upload Photos of Posted Signs' section, which has three rows for attaching photos. Each row includes a 'Choose File' button, a file name (e.g., 'Image (13).jpg'), and a note: '*Each file uploaded must be less than 30MB'. A file explorer window is open over the 'Choose File' button of the first row, showing the 'Downloads' folder with a list of image files. A blue arrow points to the 'Add another image' link at the bottom right of the photo upload section. Below the photo upload section is a message: 'You must click the Submit button to upload your photos to your Case.' and a 'SUBMIT' button.

VENUE SELF-POSTING DETAILS

Case Number: 1167950 Start Date: 01/01/2025 End Date: 01/03/2025

Approved Address: 1 SOUTH VAN NESS AVE Business Name: SFMTA - Curb Man

Contact Name: Shayda Rager Self-Poster Number:

Upload Photos of Posted Signs

Attach photos of posted signs for tow review. *
[Choose File] Image (13).jpg
*Each file uploaded must be less than 30MB

Attach photos of posted signs for tow review. *
[Choose File] Image (12).jpg
*Each file uploaded must be less than 30MB

Attach photos of posted signs for tow review. *
[Choose File] No file chosen
*Each file uploaded must be less than 30MB

[Remove](#)

[Add another image](#)

You must click the Submit button to upload your photos to your Case.

SUBMIT

To submit more than one photo click on “Add another image”

Step 12 – Upload Photos

Venue Self-Posting Details

Case Number

Start Date

End Date

1167950

01/01/2025

01/03/2025

Approved Address

Business Name

1 SOUTH VAN NESS AVE

SFMTA - Curb Man

Contact Name

Self-Poster Number

Shayda Rager

Upload Photos of Posted Signs

Attach photos of posted signs for tow review. *

Choose File

Image (13).jpg

*Each file uploaded must be less than 30MB

Attach photos of posted signs for tow review. *

Choose File

Image (12).jpg

*Each file uploaded must be less than 30MB

Remove

Attach photos of posted signs for tow review. *

Choose File

Image (11).jpg

*Each file uploaded must be less than 30MB

Remove

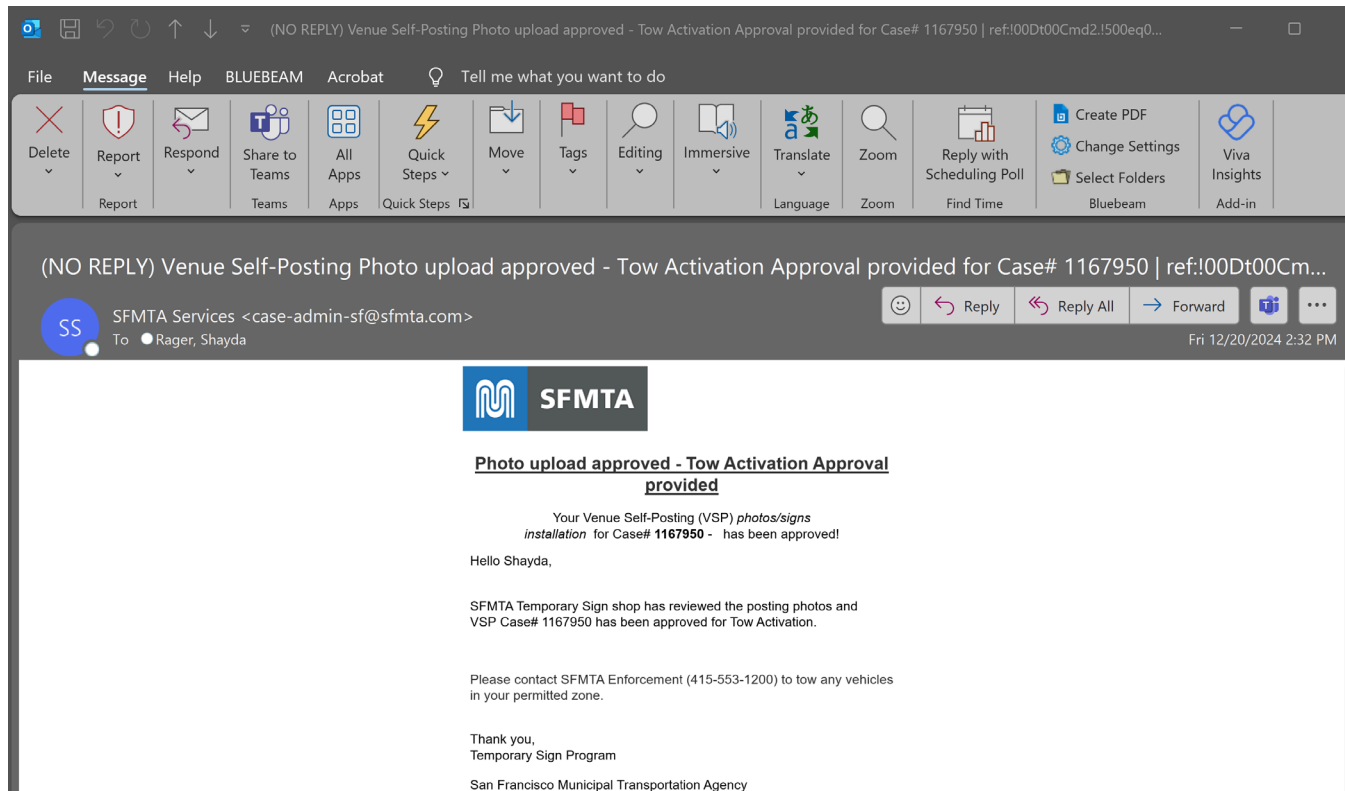
Add another image

You must click the Submit button to upload your photos to your Case.

SUBMIT

Click on the 'Submit' button to upload your photos to your case.

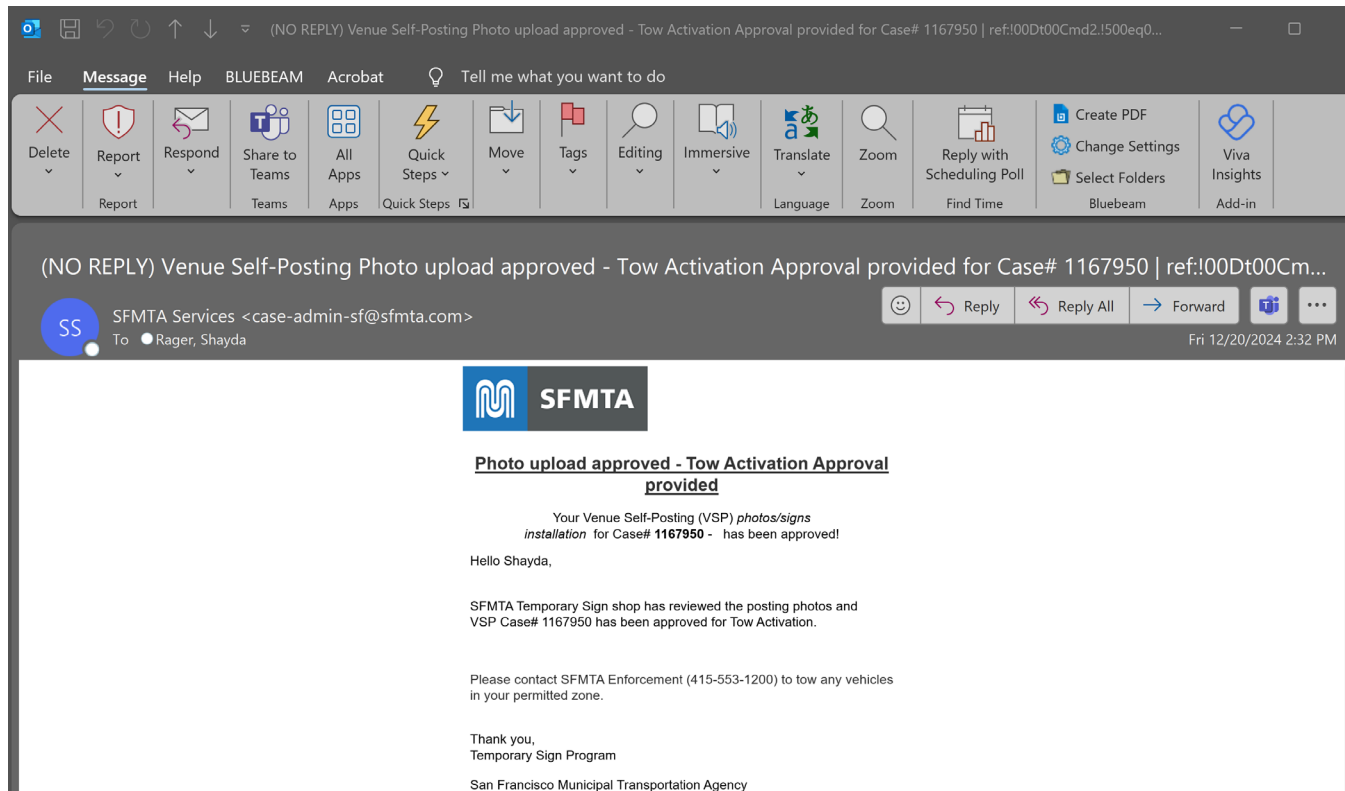
Step 13 – Photos Approved!



If your request is **approved**, you will receive an e-mail with the subject line:

(NO REPLY) Venue Self-Posting Photo upload approved – Tow Activation Approval
Provided for Case# XXXXXXXX

Step 13 – Photos Approved!



Approved photos are saved and sent to the Tow Desk.

This email enables you to enforce your zone during the time the temporary tow away not stopping sign is in effect!

You're all set!

Still Need Help?

- Go to [SFMTA.com/VenueSelfPost](https://sfmta.com/VenueSelfPost) for relevant links, documents, FAQs. Check back frequently for updates!
- Contact VenueSelfPost@SFMTA.com if you have general program questions or an issue reserving or posting your signs.
- If enforcement or towing is needed, call SFMTA enforcement at **415-553-1200**.
- Contact TowZoneRequest@sfmta.com if you have an issue exercising your tow-away rights.