HOW TO GUIDE FOR TEMPORARY TOW DATABASE

How to Register

1. Go to https://sf-mta.force.com/TempTowRequest/s

2. Click the "Not a member?" under "Log in"

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

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can’t log in, contact your administrator.

Back to login

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

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.)
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.
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"
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.