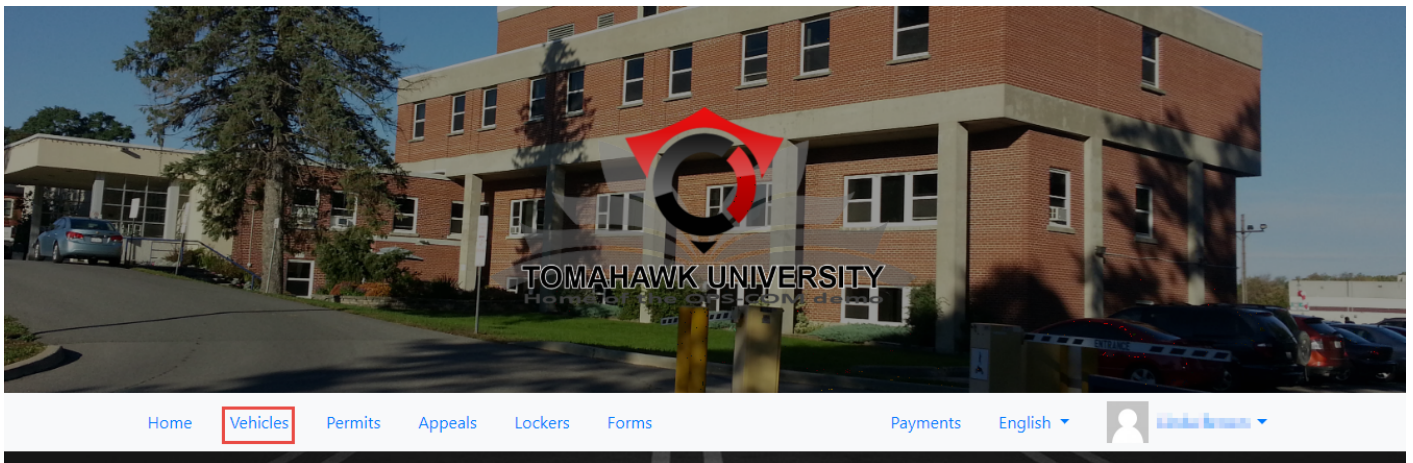


# Registering and Editing Vehicles

## Register a Vehicle

To register a vehicle, login in to your profile and click **Vehicles**.



Click **Add New Vehicle**. You will be presented with a vehicle disclaimer that you must review before adding a vehicle. Click **I Agree**.

### Vehicle Disclaimer


By adding this vehicle/license plate to my ParkAdmin profile, I agree to assume all responsibilities for the vehicles registered herein, to adhere to the University's Traffic and Parking Regulations, as amended from time to time and authorized by the Board of Governors, and to accept all the conditions contained therein. I acknowledge having read these regulations, and further certify that I am in possession of a valid driver's license and that the vehicle registered for parking is properly licensed and insured.

Cancel

I Agree

The **Add New Vehicle** window will be displayed. A plate or a VIN number is required. If you enter a VIN number only, the VIN number will be used as a replacement for the plate. You must also

choose the correct Province/State and the Plate Type. For most users this will be Passenger. Click **Save Changes**.

**Add New Vehicle** 

Plate

PL8RDR

VIN

vinnummber1234

Province

Ontario

▼

Plate Type

Passenger

▼

---

Make

Acura

▼

Vehicle Type

Not Listed

▼

Colour

Unknown

▼

Year

2017

---

Close

Save Changes

The list of vehicles will be displayed on the **Vehicles** page. In this example the user has 1 vehicle on their profile with the ability to add more.

[Home](#)[Vehicles](#)[Permits](#)[Appeals](#)[Lockers](#)[Forms](#)[Payments](#)[English](#)

This is the content header, it can be customized within the administrative interface to include announcements or instructions.

# Vehicles

ASDA437	
Ontario	Passenger
2012	Sport Utility Vehicle
Black	Nissan
<a href="#">Edit</a>	<a href="#">Active</a> <a href="#">Remove</a>

[Add New Vehicle](#)

Edit a Vehicle

If you need to edit any of the information, click **Edit**. The **Editing Vehicle Information** window will appear. Make your changes and click **Save**.

Editing Vehicle: ASDA437

Province

Ontario

Plate Type

Passenger

Make

Nissan

Vehicle Type

Sport Utility Vehicle

Colour

Black

Year

2012

Close

Save Changes

## Activate/Deactivate a Vehicle

You can also deactivate a vehicle on your profile. To do this, select **Active** in the drop down list.

### Vehicles

ASDA437	
Ontario	Passenger
2012	Sport Utility Vehicle
Black	Nissan
<a href="#">Edit</a>	<a href="#">Active ▾</a> <a href="#">Remove</a>

PL8RDR	
Ontario	Passenger
2021	Not Listed
Unknown	Acura
<a href="#">Edit</a>	<a href="#">Inactive ▾</a> <a href="#">Remove</a>

## Removing a Vehicle

You can remove a vehicle by clicking **Remove** in yellow. Cannot remove vehicle with active permit.

### Vehicles

ASDA437	
Ontario	Passenger
2012	Sport Utility Vehicle
Black	Nissan
<a href="#">Edit</a>	<a href="#">Active ▾</a> <a href="#">Remove</a>

PL8RDR	
Ontario	Passenger
2021	Not Listed
Unknown	Acura
<a href="#">Edit</a>	<a href="#">Inactive ▾</a> <a href="#">Remove</a>

## Associating a Plate to a User

If there is a plate in the system that you wish to associate to your user profile, you can add the name of the plate followed by **Save Changes**. This will bring up a dialogue in the same window allowing you to **Associate** the plate to your profile.

Add New Vehicle

Associate

This vehicle already exists in the system. Click 'Associate' to associate it to your profile.

Plate

MASH

VIN

vinnummber1234

Province

Ontario

Plate Type

Passenger

Make

Acura

Vehicle Type

Not Listed

Colour

Unknown

Year

2017

Close

Save Changes

## The Optional VIN Number

One piece of information that can be optional in OPS-COM as a requirement is the VIN (Vehicle Identification Number).

The VIN number is typically 17 characters long.  
This field can be toggled on or off in system settings.

