

Registering and Editing Vehicles

If you are selling Parking Permits on your User Portal, your clients must register their vehicles to their profile. Users can edit existing vehicles as well as make vehicles active.

Quick Steps:

1. Log in to the **User Portal**.
2. Click on the **Vehicles** tab.
3. Click **Add New Vehicle**, then review and accept the **Vehicle Disclaimer**.
4. Enter your **Plate number**, choose your **Province/State**, add the **Year** of the vehicle, and **Plate Type**. Click **Save Changes**.
5. **Edit a Vehicle**: Click **Edit** next to the vehicle. Make changes then click **Save**.
6. **Activate/Deactivate a Vehicle**: Select the **Active** button on the vehicle to toggle it as active or inactive.

Step-by-Step Instructions:

1. **Log in**: log in to your profile and click on **Vehicles**.
2. **Review vehicle disclaimer**: Click on **Add New Vehicle**. A vehicle disclaimer will appear that you need to review before continuing. Click **I Agree** to proceed.
3. **Add a vehicle**: Click on **Add New Vehicle**. Here, you will need to enter your **Plate Number** as well as your **Province/State**, **Plate Type** (usually **Passenger** for most users), and the **Year** of the vehicle.
4. **Save changes**: Click **Save Changes** to complete the registration.
5. The **Vehicles Page** should now display your newly registered vehicle. You can add more vehicles if needed.
6. **Edit your Vehicle**: In the **Vehicles** page, find the vehicle you want to edit. Click **Edit** beside the vehicle's details.
7. **Edit info**: The **Editing Vehicle Information** window will appear. Make your desired changes.
8. **Save changes**: Click **Save** to update the vehicle's information.
9. **Activate/Deactivate a vehicle**: On the **Vehicles** page, find the vehicle you want to activate/deactivate.
10. **Set vehicle as active or inactive**: Click the **Active** button, toggle the status (Active or Inactive).

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